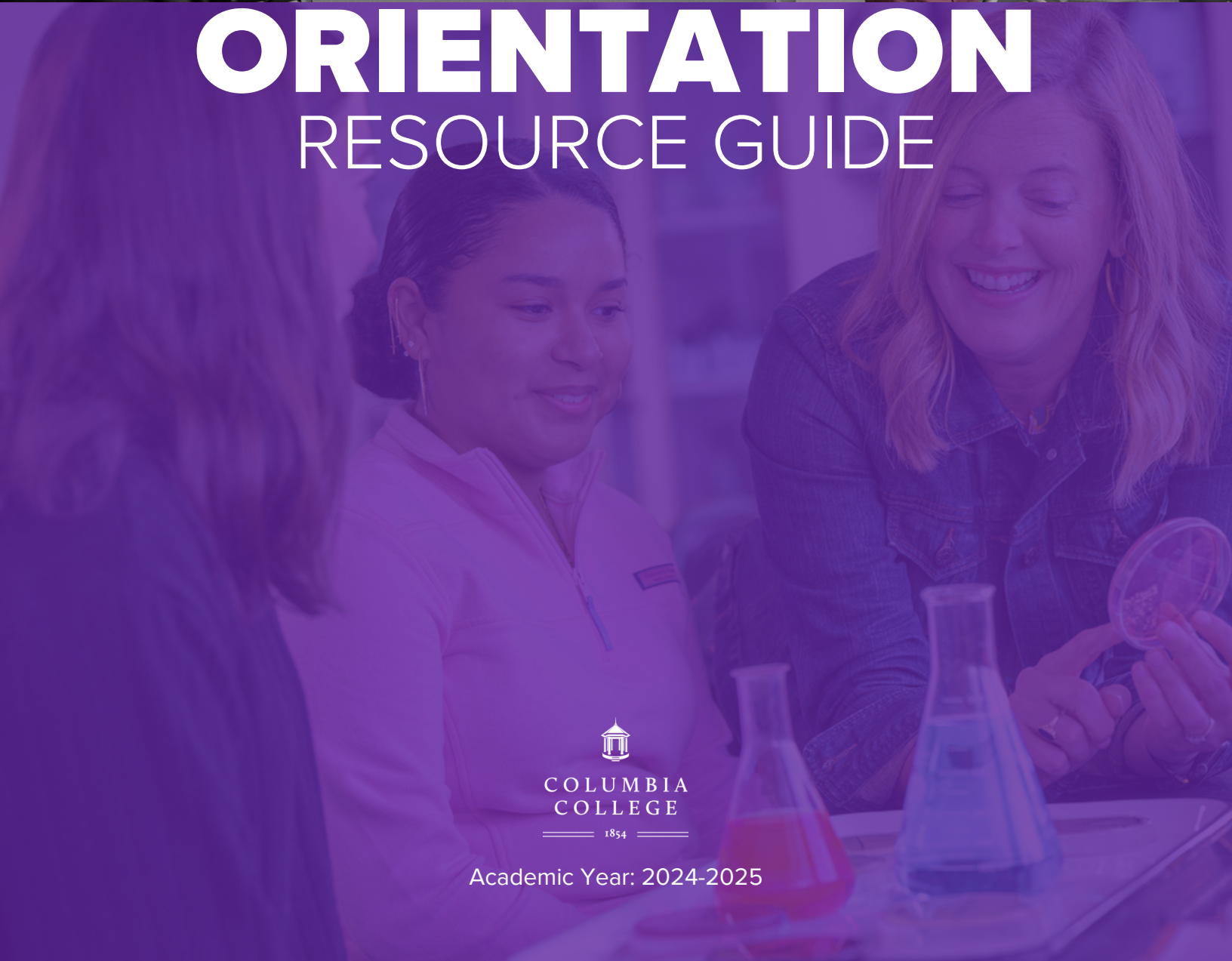




NEW STUDENT ORIENTATION RESOURCE GUIDE



COLUMBIA
COLLEGE

1854

Academic Year: 2024-2025

- 3 [Welcome from the President](#)
- 4 [Welcome from the Provost](#)
- 5 [Columbia College Map](#)
- 6 [Get Connected Checklist](#)
- 7 [Welcome Week 2024](#)
- 8 [Financial Aid Tips](#)
- 9 [Student Affairs](#)
- 10 [Campus Police Department](#)
- 11 [Campus Mail & Post Office](#)
- 12 [Learning Commons](#)
- 13 [Edens Library](#)
- 14 [Career & Student Success Services](#)
- 15 [Success Socials](#)
- 16 [Career Workshops](#)
- 17 [Accessibility Services](#)
- 18 [Tutoring Resources](#)
- 19 [Honors Program](#)
- 20 [Counseling Services](#)
- 21 [Divisions of Study](#)
- 22 [Koala Assistance](#)





Congratulations on being accepted to Columbia College!

