The REACH Program Freshman handbook is provided for students as a reference guide for the Program’s policies and procedures. The handbook is a supplement to the College of Charleston’s regulations and is not a complete listing of all policies, procedures, regulations, programs and services. Additional information about the College of Charleston’s regulations can be found at cofc.edu.

Each student in the REACH Program is responsible for knowing the information contained in this handbook. It is your responsibility to ask the REACH staff to clarify or explain any policy or regulation you do not understand.

The information included in this handbook may be amended from time to time by the Executive Director of the REACH Program.

I understand the College of Charleston Student Handbook 2017-2018 is available to me at http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php. I have had an opportunity to review the website along with this handbook and discuss its contents. I am aware that all policies and procedures are subject to change during my course of study and understand it is my responsibility to be aware of the changes and ask the REACH staff to clarify or explain anything I do not understand. I agree, as a student enrolled in the REACH Program, to adhere to the policies and guidelines described.

Print Name______________________________________ Date___________

Signature________________________________________ Date___________
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THE FRESHMAN YEAR
WELCOME

Dear Freshman:

Welcome to the REACH Program at the College of Charleston! Over the next four years you will not only expand your education, you will grow personally as an independent college student.

The College of Charleston is rich in history and we encourage you to take time to learn about the campus and the beautiful city of Charleston that will be your home. We also encourage you to get involved. Join clubs, attend social events, and apply for internships that will allow you to grow as an individual and give you real world experience that you can use at the completion of your time here. Finally, use your resources. The REACH staff, your professors, and the life-long friends that you will make at the College of Charleston are all here to make your college experience a positive one.

College is a very special time in your life. You will face challenges, break boundaries, and develop lifelong goals, all while discovering who you are. We look forward to watching you on this journey and being a continuous support system that will help you succeed.

“Your time is limited; don’t waste it living someone else’s life. Don’t be trapped by dogma, which is living the result of other people’s thinking. Don’t let the noise of other’s opinion drowned your own inner voice. And most important, have the courage to follow your heart and intuition, they somehow already know what you truly want to become. Everything else is secondary.” –Steve Jobs

With Kindest Regards and Congratulations,

Edie Cusack
Executive Director
MISSION

The REACH Program is dedicated to ensuring students with intellectual and/or developmental disabilities have a quality postsecondary program that provides an inclusive experience in academics, socialization, career development, and independent living, honors their dignity and worth, and fosters self-determination.

HOW TO USE THIS BOOK

This handbook is designed to help you in your orientation to the REACH Program and the College of Charleston. Here you will find information about academic life, residential life, and campus life. You should read through the sections of this handbook in order to understand your rights, freedoms, and responsibilities.

IMPORTANT NUMBERS

REACH On-Call Coordinator: 843-834-8137

GA Cell Phone: 843-764-7812

Public Safety: 843-953-5609

Public Safety Emergency Line: 843-953-5611 (Only call if there is an actual emergency!)
RESIDENTIAL LIFE
# What to Bring

All students are required to have a working cell phone with them at *all* times!

Your cell phone number *must* be provided to the REACH staff before you move into the residence hall.

Below is a list of a few key items you will need for college but, this list is not complete. A thorough list of what to bring can be found at: [reslife.cofc.edu/campus-housing/housing-list.php](http://reslife.cofc.edu/campus-housing/housing-list.php)

