AREA CODE
All College of Charleston phone numbers are within the 843 area code.

SEVERE WEATHER EMERGENCY HOTLINE
During severe weather emergencies ONLY, please call 725.RAIN (7246) for recorded updates regarding school closings and openings. You may also visit www.cofc.edu/emergency.

RELAY SOUTH CAROLINA
On campus .................................. 9.711#
Off campus .................................. 800.735.2905
This service allows people with hearing and speech disabilities to use the phone. The Relay South Carolina facility is staffed 24 hours a day by communications assistants who use special equipment to relay conversations between users of Text Telephones (TTYS) as well as standard telephones.

TEXT TELEPHONES (TTY)
As a service to persons with hearing and speech disabilities, a TTY has been placed at the Public Safety office in the St. Philip Street Parking Garage. An additional TTY is available for persons needing to call from campus at the first floor circulation desk in the Addlestone Library.

On campus .................................. 3.1419
Off campus .................................. 953.1419

DEPARTMENT OF PUBLIC SAFETY
St. Philip Street Parking Garage
81A St. Philip St.
www.cofc.edu/publicsafety

All campus emergencies .......... 953.5611
All campus non-emergencies .... 953.5609
Campus Safety Escort Program .... 953.5609
24 hours a day, 7 days a week, this on-campus service is available for those who need a security escort to or from class, residence hall or parking lot/garage. To use this service, call 953.5609 and provide the following information to the dispatcher: your name, current location, where you wish to go and a physical description of yourself.
FACULTY AND STAFF CALLING INSTRUCTIONS

LOCAL CALLING FROM 953 NUMBERS
To call other 953 numbers (College of Charleston and The Citadel)
   Dial 3 + last four digits.
To call the Medical University of South Carolina
   792 numbers: Dial 2 + last four digits.
   876 numbers: Dial 6 + last four digits.
To call the Charleston local calling area
   Dial 9 + seven-digit number.

TELEPHONE USER INSTRUCTIONS

Call forwarding
   Dial * 2 + telephone number to activate.
   Dial # 22 to cancel or # 88 if # 22 does not respond.
Call forwarding busy/no answer
   Dial * 3 + telephone number to activate.
   Dial # 22 to cancel or # 88 if # 22 does not respond.
Call forwarding to voice mail
   Dial * 8 to activate.
   Dial # 88 to cancel.
Call pickup
   Dial * 7.
Auto call back
   After busy signal, press recall/flash button, dial * 5 + telephone number and hang up. Phone will call back with three short rings when the line is free.
Call transfer
   Analog set: Press recall/flash button, dial extension, wait for answer, announce call and hang up.
   Digital set: Press transfer, wait for answer, announce call and press transfer again.
Conference calls
   Analog set: To add each additional party, up to three total, press recall/flash button; listen for dial tone; dial number of party; when party answers, press recall/flash button again.
   Digital set: To add each additional party, up to six total, press conference button, listen for dial tone, dial number of party; when party answers, press conference button again.
To arrange a conference call with more than six locations: Call Telephone Services at 843.953.3375 Option 2.

TELEPHONE REPAIR SERVICE
Call Telephone Services at 953.3375, Option 2.

TTY INFORMATION
See General Information section, Page 2.

LONG DISTANCE FROM ON CAMPUS
Within the United States, from unrestricted lines
   Dial 9 + 1 + area code + seven-digit number.
Collect
   Dial 9 + 0 + area code + seven-digit number.
Toll free
   Dial 9 + 1 + toll-free code + seven-digit number.
Calling card
   Follow the instructions on the card or refer to the long distance section of the AT&T directory.

STATE BUSINESS CALLING CARD
Within the United States, from restricted lines
   Dial 9 + 1 + area code + seven-digit number.
   When you hear three short beeps, dial the last seven digits of State Calling Card number.
Outside the United States
   Dial 9 + 011 + country code + city code (if required) + telephone number. Listen for three beeps, then enter the last seven digits of the State Calling Card. (Press # after dialing telephone number for faster call processing.) Some international calls may require you to use the instructions found on the back of your State Calling Card.
VOICE MAIL INSTRUCTIONS

From YOUR campus phone
2. Hear your name.
3. Enter password.
4. Follow the voice prompts to retrieve messages or use the message keys below for other functions.