We are thrilled to welcome you to the student body. Welcome Weekend is designed to help you connect with students, faculty, and staff and to make campus feel like your home away from home as you prepare for life as a student. As you prepare to move on campus, check the packing list to ensure that you bring everything to make yourself feel comfortable on campus. When you arrive, we will help you get settled in and prepare for classes, which will begin on Monday, August 26th. I hope that when you arrive, you will spend a few days exploring campus, meeting classmates, and sampling the many joys of life on campus. I look forward to meeting you and welcoming you personally during Columbia College's Welcome Weekend!

John H. Dozier, President

president@columbiasc.edu | 803.786.3178





Greetings Koalas!

Congratulations on being accepted to Columbia College! We are excited to welcome you to campus and help you get started on achieving your educational goals. I am confident that each of you will find Columbia College to be a unique and supportive environment dedicated to helping you claim your education.

As the Provost, my job involves ensuring that the College continues to provide high-quality degree programs and plenty of support for students. Our faculty, administrators, and staff are committed to helping you to have a successful academic year. Not only will you find engaged faculty who are happy to get to know you, but you will also find supportive staff, including academic advisors, student success coaches, athletic coaches, mental health counselors, student life and residence life staff, online and in person tutors who specialize in writing, math, science, and other subjects, and even the friendly team of faculty and staff who work in the library. If you don't see or don't know how to find what you need, ask.

At Columbia College, we know that education isn't just about classes, it's also about experiences. Make the most of your time here by getting involved. Participate in orientation activities. Take advantage of clubs and activities, join athletic teams, attend events, engage in community service, and take part in the vibrant life of our campus community. Make your time here something you will never forget. Your education is an investment in yourself and your future.

Remember: This is your time to dream and do! Take advantage of the resources to get you to the next step in your journey.

Please don't hesitate to reach out to me or any member of the Columbia College faculty and staff if you need support or have questions. We are here to help you get the most out of your experience. Go Koalas!

Best wishes for a successful academic year,



Kristine Barnett

Dr. Kristine Barnett, Provost and Vice President for Academic Affairs
provost@columbiasc.edu | 803.786.3669



● **ACADEMICS**

- 1. **Barbara Bush Center for Science & Technology**
Division of Business, Leadership & Communication, Division of Health, Mathematics & Sciences
- 2. **Center for Career Coaching & Professional Development**
Office of Career Services
- 3. **Cottingham**
*Box Office
Cottingham Theater
Griffin Arena Theatre*
- 4. **J. Drake Edens Library**
*First Level: Library Reference & User Services
Second Level: Honors Program; Collaborative Learning Center
Lower Level: Information Technology Services; Overton Media Center; Pearce Communication Center; Office of Student Success*
- 5. **Spears Center for the Arts**
*Division of Arts
Concert Hall
Goodall Gallery*
- 6. **Wil Lou Gray**
Division of Social Sciences

● **ADMINISTRATION**

- 7. **Allison Administration Building**
*First Level: Human Resources/Benefits Coordinator; Office of the President; Office of the Provost; VP Finance
Second Level: Registrar
Third Level: Financial Aid; Financial Services; Payroll & Student Employment*

8. **Facilities Management**

- 9. **Janet Alexander Cotter Alumnae Hall**
*Alawee Gibson Tucker Conference Room
Alumni Relations
Office of Advancement
"The Parlor" (former Vera Young Thomas Memorial Library)
Office of Communications & Marketing*
- 10. **The Johnnie Cordell Breed Leadership Center for Women**
*First Level: Breed Leadership Lecture Hall
Second Level: Gibson-Tucker Board Room; Mary Adams Brown Grand Foyer; Office of Admissions*
- 11. **Maxwell House**

● **ATHLETICS**

- 12. **Athletic Complex**
*Price Pavillion
Sutton Softball Field
Younts Lacrosse & Soccer Stadium*
- 13. **Godbold Center**
*Athletics Department
Athletic Training Room
Dance Studios
George's Gym Fitness Center
Greer Natatorium
Porter Gymnasium*

● **CAMPUS LANDMARKS**

- 14. "The Columns" Gazebo
- 15. The Fountain
- 16. The Green
- 17. The Mall

18. **Mitzi's Garden**

● **STUDENT LIFE**

- 19. **College Place United Methodist Church**
- 20. **Columbia College Police Dept.**
- 21. **Columbia Community Family Practice**
- 22. **Hudson Hall**
- 23. **Kneece Hall — The Cottages**
- 24. **Knox Hall — The Cottages**
- 25. **McNair Hall**
- 26. **Mirre Hall**
- 27. **S.C.A.H.P.E.R.D.**
South Carolina Alliance for Health, Physical Education, Recreation & Dance
- 28. **SC United Methodist Center**
- 29. **Student Union**
*First Level: Dining Area
Second Level: Terrace Café, Student Lounge
Lower Level: Office of Residence Life & Housing; Office of Student Activities*
- 30. **T.J. Harrelson Student Services Center**
*First Level: Bookstore; Post Office; Women's Business Center of South Carolina
Second Level: Division of Student Affairs; Koala Pantry; Office of Counseling Services; Office of the Dean of Students; Office of Multicultural Affairs & Community Resources*

31. **Wesley Hall**

● **PARKING**

- A, B, G – Visitor Parking
- C, D, E, F, H – Decal Parking

✓ Access Your Email

Check your email frequently, so you don't miss important information throughout the summer. Set up your email.