<table>
<thead>
<tr>
<th>Room</th>
<th>Clothing</th>
<th>Bathroom</th>
<th>School Supplies</th>
<th>Other Stuff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comforter/Blanket</td>
<td>Comfortable clothes/shoes</td>
<td>Towels</td>
<td>Computer/laptop (know your passwords!)</td>
<td>Access to money (i.e., debit card, credit card, bank account)</td>
</tr>
<tr>
<td>Pillow</td>
<td>1-2 Business outfits/shoes (for presentations and internships)</td>
<td>Washcloths</td>
<td>Microsoft Office Suite</td>
<td>Medication and refill information</td>
</tr>
<tr>
<td></td>
<td>Exercise clothes</td>
<td>Soap</td>
<td>Flash drive</td>
<td>Insurance cards (or numbers)</td>
</tr>
<tr>
<td></td>
<td>Light jacket</td>
<td>Shampoo</td>
<td>Binders/folders</td>
<td>Dishwashing detergent</td>
</tr>
<tr>
<td></td>
<td>Winter coat/gloves/hat</td>
<td>Toothpaste/floss</td>
<td>Paper</td>
<td>Laundry detergent and basket/bag</td>
</tr>
<tr>
<td></td>
<td>Rainwear</td>
<td>Deodorant</td>
<td>Pens</td>
<td>Umbrella</td>
</tr>
<tr>
<td></td>
<td>Bathrobe</td>
<td>Shaving cream/ razors</td>
<td>Backpack</td>
<td>Key ring</td>
</tr>
<tr>
<td></td>
<td>Shower shoes</td>
<td>Small bucket (for carrying personal items to the shower)</td>
<td>Calculator</td>
<td>Flashlight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal hygiene products</td>
<td></td>
<td>Batteries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hair dryer</td>
<td></td>
<td>Sharpie (to label your food)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 each: fork, knife, spoon, cup, bowl, plate</td>
</tr>
</tbody>
</table>
RESIDENCE HALL

Freshmen in the REACH Program live in Kelly House – townhouse and apartment style residence halls that are equipped with a kitchen, free washing machines and dryers, and a common living room.

High-speed internet service is provided to students through ResNet and is covered in the cost of student housing. Additional information can be found at: http://it.cofc.edu/network/resnet/index.php.

The Graduate Assistant (GA) and Student Assistant (SA) live in Kelly House to provide support as you adapt to living independently at the College of Charleston.

RESIDENCE HALL RULES

The rules of the residence hall are a supplement to the College of Charleston’s policies on residential living: http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php. You are expected to know these policies.

- You must complete the 50-Steps to Campus Freedom (a campus geographic awareness checklist), before leaving the residence hall alone.

- You must complete Off-Campus Freedom (an off-campus geographic awareness checklist), before leaving the campus alone.

- You must sign out when you leave the residence hall.

- You must be with another person if you are out after 6pm!

- You must let the GA know your location if you are out after 9pm!

- Freshmen must be back at the residence hall by 12am unless there is a group activity (e.g., basketball game, movie), in which case you must notify the GA prior to going.

- You are responsible for cleaning and maintaining your own room and common areas; the standard for cleanliness is “neat and clean.” If necessary, the GA will work with you to teach you how to clean.
Room inspections will be conducted sporadically to ensure you are living within the College’s standard of cleanliness.

Personal belongings are not to be left in the common areas.

Porches, balconies, piazzas, doors, roofs, windows, and railings:
- Must be kept clear of hanging items and excessive furniture.
- Room furniture may not be arranged in a manner that blocks doors or windows.
- Students are not permitted to throw items or jump from these areas.
- Students are not permitted on the roof for any reason.
- All doors in the residence hall lock automatically. Do not prop-open doors for any reason. Do not loan anyone your keys! You are expected to have your keys at all times!

If you misplace your keys, contact your RA and the Department of Public Safety – immediately. Follow these procedures to get replacement keys: http://publicsafety.cofc.edu/services/resident-hall-loaner-key/index.php.

Alcohol is not permitted in the residence hall.

Images displaying drugs, alcohol, or pornography are not permitted in the residence hall.

Profanity is not allowed in common rooms of the residence hall.

Women are not allowed in men’s rooms and men are not allowed in women’s rooms.

Sex (of any kind) is not allowed in the residence hall.

Unwelcome sexual advances, requests for sexual favors, suggestive comments, jokes of a sexual nature, and other similar behaviors, are not permitted and are in direct violation of the College of Charleston’s Sexual Misconduct Policy: http://studentaffairs.cofc.edu/honor-system/studenthandbook/2016-2017-student-sexual-misconduct-policy.pdf.

Only let people you know into the residence hall. If someone comes to the door (whom you do not know) and tells you they know someone who lives there, do not let them in (even if they claim to be a parent!)
You must sign your guests in and they must remain with you at all times.