From ANOTHER campus phone
2. Hear mailbox name.
2. Press *.
4. Enter YOUR mailbox number (i.e., 3.1234).
5. Enter YOUR password.
6. Follow the voice prompts to retrieve messages or use the message keys below for other functions.

From an OFF-CAMPUS phone
2. Hear the “system greeting.”
3. Press # button.
4. Enter YOUR mailbox number (i.e., 3.1234).
5. Enter YOUR password.
6. Follow the voice prompts to retrieve messages or use the message keys below for other functions.

Power keys
* Cancel
# Finish/Skip

Playback keys
1 Rewind
1 + 1 Rewind to beginning
2 Pause/Restart
3 Fast forward
3 + 3 Fast forward to end
4 Slower
5 Envelope
6 Faster
8 Normal
9 Louder

Post-message keys
4 Replay
5 Envelope
6 Forward
7 Erase
8 Reply by voice mail
8 + 8 Reply by calling
9 Save
* Main menu

Message keys
1 Review messages
1 + 1 Review unheard messages only
2 Send message
4 + 2 + 1 + 1 + 1 Change password
4 + 3 + 1 + 2 + 1 Change personal greeting
4 + 3 + 1 + 2 + 2 Record on-the-phone greeting
4 + 3 + 2 Record extended absence greeting

Basic voice mail box
• 15 messages
• New messages stored for 14 days
• Saved messages stored for 7 days
• 5 personal distribution lists
• Extended absence greeting
• Stuttered dial tone or message-waiting light capability

Extended voice mail box
• 20 messages
• New messages stored for 14 days
• Saved messages stored for 14 days
• 5 personal distribution lists
• Extended absence greeting
• Stuttered dial tone or message-waiting light capability
• Local out dialing: pager notification or specified #

DIRECTORY ASSISTANCE
College of Charleston Directory Assistance
Call 805.5507 or search the directory at www.cofc.edu.

Local and Long Distance Directory Assistance
Dial 9 + 411.
(A charge is applicable for this service.)

International Directory Assistance
Dial 9 + 00 and ask for international directory assistance.
(A charge is applicable for this service.)