- Email Address:
firstname.lastname@my.columbiasc.edu
- Password: Koala and the last four digits of your SSN (e.g. Koala1234)

✓ Access Koala Connection (KC)

- Use your Student ID as your username
- Your KC password: Koala plus the last 4 digits of your SSN (ex. Koala1234) - make sure that the "K" is capitalized

To Reset KC Password

- Once you log in to KC, enter your Student ID in the Username Field and then click on 'Forgot Password.' Enter your CC email on the email on the next screen. An email (from jicsinfo@columbiasc.edu) will be sent to your CC email with a link to reset your password.
- Log in to your CC email and open the email. Click on "click here to reset password." Reset to your desired password.

✓ Download the Canvas App

Find the free app on Apple App Store or Google Play to access your courses, submit your assignments, and connect with your Orientation Leader (OL) and other students. ([View Canvas Tutorials!](#))

✓ Download the Navigate App






Find the free app on Apple App Store or Google Play. Log in with your Columbia College username and password (same as email), and you'll take a brief survey before getting your Summer Orientation Checklist.

✓ Download the Handshake App

Columbia College's career platform for connecting employers & services, including job opportunities on campus, internships, workshops, and more.



Connect on Social!

-  @ColumbiaKoala
-  @ColumbiaKoala
-  Columbia College, SC
-  @ColumbiaCollegeSC
-  Columbia College SC



**AUG
26**

Ice Cream on the Mall

Unwind after your first day of classes with complimentary ice cream and outdoor games on the Mall!

"ThinkFast"

Participate in an engaging event at the Student Union. Join us for a fun game night and seize the opportunity to win cash prizes!

**AUG
27**



**AUG
28**

Wild Out Wednesday

Meet us in the Student Union and enjoy music and games with the Columbia College Activities Board (CCAB)!

Koala Kooldown

"Kooldown" with the Division of Student Affairs with a Pool Party at Greer Natatorium (at Godbold Center). Free food & more!

**AUG
29**



**AUG
30**

Movie Night

Join us on the Green for a movie picked by students with free snacks!



The Office of Financial Aid awards aid to qualified applicants regardless of race, religious creed, place of national origin, ethnic group, or physical disability. Most aid is awarded on a first-come, first-served basis so submit forms as soon as possible.

Complete the FAFSA

File the [Free Application for Federal Student Aid \(FAFSA\) online](#). Keep in mind that all South Carolina residents must complete the FAFSA **no later than August 1** to qualify for the South Carolina Tuition Grant.

Columbia College FAFSA Code: 003430

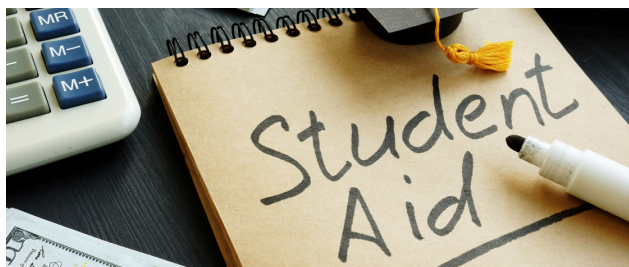
Types of Federal Financial Aid

Students who are U.S. Citizens or permanent residents may receive the following [financial aid](#) from the Federal Government, which is determined by information students provide on the FAFSA:

- Grants
- Federal Direct Loan
- Parent PLUS Loan
- Private Loans
- SC Teacher Loan Program
- Federal Work-Study

Questions?

If you have questions regarding Financial Aid or Tuition Accounts, please call [803.786.3612](tel:803.786.3612).



Scholarship Opportunities

Columbia College offers a variety of scholarships, including:

- Academic
- Honors
- Program Specific
- Athletic
- In-State Residents - Offered by State of South Carolina

Federal Links

- Instructions to [create an FSA User ID](#)
- Complete the [FAFSA](#)
- [Entrance Counseling](#)
- [Master Promissory Note](#) for Subsidized and Unsubsidized Loan
- Apply for the [Parent PLUS Loan](#)

FAFSA Deadline: August 1 (of the year starting school)

Requirements to Maintain Awards

Your financial aid is awarded contingent on your maintaining Satisfactory Academic Progress. The following must be true to retain your financial aid eligibility for the following academic term:

Undergraduate Students

- Must have a cumulative GPA of 2.0
- Must pass 67% of all attempted hours

Graduate Students

- Must have a cumulative GPA of 3.0
- Must pass 67% of all attempted hours



Chaplain Services

Rev. Fadetra Boyd

Chaplain

fboyd@columbiasc.edu | 803.786.3032

- Spiritual Counseling
- Religious Life Programming
- Community Service Opportunities

