Academic Testing Center

Campus Resources

Foundation Building

Coastal Carolina University’s Academic Testing Center is located at the Foundation Building on Hwy 501, next to Fowler Motors. The center offers a variety of tests, including computer-based testing. The following is a list of exams administered by the Academic Testing Center:

- College Level Exam Program (CLEP)
- Graduate Management Admission Test (GMAT)
- Professional Assessments for Beginning Teachers (PRAXIS)
- Graduate Record Exam (GRE)
- Millers Analogy Test (MAT)
- Test of English as a Foreign Language (TOEFL)

Please contact the following individuals for information on the post graduate examinations listed below:

- Law School Admission Test (LSAT)  Jack Riley  349-2625
- Medical College Admissions Test (MCAT)  Kim Poston  349-2197

Athletic Programs

Coastal offers a wide-range of opportunities in athletics participation during the academic year. The University is an intercollegiate competitor in seventeen varsity sports in NCAA Division I. There are eight sports for men: basketball, baseball, cross country, football, golf, tennis, track and field, and soccer; and eight sports for women: basketball, cross country, golf, track and field, soccer, softball, tennis, and volleyball. Coastal is a member of the Big South Conference. The cheerleading squad supports the University’s athletics program and has received high honors in national competition.

Student Accounts

The Bursar’s Office (treasury of the university) is a student and faculty/staff service department responsible for the accountability and collection of tuition and fees, student and sponsor billing, collection of campus-wide department deposits, and coordination of our Monthly Payment Program and the Perkins Loan Program. They are also responsible for disbursement of financial aid settlement checks, tuition, housing and miscellaneous refunds, as well as collection of bad debt and returned checks.
Campus Recreation
Williams-Brice Building

Campus Recreation at Coastal is an integral dimension of the total educational experience. The mission of Campus Recreation is to provide high quality, structured and informal physical exercise opportunities to our students but also to faculty and staff. The focus of the office is to encourage participation in a wide variety of recreational, fitness, and intramural sport activities. Involvement in these activities creates excitement, enjoyment, socialization, and promotes an active, healthy, holistic lifestyle. Programs are administered and facilities managed by a dedicated professional and student staff working as a team committed to the values of empowerment, customer service, and the challenge of meeting the changing needs of the university community. Anyone with a valid Coastal Carolina University I.D. may participate, and equipment is available for check-out at the Office of Campus Recreation.

Career Services
Indigo House

Career Services include Career Exploration Services and Student Employment Services which are supported by the technology systems housed in the Career Resource Lab and on the CCU Career Services web site. Counselors are available to work with students by individual appointment, through structured workshops, classroom presentations, or on a walk-in basis in the lab. Career Exploration Services assists students and alumni in the selection and achievement of career goals. Students explore their work values, interests, and abilities through assessment tools such as the Meyers-Briggs Type Indicator, the Strong Interest Inventory, computerized exploration systems, individual counseling, and other career research. Counselors assist students with review of opportunities and alternatives as early and systematically in their academic programs as possible. Career library materials, Internet resources, and job shadowing and information interviews with members of the Alumni Career Network, and University 150, a Career Exploration course, are used to facilitate career decision-making. Student Employment Services assist students with locating part-time, internship and full-time employment opportunities. On-campus employment opportunities, including those requiring Federal Work-Study awards, are posted through this service to the Career Services web site. Part-time, seasonal or year-round opportunities are posted directly to the web site by participating employers. Non-credit internships, available through government agencies, not-for-profit organizations and large national or multinational employers are advertised through CCU Career Services web site via internet links to those organizations. Internships for academic credit are facilitated by designated faculty in each department. A list of faculty internship coordinators is provided on the Career Services web site. Students are connected with employers through career fairs, on-campus interviewing days, employer information sessions and direct resume referrals.
**Counseling Services**

204 University Boulevard

The Office of Counseling Services offers a variety of services for students, including personal counseling, crisis intervention, personal growth and enrichment, alcohol and drug education, stress and test anxiety management, and study skills. The services are offered through individual, group, and classroom presentations. Counseling Services adheres to the standard professional procedure regarding confidentiality of information and is not a part of any other Coastal records. Counseling Services offers a wide variety of information concerning mental health and developmental issues experienced by university students. A network of community resources and referral agencies has been established to ensure that all mental health needs of students are met.