TELEPHONE SERVICE ORDERS
Requests for telephone equipment, installations, disconnections, moves, State Calling Cards and voice mail must be submitted to Telephone Services via email to telephoneservices@cofc.edu.
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<td>Grice Marine Lab</td>
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<td>History</td>
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<td>History (M.A. Program)</td>
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<tr>
<td>Honor Board</td>
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<td>Hospitality and Tourism Management</td>
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<tr>
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<td>Strategic Planning</td>
<td>3.7526</td>
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<tr>
<td>Institutional Ombuds person</td>
<td>3.5822</td>
</tr>
<tr>
<td>[Email contact: <a href="mailto:ombuds@cofc.edu">ombuds@cofc.edu</a>]</td>
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<tr>
<td>Institutional Research, Planning and Information Management</td>
<td>3.5708</td>
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2014/2015 College of Charleston Campus Directory | 7
<p>| J | Japanese Studies | 3.7821 |
|   | Jewish Studies Major and Minor | 3.5682 |
|   | Johnson Physical Education Center |
|   | Campus Recreation Services | 3.5559 |
|   | Front Desk/Gym | 3.9000 |
|   | Health and Human Performance | 3.5558 |
|   | Sailing Office | 3.5549/3.8252 |
|   | Joseph P. Riley Jr. Center for Livable Communities | 3.6100 |
| L | Language Lab | 3.2315 |
|   | Language Resource Center | 3.8037 |
|   | Language Tutoring | 3.5635 |
|   | Languages (M.Ed. Program) | 3.5459 |
|   | Latin Minor | 3.5713 |
|   | Latin American and Caribbean Studies | 3.4884 |
|   | Law School Admission Advising | 3.5703 |
|   | Learning Strategies | 3.7751 |
|   | Legal Affairs | 3.5502 |
|   | Legal Residency | 3.7312 |
|   | Library | 3.5530 |
|   | Administration | 3.5530 |
|   | Cataloging | 3.8232 |
|   | Circulation/Reserves | 3.8001 |
|   | Collection Development | 3.8009 |
|   | Interlibrary Loan | 3.8010 |
|   | Jewish Heritage Collection | 3.8028 |
|   | Reference | 3.8000 |
|   | Special Collections | 3.8016 |
|   | Linguistics | 3.8198 |
|   | Lowcountry Graduate Center | 3.4723 |
|   | Lowcountry Hall of Science and Math | 3.7847 |
| M | Mace Brown Museum of Natural History | 3.3925 |
|   | Mail Services | 3.5534 |
|   | Maintenance Supervisor (all hours) | 3.5550 |
|   | Management and Marketing | 3.3902 |
|   | Marina (Sailing Center) | 216.8450 |
|   | Marine Biology (M.S. Program) | 3.9200 |
|   | Marine Resources Library | 3.9370 |
|   | Marketing and Communications | 3.6462 |
|   | Master of Public Administration | 3.6690 |
|   | Math Tutor Lab | 3.5635 |
|   | Mathematics | 3.5730 |
|   | Mathematics (M.S. Program) | 3.5730 |
|   | Maymester | 3.4831 |
|   | Miles Early Childhood Development Center (ECDC) | 3.5606 |
|   | Minority Student Programs | 3.5660 |
|   | Modern Pool – Faculty | 3.2470 |
|   | Multicultural Student Programs &amp; Services | 3.5660 |
|   | Music | 3.5927 |
| N | National Pan-Hellenic House | 3.8117 |
|   | National Student Exchange | 3.7661 |
|   | Nationally Competitive Awards | 3.4364 |
|   | N.E. Miles Early Childhood Development Center (ECDC) | 3.5606 |
|   | New Student Programs | 3.2017 |
|   | Non-Credit Courses | 3.6684 |
|   | North Campus | 3.6684 |
| O | Office of Executive Communications | 3.3395 |
|   | Office of Institutional Diversity | 3.3851 |
|   | Office of Institutional Events | 3.6598 |
|   | Office of Research and Grants Admin | 3.5885 |
|   | Office of Tourism Analysis | 3.1996/3.2025 |
|   | Office of Victim Services | 3.2273 |
|   | Orientation | 3.2017 |
| P | Pan-Hellenic Council | 3.6549 |
|   | Parking Services | 3.7834 |
|   | Patriots Point Athletics Complex | 3.5550 |
|   | Payroll Office | 3.5788/3.5797 |
|   | Philosophy | 3.5687 |
|   | Physical Plant | 3.5550 |
|   | Physics and Astronomy | 3.5593 |
|   | Plant Property | 308.6500 |
|   | Police (Campus) | 3.5611 |
|   | Emergency calls | 3.5611 |
|   | Non-emergency calls | 3.5609 |
|   | Political Science | 3.5724 |
|   | Pool (Stern Center) | 3.5548 |
|   | Pre-Law Advising | 3.5703 |
|   | President’s House | 3.3991 |
|   | President’s Office | 3.5500 |
|   | Procurement and Supply | 3.5510 |
|   | Central Warehouse | 308.6500 |
|   | Inventory/Plant Property | 308.6500 |
|   | Professional Development in Education | 3.7651 |
|   | Provisional Student Program | 3.2017 |
|   | Provost | 3.5527 |
|   | Psychology | 3.5590 |
|   | Public Administration (M.P.A. Program) | 3.6100 |
|   | Public Safety | 3.4980 |
|   | Crime Action Line | 3.4998 |
|   | Emergency Calls | 3.5611 |
|   | Investigator | 3.2468/3.5610 |
|   | Non-emergency Calls | 3.5609 |
|   | TTY | 3.5611 |
| R | REACH Program | 3.4849 |
|   | Recruitment and Admissions | 3.5670 |
|   | Recycling Office | 3.5410 |
|   | Registrar’s Office | 3.5668 |</p>
<table>
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<th>Religious Advisors</th>
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| Anglican – Todd Simonis                                                         | 284.4331  
| Baha’i – Bonnie Springer                                                        | 3.8048    
| Baptist – Cameron Ventura                                                        | 723.6241  
| Campus Crusade for Christ – Brandon Hammond                                     | 724.264.5264  
| Campus Outreach – Ben Erdman / Jim Grove                                       | 455.2145  
| Catholic – Jim Grove                                                            | 937.5993  
| CoF liaison – Evie Nadel                                                     | 3.2235    
| InterVarsity Christian Fellowship – Erin Rist                                    | 703.297.5251  
| Jewish Life – Marsha Alterman                                                  | 3.3917    
| Lutheran – Sarah Lang                                                          | 723.1611  
| Muslim – Reshma Khan                                                         | 364.7795  
| Reformed University Fellowship – Danny Clark                                    | 261.3146  
| The Journey (PSA) – Colin Kerr                                                 | 817.8900  
| Unitarian – Lisa Ross                                                          | 958.9149  
| Wesley Foundation (Methodist) – Rev. Aaron Meadows                             | 345.3832  
| Young Life – Neil Gardner                                                       | 323.7959  
| Religious Life                                                                 | 3.2211    
| Religious Studies                                                              | 3.0895    
| Research and Statistics                                                         | 3.5708    
| Residence Halls                                                                |  
| Berry ARHD                                                                       | 3.6505    
| Berry Reception Desk                                                          | 3.3253    
| Berry RHD                                                                       | 3.6505    
| Buist Rivers Reception Desk                                                    | 3.5105    
| Buist Rivers RHD                                                                | 3.7173    
| College Lodge Reception Desk                                                   | 3.5104    
| College Lodge RHD                                                               | 3.3150    
| Craig Reception Desk                                                           | 3.5107    
| Craig RHD                                                                       | 3.6408    
| Kelly House Reception Desk                                                     | 3.4447    
| Kelly House RHD                                                                 | 3.4445    
| Liberty Street ARHD                                                            | 3.8553    
| Liberty Street Reception Desk                                                  | 3.8506    
| Liberty Street RHD                                                              | 3.8552    
| McAlister Hall ARHD                                                            | 3.4462    
| McAlister Hall Reception Desk                                                   | 3.4443    
| McAlister Hall RHD                                                              | 3.4463    
| McConnell Reception Desk                                                        | 3.5151    
| McConnell RHD                                                                   | 3.7172    
| Rutledge Rivers Reception Desk                                                 | 3.5105    
| Rutledge Rivers RHD                                                             | 3.7173    
| Special Populations RHD                                                         | 3.2277    
| Warren Place Reception Desk                                                    | 3.3800    
| Warren Place RHD                                                                | 3.3801    
| Residence Life and Housing                                                       |  
| Administration                                                                  | 3.5523    
| Assignments                                                                    | 3.5203    
| Conduct                                                                        | 3.5199    
| Facilities/Physical Plant                                                       | 3.3700    
| Riley Center (Joseph P. Riley Jr. Center for Livable Communities)               | 3.6100    
| ROAR Scholars                                                                  | 3.1494    
| Russian Studies                                                                | 3.1999    
| Russian Studies Minor                                                           | 3.5776    