Counseling Services

Mila Burgess-Conway

Director of Counseling Services

mconway@columbiasc.edu | 803.786.3603

- Individual Short-Term Counseling
- Services are Completely Confidential and FREE
- Referrals for Medication Management, Psychiatric Assessments, and other Mental Healthcare Needs

Student Affairs

Dr. Sandra Rouse

Vice President for Student Affairs & Dean of Students

srouse@columbiasc.edu | 803.786.3856

- Advocate for Student Needs
- Student Government Association
- Campus Policy Development for a Safe & Diverse Learning Environment
- Parent & Family Programs

Dr. Melissia Brannen

Associate Dean of Students for Community Engagement

mbrannen@columbiasc.edu | 803.786.3886

- International Student Programs
- Parent and Family Programs
- Community Engagement
- Student Leadership

Donte' Mackey

Director of Student Affairs

dmackey@columbiasc.edu | 803.786.3296

- Campus Events & Traditional Programs - Including Family Weekends
- Explore Columbia Trips
- 50+ Student Organizations and Leadership Development Programs

Ashton Peterson

Director of Multicultural Affairs & Community Resources

apeterson@columbiasc.edu | 803.786.3039

- Multicultural Programs & Involvement
- International Student Support
- Liaison to Medical & Community Resources

Stacey K. Cumbee-Lewis

Administrative Assistant and Coordinator for Residence Life and Student Activities

slewis@columbiasc.edu | 803.786.3663

Parents & Families Resources

Webpage: <https://www.columbiasc.edu/parents-families>

Facebook Group: Columbia College Parents & Families_South Carolina

The Columbia College Police Department (CCPD) consists of police officers trained through the South Carolina Criminal Justice Academy. They have full law enforcement powers (including arresting ability) and carry handguns.

Campus police patrol the campus and answer calls on a 24-hour, 365-day-a-year basis, both in vehicles and on foot. Police officers also maintain a presence during at-home athletic events, even when events take place on our fields located off-campus. **CCPD also assists with escort services and student transportation throughout campus to enhance student safety during the evening hours from 6 PM - 7 AM.** CCPD can transport students to the nearby CVS and Shell gas station.

Windell Harris, Director of Public Safety

wharris@columbiasc.edu | 803.786.3343

- SC Criminal Justice Academy trained officers
- 24/7/365 campus patrol
- Parking decals and ID cards

Emergency Number: 803.786.3333

Non-Emergency Number: 803.786.3343



Safety Tips

- Share your whereabouts with friends and family. Let them know where you are going and when you are coming back.
- Never get into a vehicle with someone you don't know.
- Be aware of your surroundings.
- Limit use of distracting devices.
- Don't walk alone at night stick to well lit high traffic areas. If needed, use one of our blue emergency call boxes located throughout campus in Lot A, Lot E, between Hudson and Wesley Halls, and near the Green for immediate contact with CCPD.



Columbia College
Police Department (CCPD)

Campus Mail

Columbia College maintains a Campus Post Office on the main floor of Harrelson Student Center. The Division of Student Affairs assigns campus mailboxes to residential students.

We receive packages from all major delivery services. It is also possible to send packages via UPS, FedEx, and USPS. Postage is available for purchase. Students receiving packages will be notified via campus email.

Free packaging supplies are available, including:

- Bubble wrap
- Peanuts
- Priority boxes and envelopes
- Parcel paper and packing tape


While you can check your campus mailbox at any time, the Campus Post Office window hours are Monday - Friday from 11 AM - 5 PM.



Campus Mailbox Assignment - Combination Card

Residential students will receive the following card that will show your assigned box number and combination. This card also shows how your mail should be addressed. Please share this information with family and friends. Should you misplace your card or forget your combination, visit the Division of Student Affairs on the 2nd floor of Harrelson (Room 201).

Your Columbia College Post Office Box Number is _____
This box is yours as long as you are enrolled at Columbia College.



Your mail should be addressed to you as follows:

Your Name
Columbia College
1301 Columbia College Drive
MSC (your box number)
Columbia, SC 29203-5998

COMMUNICATION ON CAMPUS:
PO Box: It is important that you check your box daily. Not only is your mailbox a link to family and friends, it also is a tool to keep you informed about:
• Campus events
• Meetings
• Chapel information
• Changes in college policies
You have a responsibility to check your mailbox at least twice a week. Checking it daily would be best!

Email: Your Columbia College email account allows you to communicate electronically with other students, faculty, staff, friends, and family.
You have a responsibility to check your Columbia College email at least twice a week. Checking it daily would be best!

BE IN THE LOOP! Check your campus box and email on a regular basis.
Thanks for helping to improve campus communications!

NOTE: Please be sure the door to your box has been shut. Mail cannot be placed in open boxes.