**Alcohol and Drug Services**

Counseling Services, 204 University Boulevard

The Office of Alcohol and Drug Services is an integral part of the counseling service offered to students. This program is designed to offer education, prevention, and intervention services in support of academic achievement. Personal assessments, classroom presentations, innovative and interactive computerized programs, and information materials are available as requested. Referrals to community agencies are facilitated when appropriate. Confidentiality is maintained according to professional standards.

**Services for Students with Disabilities**

Indigo House Room 113

Coastal provides a program of assistance to students with disabilities. Upon acceptance to the University, students with disabilities become eligible for support services by providing the Office of Service for Students with Disabilities with documentation of their disabilities. The student and the counselor will develop an educational accommodation plan that may include the following: academic coaching, academic labs tutorial referral, study skills, counseling, auxiliary aids, coordination with other agencies and classroom accommodations. Coastal is dedicated to establishing and maintaining a barrier-free environment with all of its resources. Students with physical or learning disabilities are encouraged to contact a counselor to discuss their needs.
Support Services for Women 349-2305
Counseling Services, 204 University Boulevard

Support Services for Women are provided through the Office of Counseling Services and the Women’s Advocacy Center. Confidential support groups, long and short-term therapy groups, educational and prevention-oriented programs are offered to students throughout the academic year. The Women’s Advocacy Center provides a lending library, as well as audio and videotaped programs which students may listen to, or view, in the privacy of the center. A Women’s Issues Group meets during the fall and spring semesters of the academic year to address issues of concern to women students, faculty, and staff. In addition, the Women’s Advocacy Center provides intervention training, peer-mentoring opportunities and cooperative programs with other campus departments. A conference about women is held once a year and is free and open to all students, faculty, and staff of the University.

Cultural Programs 349-2502
Wheelwright Auditorium Box Office

The University offers musical, dance, theatrical, and lecture programs at no cost to students. The University Cultural Arts Committee composed of faculty, staff, students, and community members selects performing artists. Coastal Carolina University Theater offers outstanding drama with the cast and crew selected from University students by audition. The Kimbel Distinguished Lecturer Series features well-known figures from politics, the media, and the arts, who lecture at no cost to the students.

Financial Aid, Scholarships, and Veteran Affairs 349-2313
Kingston Hall

The purpose of the Office of Financial Aid is to assist undergraduate and graduate students in paying their college tuition. In addition to grants and loans, other programs reward undergraduate students for academic or athletic skills and provide wages for undergraduate students performing essential college services. Financial aid available for Coastal students is derived from federal and state government sources such as grants, work-study, loans, scholarships and Veterans Administration Benefits. Additional scholarships are provided by Coastal, along with other funds available through private and public sources. The Office of Financial Aid also assists veterans and dependents of veterans who are eligible to receive educational benefits from the Veterans Administration.
Information Technology Services (ITS) 349-2084
Wall Building Room 105

Information Technology Services (ITS) is committed to providing leading edge technology and related services for faculty, staff, and students at Coastal. Computer accounts for network access, printing, E-mail, Internet usage, and Web page development are issued through ITS. ITS also is responsible for network access from residence hall rooms and connections from the computer labs on campus.

International Programs 349-2053
Singleton Building Room 113
Geoff Parsons, Director 349-2054

The Office of International Programs provides two specific student services: International Student Advisement/counseling services include welcoming new international students, providing orientation, facilitating the registration process, and serving as a primary contact for these students throughout their stay at Coastal. The office provides information on cultural issues; maintains applications and literature on how to obtain social security cards, driver’s licenses, health and automobile insurance; explains employment options; and serves as an on-going general information resource for all Immigration and Naturalization (INS) and Department of State issues relating to student visas and to the Exchange Visitor Program. This includes but is not limited to issuance of I-20s and IAP-66s, health insurance requirements, changes of status, program extensions, academic training, practical training, off-campus employment, internships and general work authorization. The Office of International Programs actively promotes the University’s study, work, and travel programs to Coastal students wishing to visit other countries and has a variety of opportunities in which students may participate.