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| Sailing Center (Patriots Point)                                                  | 216.8450  
| Sailing Office                                                                   | 3.8252    
| S.C. Accelerated Schools Project                                                 | 3.4931    
| S.C. Earthquake Education                                                       | 3.5591    
| S.C. Economic Developers’ School                                                 | 3.5628    
| S.C. Space Grant Consortium                                                     | 3.5463    
| School of the Arts                                                               | 3.6527    
| Box Office                                                                       | 3.5604    
| Event Information                                                                | 3.8228    
| School of Business                                                               | 3.5627    
| School of Education, Health, and Human Performance                            | 3.5613    
| Call Me MISTER                                                                    | 3.2742    
| Center for Partnerships to Improve Education                                 | 3.2742    
| Journal of Adolescent and Adult Literacy                                         | 3.6628    
| N.E. Miles Early Childhood Dev. Ctr.                                             | 3.5606    
| Professional Development in Ed.                                                  | 3.8049    
| Teaching Fellows                                                                 | 3.8057    
| School of Humanities and Social Sciences                                         | 3.0760    
| School of Languages, Cultures, and World Affairs                               | 3.5770    
| School of Sciences and Mathematics                                              | 3.5991    
| Science and Mathematics for Teachers (M.Ed. Program)                               | 3.8109    
| Security (Campus Police)                                                         | 3.5611    
| Severe Weather/Emergency Hotline                                                 | 725.7246  
| Skills Lab                                                                       | 3.5635    
| SNAP (Students Needing Access Parity)                                            | 3.1431    
| Sociology                                                                       | 3.5738    
| Sororities                                                                       | 3.6320    
| Sottile Theatre                                                                  | 3.6340    
| Space Grant Consortium                                                          | 3.5463    
| Stern Student Center                                                             | 3.2291    
| Cougar Activities Board                                                         | 3.8120    
| Director                                                                        | 3.2291    
| Food Court                                                                       | 3.5576    
| Locker Check-in                                                                  | 3.5548    
| Student Government Assoc                                                        | 3.5722    
| Swimming Pool Desk                                                               | 3.5548    
| Student Accounts Receivable                                                    | 3.5799/3.5751  
| Student Activities                                                              | 3.2291    
| Student Affairs                                                                  | 3.5522    
| Student Alumni Associates                                                       | 3.7513    
| Student Computing Support                                                        | 3.5457    
| Student Conduct                                                                 | 3.5522    
| Student Counseling                                                              | 3.5640    
| Student Employment                                                               | 3.5692    
| Student Government Association                                                  | 3.5722    
| Student Health Services                                                         | 3.5520    
| Student Life                                                                     | 3.2291    
| Student Media Offices                                                           |  
| Cistern Yard Radio                                                              | 3.7093    
| Cistern Yard News                                                               | 3.7252    
| Cistern Yard Magazine                                                           | 3.8119    
| Student Multicultural Programs                                                   | 3.5660    
| Student Success Center                                                          | 3.5852    