Student Address Format

Your Full Name
Columbia College
1301 Columbia College Drive
MSC (Your Mailbox Number)
Columbia, SC 29203



Find Academic Support at the Learning Commons within the Edens Library Building!

The Learning Commons is your lab for learning - individually, with other students, and with guidance from professional staff and faculty. Resources include support for finding and using information effectively, exploring career opportunities and professionalism, developing effective learning strategies, advising on course options, support for making your college journey more accessible, honors student resources, tutoring in writing, math, and science.

Service areas within the Learning Commons Include:

- J.D. Drake Edens Library
- Career & Student Success Services
 - Accessibility Services
- Honors Program
- Pearce Communication Center
- Math & Science Mastery Lab

We welcome you to the Learning Commons! We look forward to meeting you and assisting in your academic growth. To get to the Learning Commons website, go to the [Learning Commons page](#).

The library is located in the heart of campus. We are a collaborative learning and social space that provides access to the resources you need. The library's goal is to promote students' academic success while creating a comfortable environment for them to study, socialize, and destress. **In the library, students will find group and individual study spaces, IT help, research assistance, and the commuter lounge.**

How to Access Online Databases

Edens Library provides students, staff, and faculty with access to research articles, videos, and books in over 100 online databases. To access these databases from the library's homepage, enter your search using **OneSearch**, click on the **Research Databases** button, or click on the **A-Z Database List** button. If you are off-campus, you will be prompted to log in.

Your login credentials are:

- Username: your complete CC email address. (ex: jane.doe@my.columbiasc.edu)
- Password: Koala + the last 4 digits of your SSN (unless it has been changed.) (ex: Koala1234)

Library Website

Visit the [Edens Library](#) page, or if you're in Canvas, a link to the library is under the Help tab.

Course Reserves

Your professor may put items for you to read or view on reserve in Edens Library. Reserve materials are located at the Circulation Desk and arranged by the professor's name. You must check out items from Reserves, so be sure to have your CC ID with you.

Checking Out Books and Other Items

Books are checked out for three weeks, and media items (such as CDs and DVDs) are checked out for one week. Checked-out items can be renewed. Your student ID is your library card, so be sure to have it with you when you want to check out items from the library. You can also renew items over the phone. The library offers approximately 400,000 e-books. If you find that we do not have a book you want, see if another academic library in SC does, and complete a PASCAL Delivers or Interlibrary Loan request.

Contact Us

For research assistance contact us at refdesk@columbiasc.edu or by phone at 803.786.3703.

Looking for someone?

Laurel Whisler, Library Director

Daniel Stevens, Electronic Services & Cataloging Librarian

Jesika Brooks, Educational Technology Librarian

Library Hours

Mon - Thurs: 8:00 AM - 10:00 PM

Fri: 8:00 AM - 5:00 PM

Sat: 10:00 AM - 5:00 PM





Appointments
can be made
through
Navigate
Student

Career & Student Services (CSS) provides resources and programs to foster student development while empowering students to identify and explore their academic and professional passions.

1

Academic Advising

Major/Minor Selection, Course Registration, Course Withdrawal, Medical Withdrawal, and Academic Recovery

2

Peer Mentoring

Connect with a Student Success Leader to obtain help with Study Skills, Time Management, and Campus Acclimation

3

Success Coaching

Discuss your individual Academic Success Plan, Advising, Learning Strategies, and Individual Academic Consultations

4

Learning Workshops

Career development workshops and success socials offering tips on study skills, learning strategies, exam preparation, etc. for all students

5

Career Coaching

Individual Career Guidance and Planning, Resume Critiques, Mock Interviews, and assistance finding and applying to internships, jobs, and graduate programs

6

Accessibility Accommodations

All reasonable accommodations are individualized, flexible, & confidential based on the nature of the disability & academic environment

Career & Student Success Services

Offices located downstairs in Edens Library
- Suite 109 & Room 1119D & Room 222

Office of Accessibility

Office located downstairs Eden's Library



The Office of Career and Student Success Services 2024-2025 Schedule

Student Success Socials are designed to provide you with skills to enhance your learning experience and understanding of how to be a successful student and lifelong learner! Meet us every other Wednesday at *(6-7 PM) or **(7-8 PM) on the main floor of Edens Library.

Fall 2024 Topics

- September 11** Vision Quest: Visionary Vibes Party*
- September 25** Time Mastery: Unlocking Your Productive Potential*
- October 9** Note Taking Like A Pro
- October 23** Study Smarts: Hone Your Skills for Academic Success**
- November 6** Mastering Strategies for Exam Excellence**
- November 20** Gratitude Gain: Cultivating Success Through Appreciation

Spring 2025 Topics

- January 15** Vision Quest: Visionary Vibes Party*
- January 29** Time Mastery: Unlocking Your Productive Potential*
- February 12** Study Smarts: Hone Your Skills for Academic Success**
- February 26** Mastering Strategies for Exam Excellence**
- March 12** REseArCH for Greatness & A.I.**
- March 26** Critical Thinking: Poetry/Rap Battle**
- April 9** Personal Finances 101*
- April 23** Study Skills, part 2*

For more information, please contact
Angelica Gantt, Career & Student Success Coach
at agantt@columbiasc.edu.