Multicultural Student Services 349-2863
Prince Building Room 215

Multicultural Student Services supports and promotes the development of student success and satisfaction. The office provides a variety of programs and services related to the concerns, challenges, and needs of minority students and their adjustment to University life. These programs and services are designed to be the catalysts for student success. The overall goal of the office is to support the academic, social, and cultural development of minority students through counseling and programming. Consultation is also provided to faculty and professional staff regarding minority issues and the South Carolina Commission on Higher Education’s Access and Equity Program.
Kimbel Library
Circulation Desk 349-2400  Media Collection 349-2409
Interlibrary Loan 349-2413  Reference 349-2414

Coastal’s Kimbel Library is committed to providing information services and resources that support the research and education of Coastal students. An essential part of the campus community, Kimbel Library provides access to a broad spectrum of formats, such as print, non-print, full-text databases, and web-based resources. Additional resources may be located and obtained through interlibrary loan and document delivery. In support of the University’s core goals, library faculty instructs and assists students’ academic success. Kimbel librarians help students navigate the increasingly complex and often overwhelming numbers of information sources to provide assistance with assignments and research projects. Librarians collaborate with Coastal faculty to provide over 200 Library Instruction sessions annually for specific courses. The library offers quiet study areas, group study rooms to reserve for collaborative learning, and a computer laboratory staffed by trained personnel. The library building is open seven days a week year-round (with the exception of a few recognized holidays), while the library Web site is always available, providing remote access to online resources and the library catalog. All students are encouraged to use the library and obtain library handouts at the information desk. Remote access is also available to library resources via the Internet at www.coastal.edu/library. In addition to books and journals, audiovisual materials (including videotapes, CDs, and DVDs) are located in the Media Collection on the second floor. A reference librarian should be consulted for help in using the library and finding information. In order to check out materials a student must present a current bar-coded Coastal identification card. Fines are assessed on overdue materials.

Registrar’s Office 349-2019
Singleton Building Room 108

The Office of the Registrar is a student and faculty service office responsible for the management of academic records and the coordination and facilitation of course registration. The office is made up of three major departments: Permanent Records, Grading/Transcripting, and Registration/Curriculum Management. The primary functions of the Department of Permanent Records include maintaining the official academic records, managing Degree Audit, processing degree applications, providing/verifying degree status to requestors, and certifying athletic eligibility. The primary functions of the Grading/Transcripting Department include managing web-grading processes and making grades available to students, managing grade changes and University Withdrawals, producing and distributing transcripts, and verifying student enrollment status to lenders. The primary functions of the Registration/Curriculum Management Department include managing the course information data file, producing the Master Schedule of Classes, coordinating/facilitating the University’s campus-wide registration system, and managing Datatel’s Colleague Requisite Check processor. Additionally, the Office of the Registrar produces the Coastal Carolina University Catalog.
The Office of Residence Life maintains ten residence halls on main campus with more than 1300 beds and also offers some space at the nearby University Place for its freshmen students. Residence Life assigns roommates, coordinates off-campus housing information, develops programming for students living in residence halls, and administers all policies and procedures related to residence life.

The Office of the Vice President for Student Affairs coordinates educational, social and recreational programs administered through the following offices: Campus Recreation, Career Services, Counseling Services, Multicultural Student Services, Student Health Services, Student Activities, and the Office of Residence Life.

The Office of Student Activities supports programs that encourage a sense of community and the concept of total student development. It is committed to providing an environment conducive to personal, cultural, social, ethical, emotional, recreational, spiritual, and organizational development through co-curricular involvement. The office provides advisement to a large number of academic, professional, Greek fraternity and sorority, special interest, and religious student organizations. The office is available to individual students who desire information about activities which might meet their interests. Any student interested in establishing a new club or organization may obtain information from the Office of Student Activities. In addition, the office provides leadership development and community volunteer programs so students who choose to become involved in the co-curricular program can transfer the learned skills to their professional and community involvement after graduation. A listing of available student organizations may be found in the *Coastal Carolina University Student Handbook*. The office coordinates the Student Center, Coastal Productions Board, Greek Life, Student Government, Student Media, and the University’s leadership development, community service and volunteer programs.