2014/2015 College of Charleston Campus Directory  | 9
Studio Art ................................................... 3.8286
Study Abroad ............................................ 3.7661
Study Skills Lab ....................................... 3.5635
Substance Abuse Prevention/Education ....... 3.5640
Summer Sessions ..................................... 3.4831
Supplemental Instruction Program ............. 3.5635
Supply Chain and Information Management 3.5481
Swimming Pool Office .............................. 3.5960
Desk ..................................................... 3.5548

T
Teacher Education .................................... 3.2003
Teaching Fellows Program ....................... 3.8057
Telephone Services ................................. 3.3375
Campus Directory Assistance ................. 805.5507
Testing
Graduate and Professional .................... 3.5640
Placement ........................................... 3.5981
Textbook Information ........................... 3.7226/3.6308
Text Telephones (TTY)
Admissions .......................................... 3.8294
Disability Services ................................. 3.8284
Financial Aid ....................................... 3.5484
Human Resources ................................. 3.4874
Public Safety ....................................... 3.1419
Registrar’s Office .................................. 3.7855
Theatre ............................................... 3.6306
Transcript Information .......................... 3.5668
Treasurer ............................................. 3.5572
   Accounts Receivable ......................... 3.5799/3.7311
   Cashier .......................................... 3.5572
   Legal Residency ............................... 3.7312
Tri-County Cradle to Career Collaborative 3.5272