**SAVE
• THE •
DATE**

Launch Your Career Adventure Workshops

Every other Tuesday starting in September, at
*(12-1 PM) or **(1-2 PM) at the Terrace Cafe.

Fall 2024 Topics

- September 10** Career Exploration “What Can I Do With This Major?”*
- September 24** Sharpen Your Professionalism for Career Success*
- October 8** AI-Powered Resumes: Crafting Your Future with Technology*
- October 22** Interviewing: How to Market Yourself for Greatness**
- November 5** Grad School Gateway: Your Path to an Advanced Degree**
- November 19** AI Advantage: Navigating Job and Internship Searches with Tech**

Spring 2025 Topics

- January 14** Career Exploration “What Can I Do With This Major?”*
- January 28** Opportunity Quest: Mastering Your Job and Internship Search*
- February 11** Resume Mastery: Building Your Career Blueprint*
- February 25** Polish & Professionalism: Mastering Modern Etiquette*
- March 11** Grad School Gateway: Your Path to an Advanced Degree**
- March 25** Interviewing: How to Market Yourself for Greatness**
- April 8** Sharpen Your Professionalism for Career Success**

For more information, please contact
Angelica Gantt, Career & Student Success Coach
at agantt@columbiasc.edu.





Columbia College is committed to providing educational opportunities for all students and assisting them in making their college experience successful and positive. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Columbia College recognizes a student with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities. Columbia College coordinates the provision of reasonable accommodations for students with disabilities.

The mission of the Accessibility Services Office at Columbia College is to create an academically, socially, and physically accessible environment for students with disabilities by removing obstacles to learning.

Accommodation Process

Each request for accommodations is considered on a case-by-case basis. Students must complete an application, provide documentation, and schedule a collaborative consultation to request accommodations. Some accommodations require significant pre-planning, so students should begin the application process well before starting their first academic semester.

Available Services

Services may include (but are not limited to):

- Academic Accommodations
- Testing Accommodations
- Accessible Housing
- Use of Assistive Devices
- Resource Information and Referral

Documentation

Current documentation from a qualified physician or other licensed professional in a field related to the disability or medical condition is required. Since each disability is unique, guidelines for what constitutes appropriate documentation for a particular disability are available at request. At a minimum, the documentation must address:

- Verification of disability/statement of diagnosis
- Substantial functional limitations noted as a result of the disability on a major life activity (e.g., learning, hearing, seeing)
- Recommendations of possible accommodations

Questions? Contact Patty Boggs, Testing Center Coordinator, in Edens Library (lower level) by phone at 803.786.3222, or via email at accommodations@columbiasc.edu.



Columbia College offers a variety of tutoring resources to help you in those extra-tough classes! You will have FREE, 24/7 access to online tutoring with Tutor.com. We also provide in-person help in our two tutoring centers, the Pearce Communication Center (PCC) and the MASTERYLab. Both specialize in a specific range of subjects designed to help you in a 1:1 setting.

Pearce Communication Center (PCC)

Located on the Lower Level of Edens Library and Learning Commons. You can schedule an appointment on Navigate or drop in!

We are able to assist you with writing and spanish.

Hours

Mon-Wed:

9:00 AM - 3:30 PM, 4:00 - 8:00 PM

Tues & Thurs:

11:00 AM - 7:30 PM

Fri:

9:00 AM - 1:00 PM, 2:00 PM - 5:00 PM

Online Tutoring

- Free access to [Tutor.com](https://www.tutor.com) (a service of *The Princeton Review*)
- 24/7 tutoring anytime, anywhere
- 1-on-1 tutoring available on demand in 250+ subjects
- Schedule tutoring and drop-off review services

MASTERYLab (Math, Science, & Technology Resource Center)

Located on the Lower Level of Edens Library and Learning Commons

- Biology
- Chemistry
- Math
- Business

Tips for Academic Success

Click [here](#) for tips and strategies on various topics, including note-taking, study skills, time management, and more!



Join the Honors Program

If you are a motivated, ambitious student who is willing to accept challenges and engage in deeper ways of learning, then you should consider the honors program! Show future employers and graduate schools that you go the extra mile.

Experience Unique Recognition & Opportunities including:

- Distinction with Honors Medallion, designation on your transcript, and honors diploma certificate
- Opportunities to participate in the National Honors Council, Southern Regional Honors Council, and more
- Semesters in places like Washington, D.C., Prague, Grand Canyon, New York City, Wales, and the Amazon River
- Semester-at-Sea & Partners in the Parks experiential ventures
- Special student-designed orientation with City-as-Text™ excursions

Find out more about the [Honors Program](#) by visiting their program page on our website,

Feeling overwhelmed or stressed? Depressed? Not feeling like yourself? Or just need someone to talk to? Our counselors and case managers provide confidential and culturally sensitive support to help students deal with a variety of personal concerns.