Coastal Productions Board provides entertainment for the University community. This organization sponsors concerts, movie nights, dances and special programs such as comedians and hypnotists. Students interested in participating are asked to contact the Coastal Productions Board or visit their website.
Greek Life  349-2311
Student Center Room 106

Coastal has sixteen fraternities and sororities: five social fraternities, four social sororities, four historically African-American fraternities, and three African-American sororities. The Office of Student Activities provides resources and support in the areas of leadership training and development, risk management, social programming, and community service for all fraternities and sororities.

Leadership Programs  349-2301
Student Center Room 106

The Office of Student Activities provides many educational resources and programs for the entire student population. A leadership conference is held each fall and is open to all students. Other services include educational resources and materials, publicity supplies, and campus-wide programs on issues such as alcohol abuse, service learning, diversity, and officer training and transition.

Student Government Association  349-2320
Student Center Room 203

The Student Government Association (SGA) conveys student opinion to the University administration, serves as a liaison between the administration and the students, and shares with the faculty and administration the governance of the University. SGA is composed of the executive officers (president, vice president, secretary, and treasurer) and senators representing student organizations and classes. Elections for the executive board are held each spring semester. Elections for class presidents and class senators are held at the beginning of the fall semester. The SGA president, with approval of the Student Government Association, appoints students who serve on student/faculty committees. A description of the duties of these committees is available in the Office of Student Activities. Students interested in serving on one of these committees should contact the SGA president.

Student Media  Archarios  349-2328
Student Center Room 206  Chanticleer  349-2330
Tempo  349-2396

Three regular student managed publications are offered at Coastal during the academic year. *Archarios* is the literary and art magazine published annually which consists of poetry, prose, artwork and photography submitted by Coastal students, faculty, staff, and alumni. *The Chanticleer* is the campus newspaper printed bi-monthly and reporting events of interest on and off campus while keeping the Coastal community informed of upcoming events. *Tempo* is the campus feature magazine published each semester which
Campus Resources

chronicles major events and stories affecting the Coastal community. The Student Media Committee assists student publications at Coastal in meeting the goals of serving the student community’s needs and providing maximum opportunity for educational journalistic experiences in fulfillment of the educational mission of the institution and in the full spirit of the First Amendment of the United States Constitution. The committee also serves in an advisory capacity to the Vice President of Student Affairs with regards to all matters pertaining to student publications.

Students Taking Active Responsibility (S.T.A.R.) 349-2337
Student Center Room 206

S.T.A.R. is the community service organization of Coastal Carolina University. It provides opportunities through the year for students, faculty, and staff to make an impact on the community. The organization is involved in many volunteer programs on campus and in the local community and raises money and donates endless hours to support many philanthropic causes. S.T.A.R. is operated primarily by two student coordinators and is advised by the Office of Student Activities.

Student Computing Services 349-2938
Prince Building Room 204

Student Computing Services (SCS) is a division of Information Technology Services. The mission of Student Computing Services is to ensure effective use of student’s technological resources throughout campus while providing efficient services and technical assistance to all Coastal Carolina University students. SCS is dedicated to helping students acquire the necessary computer skills and knowledge for academic and professional success. The friendly and knowledgeable staff of SCS maintains the general access labs, assists with computer accounts, supports residence hall computer operations, assists with academic computer projects, and advises with disk and file access problems. SCS staff also assists with the laptop initiative, advising students with their purchases. Computers throughout CCU student facilities are connected through a state-of-the-art campus network, which utilizes high speed wired and wireless Ethernet technology. The following are some of the resources and services available to CCU students through the Office of Student Computing Services:

**General Access Labs** – General access labs are open to all CCU students for specific and general academic usage. Hours may vary across labs based on needs.
  - Computer Assisted Instruction Lab – Prince 204 – 349-2908
  - Kimbel Library Computer Lab – Kimbel Library – 349-3924
  - Wall Computer Lab – Wall 108 – 349-2696