U
Undergraduate Academic Services ............ 3.5674
Undergraduate Research
   and Creative Activities ......................... 3.6592
Upward Bound and Pre-College Programs 3.5469
Urban Studies .................................... 3.8134/3.5724

V
Veterans Affairs ..................................... 3.5540
Victim Services .................................... 3.2273
VISTA - Americorps ............................. 3.5838

W
Women’s and Gender Studies .................. 3.2280
Writing Lab ......................................... 3.5635

**EXECUTIVE OFFICERS**

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Glenn McConnell .................................... 3.5500
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   mcconnellgf@cofc.edu

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   Randolph Hall, 2nd Floor
   mcgeeb@cofc.edu

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   Randolph Hall, 1st Floor
   osborne@cofc.edu

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   Robert Scott Small Building, 2nd Floor
   haskinm@cofc.edu

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   Sottile House, 2nd Floor
   wattgp@cofc.edu

**INTERIM EXECUTIVE VP FOR STUDENT AFFAIRS**
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   cabot@cofc.edu

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   morrisv@cofc.edu

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   welch@cofc.edu

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   halej@cofc.edu

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   tillisad@cofc.edu

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   auerbachmj@cofc.edu

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   mccandlessa@cofc.edu

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Trisha Folds-Bennett ............................ 3.7154
   foldsbennett@cofc.edu

**COLLEGE OF CHARLESTON CAMPUS DIRECTORY**
10 | 2014/2015 College of Charleston Campus Directory
FACULTY AND STAFF BY DEPARTMENT

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Maintenance Craftsman

BRIGHTMAN, Robert..........................3.5550
Custodian

BROWN, Africa..................................3.5550
Custodian

BURNS, Gwendolyn..........................3.5550
Custodian

CHAPMAN Jr., Robert.........................3.5550
Custodian

CHAVIS, Barbara..............................3.5550
Custodian

CHISOLM, Joyce.................................3.5550
Custodian

CLARK, Sandy....................................3.5550
Custodian

CROSBY, Shelia.................................3.3700
Custodian

DAVIDSON, Donald.............................3.3700
Maintenance Craftsman

FRIPP, Pearl.......................................3.3700
Custodian

GADSDEN, Sherri...............................3.5550
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GLADDEN, Brandi..............................3.5550
Custodian