Get up to twelve (12) free, confidential sessions per semester with a licensed mental health counselor. Our counselors work with you (online or in person) to manage stress, depression, relationship issues, or just homesickness. Our case manager can help you with budgeting, time management, emergency financial assistance, and medical resources.

Services:

- ✓ On-Campus and Off-Campus Referrals
- ✓ Emergency Financial Assistance & Budgeting
- ✓ Medical Resources

Office Location and Hours

- Counseling Center: Room 209, Harrelson Building
- Hours: Monday - Friday: 8:30 AM - 5:00 PM; evening appointments are also available

After-hours emergencies, call CCPD at 803.786.3333
National Suicide Prevention Lifeline: 1.800.273.8255



To learn more or schedule an appointment, scan the QR code to the left or click [here](#).



Mila Burgess-Conway
Director of Counseling
Harrelson Building | Room 209



Charkeisha Moore
Mental Health Counselor
Virtual Appointments



Judith Myers
Case Manager
Harrelson Building | Room 102

Explore more than 50 Majors, Minors, Concentrations, and Certificates. You can study what you love here! Our traditional college experience offers lively in-person classroom discussions and close proximity to your professors, mentors, and best friends. Below are listed a number of our undergraduate programs organized by division. Find out more information by going to our website—[Columbia College Undergraduate Degrees](http://www.columbiacollege.edu/undergraduate-degrees).

Division of Arts & Humanities

Areas of Study

- Dance Studies
- Dance Education
 - Certifying to Teach
- English
- English
 - Certifying to Teach
- General Studies
- Music
- Studio Art

Division of Business, Leadership, & Communication

Areas of Study

- Accounting
- Business Administration
 - Concentrations:
 - General Business
 - Hospitality, Tourism, and Event Mgmt
- Marketing
- Sports Management
- Business Analytics
- Communication
- Community & Organizational Leadership

Division of Education

Areas of Study

- Educational Studies
- Special Education
- Early Childhood Education
- Elementary Education
- Speech-Language Pathology
- Middle Level Education
 - Concentrations:
 - English/Language
 - Math
 - Science
 - Social Studies

Division of Health, Mathematics, & Sciences

Areas of Study

- Biology
- Chemistry
 - Concentrations:
 - Biochemistry
 - Chemistry
- Mathematics
- Public Health
- Computer & Information Science
 - Concentrations:
 - Computer Science
 - Cyber Security
- Exercise Science
- Healthcare Administration

Division of Social Sciences

Areas of Study

- Behavioral Science
- Criminal Justice
- Disaster & Emergency Management
- Forensic Psychology
- Human Development & Family Studies
- Political Science
- Psychology
- Social Work

We have many departments on campus, all designed to help you reach your educational goals. We want to be able to answer any questions you may have along the way. Whether it be related to academics, financial aid, or IT, we are here for you. The next few pages (organized by category) will help guide you to the right location.

[Enrollment/Admissions](#)

[IT Help](#)

[Financial/Financial Aid](#)

[Academic](#)

[Columbia College Community](#)

[Career & Student Success Coaching](#)

Enrollment/Admissions Assistance

Contact the Office of Admissions via phone at [803.786.3871](tel:803.786.3871) or email at admissions@columbiasc.edu if you **have not received your final official transcript(s)**.

Contact the Office of Registrar via phone at [803.786.3672](tel:803.786.3672) or email at registrar@columbiasc.edu if you:

- **have questions about transfer credits**
- **need enrollment verification**

Log into [Koala Connection \(KC\)](#) and visit the Student Services Tab if you **need to withdraw from the College**.

IT Assistance

Contact Chuck Walsh via phone at [803.786.3878](tel:803.786.3878) or email at cwalsh@columbiasc.edu if you:

- **need assistance with Koala Connection**
- **need assistance with Canvas**
- **need assistance accessing your Columbia College email**
- **having trouble with Eprint**

Contact the Office of Career & Student Success Services via phone at [803.786.3800](tel:803.786.3800) or email at css@columbiasc.edu if you **need assistance with Navigate**.



Financial Aid

Contact the Office of Tuition Accounts via phone at 803.786.3617 or email at ta@columbiasc.edu if you:

- **have questions about the balance on your account**
- **need a payment plan**
- **have a “balance due” or “prior balance” hold**
- **have questions about your refund**

Contact the Office of Financial Aid via phone at 803.786.3612 or email at fa@columbiasc.edu if you(r):

- **aid is suspended on your student account**
- **loans have not been disbursed**
- **have questions about your federal work-study or workshop**
- **your aid is pending on my student account**

Log into [Koala Connection \(KC\)](#) and visit the Academics Tab if you **need a copy of your bill**.