**Microcomputer Labs** – The microcomputer labs add more convenience and accessibility to computer technology for CCU students: Student Center Lab, Cyper Corner (in CINO Grille), Santee Hall Lab, Waccamaw Hall Lab

**Wireless Internet Access Areas** – Gardens Residence Halls, Kimbel Library, Prince Building, Science Building, Wall Building (1st floor hallway and 2nd floor)
Student Health Services 347-7466
204 University Boulevard

Student Health Services provides outpatient primary health care, wellness education, and specialist referral. The professional staff includes the University physician and a registered nurse. Outpatient clinic hours are 8:30am to 12:30pm and 1:30pm to 5:00pm, Monday through Friday. Conway Hospital, located less than two miles from campus, provides emergency care. Student Health Services are provided for all students residing in University residence halls. All other students currently enrolled are eligible for services by paying a health services fee. The Student Health Services fee covers most of the cost for services at the Health Center; however, additional fees are charged for X-ray, laboratory, and pharmacy.

The University Academic Center 349-2934
Prince Building

The University Academic Center assists students who have concerns and questions about their academic pursuits while attending Coastal Carolina University. The office provides academic support to students who wish to excel at the University. These services include Academic Advising, First-Year Programs, the Foreign Language Instructional Center (FLIC), the Mathematics Learning Assistance Center, and the Writing Center.

Academic Advising and First-Year Programs 349-2934
Prince Building Room 213

The University Academic Center assists students with developing and accomplishing their educational goals. All students are encouraged to meet regularly with their advisors to plan a course of study. When students are accepted into the University, they are assigned an academic advisor within the University Academic Center. Students are urged to view the advising relationship as an integral part of campus life and to take advantage of the guidance and support offered by their academic advisor. As part of an institutional imperative to improve student satisfaction and success, the office coordinates a First-Year Experience Program that involves faculty from various departments across campus as well as the assistance of upperclassmen who have been trained to help in student success.

Mathematics Learning Assistance Center 349-2884
Prince Building Room 208

The Mathematics Learning Assistance Center provides support for a wide range of courses including, but not limited to, college algebra, trigonometry, differential calculus, and integral calculus. Faculty and student tutors assist in answering questions in these areas. Appointments are not necessary. The center is also used for individual studying. Computer software packages, reference books, and handouts dealing with mathematical topics add to the available resources.
Foreign Language Instructional Center (FLIC) 349-2468
Prince Building Room 123

The Foreign Language Instructional Center provides resources that support and enhance class instruction provided by the Department of Foreign Languages at Coastal. Available resources include the following:

- **Audio Lab** – audio resources for students enrolled in foreign language courses at the University, including cassette tapes which may be played in the lab and Internet access to foreign language audio sites
- **Cassette Duplicating** – cassette duplicating services for students enrolled in foreign language courses at the University
- **Computer Lab** – multimedia computers, each with Internet access and a wide variety of software available for students to enhance their foreign language learning experience
- **International Media Resources** – a variety of multimedia resources, such as foreign language newspapers and magazines, satellite viewing of international television programs, and a wide collection of international music, designed to help students learn more about other cultures
- **Tutoring Services** – free tutoring in French, German, Italian, Japanese, Latin, and Spanish

Writing Center 349-2937
Prince Building Room 209

The Writing Center provides one-on-one writing consultations to all students regardless of major or level of writing proficiency. From early brainstorming to the final stages of proofreading, our faculty and undergraduate consultants are available to offer assistance to writers of any discipline at any stage of the composition process. Services are not limited to English papers; Writing Center consultants are from a wide range of academic majors and are prepared to assist with any writing assignment. The Writing Center also offers various workshops throughout the academic year that cover many different writing issues. Various handouts on composition and grammar are available as well. Appointments are not necessary but are highly encouraged, especially later in the semester.

Peer Leader Program 349-2720

Each year, the Peer Leader Program recruits and trains outstanding Coastal Carolina University students to serve as mentors to first-year students in University 110, the First-Year Experience course. The program pairs a peer leader with a faculty member teaching the course. Each team works together to build the syllabus prior to class and to deliver the material throughout the fall semester.