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<td>EICHELBERGER, Julia</td>
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<td>FARRELL, Susan</td>
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<td>FITZWILLIAM, Marie</td>
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<td>FRANCIS, Conseula</td>
<td>Associate Professor</td>
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<td>FRAZIER, Valerie</td>
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<td>Literary Production Manager</td>
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<td>HUNT, Caroline</td>
<td>Professor Emerita</td>
<td>3.5649</td>
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<tr>
<td>JACKSON, Gary</td>
<td>Assistant Professor</td>
<td>3.5650</td>
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<td>KELLY, Joseph</td>
<td>Professor</td>
<td>3.4815</td>
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<td>LEWIS, Simon</td>
<td>Professor</td>
<td>3.1920</td>
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<tr>
<td>LOTT, Bret</td>
<td>Professor</td>
<td>3.6494</td>
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<tr>
<td>LOWENTHAL, Cynthia</td>
<td>Professor</td>
<td>3.0142</td>
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<tr>
<td>MCCOLLUM, Malinda</td>
<td>Visiting Assistant Professor</td>
<td>3.7152</td>
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<td>MECKLENBURG-FAENGER, Amy</td>
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<td>PIEPMIE, Alison</td>
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<td>WARD, Patricia</td>
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| HAKIM-BUTT, Karen                 | 3.5558 | Health and Human Performance/                                   |
| HALE, Jerold                      | 3.0760 | School of Humanities and Social Sciences                       |
| HALE, Jon                         | 3.6354 | Teacher Education                                              |
| HALL, Alfred                      | 3.5764 | Marketing and Communications                                   |
| HALL, Cynthia                     | 3.7847 | Geology and Environmental Science                              |
| HALL, Mitchell                    | 216.8450 | Athletics                                                       |
| HALL, Sandra                      | 3.4979 | Academic Affairs                                                |
| HALLATT, Susan                    | 3.5614 | Graduate School Office                                         |
| HALLBERG, Barbara                 | 3.1803 | Cougar Card Services                                           |
| HALLS, Lakesha                    | 3.5671 | Admissions                                                      |
| HALVORSON, Kristin                | 3.3045 | History                                                         |
| HAM, Teena                        | 3.3375 | Information Technology                                          |
| HAMES, David                      | 3.3375 | Information Technology                                          |
| HAMILTON, Alice                   | 3.3313 | North Campus and Lowcountry Graduate Center                   |
| HAMMOND, Debbie                   | 3.5500 | President’s Office                                              |
| HANAHAN, Devon                    | 3.5881 | Hispanic Studies                                                |
| HANE, Mark                        | 3.5487 | Physical Plant                                                 |
| HANNA, Silvia Youssef             | 3.5981 | Academic Advising and Planning Center/Psychology               |
| HANSEN, David                     | 3.6447 | Management and Marketing                                       |
| HARLOW, Julia                     | 3.5927 | Music                                                          |
| HARMON, Dorinda                   | 3.5934 | Admissions                                                     |
| HARNESS, Emmanuela               | 3.0112 | Treasurer’s Office                                              |
| HAROLD, Tony                      | 3.9180 | Biology/Grice Marine Lab                                       |
| HARPER, Ann                       | 3.1040 | Mathematics                                                    |
| HARPER, Betsy                     | 3.1078 | REACH Program                                                  |
| HARRELL-ROYE, Shelia              | 3.7613 | Avery Research Center                                          |
| HARRIS, Anne                      | 3.7366 | Academic Affairs                                                |
| HARRIS, Daniel                    | 3.6669 | Accounting and Legal Studies                                   |
| HARRIS, LaToya                    | 3.5523 | Residence Life and Housing                                     |
| HARRIS, Nicholas                  | 3.5523 | Residence Life and Housing                                     |
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| HAY, Genevieve                    | 3.8054 | Teacher Education                                              |
| HAYES, Ashley                     | 3.4980 | Public Safety                                                  |
| HAYES, Maureen                    | 3.0760 | School of Humanities and Social Sciences                       |
| HAYES, Maureen                    | 3.6597 | Sociology and Anthropology                                     |
| HECGERTY, Michael                 | 3.6632 | Marketing and Communications                                   |
| HEATH, Matt                       | 3.6722 | Athletics                                                       |
| HEENY, Tom                        | 3.3859 | Communication/Center for                                       |
| HENDRY, Frank                     | 3.8111 | Economics/Office of Business                                   |
| HERT, Jane                        | 3.4968 | N.E. Miles Early Childhood Development Center                  |
| HARTJE, Zachary                   | 3.5428 | Information Technology                                         |
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| HEATH, Matt                       | 3.6722 | Athletics                                                       |

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<tr>
<th>Name</th>
<th>Email</th>
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<th>Phone</th>
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<tbody>
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2014/2015 College of Charleston Campus Directory | 75
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EMERGENCY PROCEDURES

PHONE NUMBERS
PUBLIC SAFETY
Emergencies: 843.953.5611
Non-emergencies: 843.953.5609

PHYSICAL PLANT: 843.953.5550
WEATHER LINE: 843.725.RAIN (7246)
WEBSITE: www.cofc.edu/emergency

WHAT TO DO...

FIRES
1. Activate the nearest fire alarm pull station.
2. Call Public Safety at 843.953.5611.
3. Notify occupants and help those needing assistance in the immediate area.
4. Confine the fire by closing doors as you exit.
5. Evacuate the building at the nearest exit.
6. Do not re-enter the building until authorized to do so by emergency personnel.

BUILDING EVACUATION PROCEDURES
1. When the fire alarm is activated, evacuation is mandatory.
2. Do not use elevators.
3. Take personal belongings (ID, keys, purses, wallets) and dress appropriately for the weather.
4. Close doors as you exit.
5. Move all personnel to a safe area, away from the building in danger.

