

Welcome Students!

Services Available to You:

The Lowcountry Graduate Center/College of Charleston North Campus is designed for the convenience of its students, with comfortable classrooms, high-speed wireless internet access, innovative technology, and a student lounge.

- ❖ **Facility** – The North Campus and LGC has study space, private conference rooms, a library area with computers and complimentary (class information and projects only) printing and copying services for the convenience of students here. If you have copying and printing to do for non-class related projects there is a Fed Ex Kinkos office just a short distance away on the corner of Montague and International Drive.
 - **Food and Beverage Services** - Complimentary coffee is available in the lobby and vending machines are located in the break room. We strongly encourage you to eat and/or drink in the break room or the student lounge or picnic areas, located outside the facility. **Food and drinks are NOT permitted in the computer classroom.**
 - **Parking** – Students and Faculty are welcome to park in the lot marked “B&C.” All RESERVED and RESTRICTED areas (15 minute, handicap, special reserved spaces, etc.) are clearly marked with highly visible signs or painted on the asphalt. **CCAA will be ticketing and towing any vehicle that parks in in violation of the regulations.** They patrol the lot frequently, so 15 minute spaces are also strictly monitored. **No overnight parking is permitted on property.** If you are having any car issues that require you to leave your car for an extended period, contact the SCRA Security Desk at 760-3200.
 - **Security** – There is a security person on duty evenings and overnight at SCRA ensuring that the buildings are secure. You will see them in the parking lot as classes finish in the evenings. This combined with security cameras that monitor the property inside and out and regular patrols and monitoring by CCAA and College of Charleston’s Public Safety Officers keep our campus secure. If you have any issues or concerns please contact the front office. **For Emergencies call (CCAA) Airport Police at 767-1100**
Campus safety concerns may be reported to College of Charleston’s Public Safety office at 953-5611.
 - **Smoking Areas** – Please smoke in the designated smoking areas provided outside of the building. **Smoking is NOT permitted in the building.**
- ❖ **Library Services** –In the Library (Room 112) you will find a comfortable seating area, 16 student computer stations, 2 printers, a scanner for your use, and a small collection of citation manuals. Jannette Finch, our Librarian, is available to help you with your research, questions on papers and presentations and is eager to provide library services and instruction throughout the semester, including Interlibrary Loan from affiliated universities. Jannette’s office is located inside the Library in Room 112B. Email is finchj@cofc.edu and phone is 843-760-5860.

- ❖ **Student Services** – Students needing help with registration, advising, etc. may schedule a time to meet with Patty Simpson, our Student Services Coordinator, or drop by the main office for her assistance. Patty also makes arrangements for proctored exams and any other special services for the students here.

- ❖ **Technology Resources** – Almost all of our classrooms have “smart” technology. Our computer classroom is located in Room 114, next to the Library (which is also loaded with computers for your use). Hours are posted. Our Technologist, Clayton Nagy, will be happy to assist with any questions or problems you have with hardware or software. His office is shared with our Librarian inside the library (room 112B).
 - **Internet Access** – Our computers are all connected to the College of Charleston’s network. The College’s CAMPUSWIDE wireless network is also available. Those of you who are students at The Citadel, USC, or Clemson can get guest access to the networks. Instructions and a port that you can plug into for automatic wireless set up is available just inside the library door. The technologist, front office staff, or the librarian can assist.

 - **Audio/Video equipment** - including LCD projectors, DVD players, stereo equipment, laptops or other equipment are available. Please contact the technologist or front office **IN ADVANCE** to arrange the use of appropriate equipment. If arrangements are not made in advance we cannot guarantee the availability of the equipment.

Help us spread the word! We have non-credit educational opportunities available in Computer Technology, Certified Financial Planning and English as a Second Language. See our websites or someone in the front office for details.

Please let us know if we can do anything further to improve your academic experience!

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