If you’ve received a message on Koala Connection that your class(es) will not be covered by Financial Aid, contact a Faculty Advisor or Career and Student Success Coach. You’ll find one designated to you listed in Koala Connection.

Contact a Case Manager at jmyers@columbiasc.edu or 803.786.3731 if you **have an emergent need (i.e. unexpected bill.)**

Contact the Office of the Registrar at registrar@columbiasc.edu or 803.786.3672 if you **need an in-school deferment form for student loans**.

Contact the Columbia College Division of Education at jjohansson@columbiasc.edu or 803.786.3653 if you want to **apply for the SC Teacher Loan Program**.

Academic Assistance

Log into [Koala Connection \(KC\)](#) and visit the Student Services Tab if you **need a degree audit**.

Contact your Faculty or Staff Advisor listed in Koala Connection if you:

- **have questions about your degree audit**
- **need assistance with issues in your major courses**
- **need course withdrawal approval**
- **need registration advisement**
- **need a graduation course needs report review**

Contact your Faculty Advisor or Career and Student Success Coach if you:

- **need to complete your Satisfactory Academic Progress (SAP) Plan**
- **need help arranging an academic credit internship**
- **need support with career exploration, guidance, and development**
- **need assistance with issues in your general education courses**

Contact a Career and Student Success Coach if:

- **need general advising for academic planning, success, or recovery (from alerts/probation)**
- **need training on the course registration process in KC**
- **need assistance with a resume, or searching for and applying to an internship, graduate program, or job**

Contact the Educational Technology Librarian at jbrooks@columbiasc.edu or 803.786.3716 if you **need support with software or an app for your course**.

Columbia College Community Assistance

Contact the Office of Residence Life and Housing at reslife@columbiasc.edu or 803.786.3602 if you have **questions about housing**.

Contact the Columbia College Police Department at 803.786.3343 if you **need a parking decal and/or an ID**.

Columbia College Community Assistance (continued)

Contact the Columbia Community Family Practice at [803.888.1106](tel:803.888.1106) if you are in **need of medical resources**.

Contact the Office of Spiritual Life at fboyd@columbiasc.edu or [803.786.3032](tel:803.786.3032) if you **need spiritual guidance**.

Contact the Office of Multicultural Affairs and Community Resources at cc_omacr@columbiasc.edu or [803.786.3888](tel:803.786.3888) if you **are an international student with a sensitive question**.

Contact Julie King at juking@columbiasc.edu or [803.786.3765](tel:803.786.3765) if you **need to report behavior that made you uncomfortable**.

Career and Student Success Coaching for...

Contact Brittany Shearin at brshearin@columbiasc.edu for the **Division of Arts & Humanities** with majors including:

- Dance
- English
- Music
- Studio Art

Contact Brittany Shearin at brshearin@columbiasc.edu for the **Division of Business, Leadership, and Communication** with majors including:

- Accounting
- Business Administration
- Business Analytics
- Communication
- Community & Organizational Leadership

Contact Hermania Harper at hharper@columbiasc.edu for the **Division of Education** with majors including:

- Early Childhood Education
- Educational Studies
- Elementary Education
- Middle-Level Education
- Special Education
- Speech-Language Pathology

Career and Student Success Coaching for...

Contact Angelica Gantt at agantt@columbiasc.edu for the **Division of Health, Mathematics, and Sciences** with majors including:

- Biology
- Chemistry
- Computer & Information Science
- Exercise Science
- Healthcare Studies
- Healthcare Administration
- Health Science
- Mathematics
- Public Health

Contact Brittany Shearin at brshearin@columbiasc.edu for the **Division of Social Sciences** with majors including:

- Behavioral Science
- Criminal Justice
- Disaster & Emergency Management
- Forensic Psychology
- Human Development & Family Studies
- Political Science
- Psychology
- Social Work

Contact Brittany Shearin at brshearin@columbiasc.edu for **Undeclared/Other majors**.

Additional Helpful Information

How to Schedule an Appointment on Navigate:

- (<https://columbiasc.navigate.eab.com/>)
 - App – “Appointments”
 - Desktop/web browser – “Get Assistance”

Course Prefixes at a Glance

- Division of Arts & Humanities - Dr. David McCracken
 - ART, DAN, ENG, GWS, MUA, MUE, MUS, THEA, WRIT
- Division of Business, Leadership, & Communication - Dr. Tywana Chenault Hemby
 - BUS, COMM, ECON, GB, LEAD, MBA, ORL
- Division of Education - Dr. Tracy West
 - EDAD, EDU, HED, SLP, SPED
- Division of Health, Mathematics, & Sciences - Dr. Adrienne Oxley
 - BIO, CHEM, CIS, CYS, EXSC, HCA, MATH, PEA, PHYS, PS, PUBH
- Division of Social Sciences - Dr. Tywana Chenault Hemby
 - ANTH, CJ, EM, GEOG, HDFs, POSC, PSY, SOC, SOWK