SUSPICIOUS PACKAGES
1. Do not touch or disturb the object or package.
2. Evacuate the immediate area.
3. Call Public Safety at 843.953.5611.
4. Notify your building administrator, residence hall director or RA.

BOMB THREATS
1. Remain calm.
2. Get as much information as possible from the threatening caller.
3. Call Public Safety at 843.953.5611.
4. Follow instructions from emergency personnel.

GAS LEAKS, FUMES, VAPORS
If you detect natural gas, fumes or vapors:
1. Do not pull fire alarms.
2. Do not touch light switches or electrical equipment.
3. Call Public Safety at 843.953.5611.
4. Clear the area immediately if instructed to do so by the emergency dispatcher.
5. Provide your location and the location of the odor to the dispatcher.
6. Provide as many details as possible to the dispatcher.

SUSPICIOUS BEHAVIOR/PERSONS OF CONCERN
1. Do not physically confront the person exhibiting the behavior.
2. Do not let anyone into a locked room/building.
3. Do not block a person’s access to an exit.
ACTIVE SHOOTERS
1. If possible, exit the building immediately and call Public Safety at 843.953.5611.
2. If you cannot exit, clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible. Stay away from windows. Remain calm and quietly call Public Safety at 843.953.5611.
3. Evacuate the room only when authorities have arrived and instructed you to do so.
4. Do not leave or unlock the door to see what is happening.
5. Do not attempt to confront or apprehend the shooter, unless as a last resort.
6. Do not assume someone else has called police or emergency personnel.

HAZARDOUS MATERIALS SPILLS
Hazardous material spill, incident or release for which assistance is needed:
1. If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
2. From a safe area, call Public Safety at 843.953.5611.
3. Be prepared to provide the following information:
   - Name of the material
   - Quantity of material
   - Time of the incident
   - Location of the incident
   - If anyone is injured or exposed to material
   - If a fire or explosive is involved
   - Your name, phone number and location
4. Follow instructions provided by the emergency responders.
5. Evacuate, if necessary.

WEATHER EMERGENCIES
1. Call the Emergency Weather Hotline at 843.725.RAIN (7246).
2. For procedures, refer to the College's Hurricane Plan online at www.cofc.edu/emergency.
3. Throughout the event, continue to check www.cofc.edu/emergency.
4. Monitor local television and radio stations for announcements.

MEDICAL EMERGENCIES
Cardiac Arrest/Heart Attack
1. Assess the scene for danger.
2. Check the victim.
3. Call or instruct someone to call Public Safety/EMS at 843.953.5611.
4. Locate an Automated External Defibrillator (AED), if one is available.
5. Perform CPR.

Burns
1. Remove the cause of the burn.
2. Flush the area with water.
3. Do not apply a dressing or creams or lotions.

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1. If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
2. From a safe area, call Public Safety at 843.953.5611.
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   - Name of the material
   - Quantity of material
   - Time of the incident
   - Location of the incident
   - If anyone is injured or exposed to material
   - If a fire or explosive is involved
   - Your name, phone number and location
4. Follow instructions provided by the emergency responders.
5. Evacuate, if necessary.

FLOODING
Flooding can occur due to major rainstorms, water main breaks or loss of power to sump pumps. In case of imminent or actual flooding:
1. If you can do so safely:
   - Secure vital equipment, records and hazardous materials.
   - Shut off non-essential electrical equipment.
   - Wait for instructions from Public Safety or Physical Plant.
2. Move all personnel to a safe area, away from the building in danger.
3. Do not return to the building until instructed to do so by Public Safety or Physical Plant.

Bleeding
1. Apply firm but gentle pressure to the wound with a clean cloth or tissue.
2. Immobilize the body part.

MEDIA INQUIRIES
Do not attempt to answer media questions about campus emergencies, either in person or by phone. If you are contacted by a news reporter, refer them to the nearest Public Safety officer for information or ask them to call the Office of Media Relations at 843.953.5667.