Overnight guests are not permitted in the residence hall without approval from the Freshman Coordinator.

You are not allowed to date other freshmen in the Program until the Spring Semester.

You are not allowed to loan money to other students.

Freshmen are not permitted to have cars on campus.

You must participate in scheduled programs (e.g., fire safety, cooking) at the residence hall, unless you are in class.

All freshmen are required to have a meal plan. You must put your name on any of the drinks, food, or snacks you have in the residence hall. You are not allowed to eat/drink someone else’s food without their permission.

You must complete the Kitchen Safety Checklist before using the stove or oven.

You must carry your cell phone at all times and answer all calls from REACH Staff, promptly.

You should be aware of the possibility of hazardous weather conditions including hurricanes, tornadoes, severe storms, snow, sleet, and ice. In the event of a weather emergency, your RA will hold a meeting to advise you of any necessary action – you are expected to follow all instructions.

Student safety is a top priority for the REACH Program. You are expected to work together to ensure each other’s safety.

STANDARDS OF CONDUCT

You are expected to follow the Guide to Civil and Honorable Conduct outlined in the College of Charleston Student Handbook: http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php.
BEHAVIORAL PROBATION

You are expected to follow the rules of the REACH Program and the College of Charleston. A violation of these rules *will* result in a written infraction. A continuous violation of these rules *will* result in behavioral probation and, eventually, dismissal from the REACH Program.
ACADEMIC LIFE
ACADEMIC STANDARDS

You are expected to show satisfactory academic progress in all aspects of the REACH Program. You are expected to participate in all courses, sessions, internships, and employment training. You must abide by the attendance policy given in each class and complete midterm and final exams.

You must participate in the regularly scheduled evaluations designed to measure your growth in academics, socialization, and vocational readiness.

You are expected to maintain a grade point average (GPA) of, at least, 1.85 in all academic and support classes.

REACH ACADEMIC PROGRAM REQUIREMENTS

Successful completion of the REACH Program includes completion of the following coursework:

- Inclusive College of Charleston courses


- Weekly Planning Forums

  Planning Forums are scheduled to review your assignments/activities for the week and are designed to help you organize, manage, and prioritize your time.

- Seven semesters of professional internships

- Four PATH planning sessions

  You will participate in PATH planning every year where your strengths, supports, and overall goals will be reviewed.

- Participation in an academic advisory session each semester
- Participation in educational groups
- Keeping regularly scheduled appointments with tutors

**Academic Probation**

Students who do not achieve a GPA of, at least, 1.85 and/or do not maintain acceptable attendance in their classes, labs, study sessions, and trainings will be placed on academic probation.

Students on academic probation will be restored to good standing if their GPA is, at least, 1.85 the following semester. However, students on academic probation who fail to achieve a 1.85 GPA by the following semester may be dismissed from the REACH Program.

**Academic Dismissal**

Students dismissed from the REACH Program based on academic performance will be notified in writing. The notice will be sent to the current residential address listed in the student’s record.

Students who are dismissed must follow the guidelines described in the College of Charleston’s Residence Life and Housing Contract Cancellation Policy: http://housing.cofc.edu/pdfs/Housing%20Contract%202017-18.pdf.

Students are strongly encouraged to discuss any disciplinary notices/actions with their parents and the REACH staff.
APPEALING ACADEMIC DISMISSAL

If a student is able to document the unsatisfactory academic performance was a result of extenuating circumstances (e.g., disabling illness, personal crisis), an appeal for reinstatement may be submitted within 7 days of the dismissal date.

The appeal must be typed, signed, and must include the student’s full name and current address. A hard copy must be delivered to the Executive Director of the REACH Program. Appeals that are handwritten or faxed will not be accepted. The Executive Director’s decision is final.

REQUESTING REINSTATEMENT

Requests for reinstatement must be made to the Executive Director of the REACH Program. Students dismissed for unsatisfactory academic performance are not permitted to request reinstatement until the following academic year. Students will be interviewed and considered along with other applicants and there will be a reinstatement fee.
CAMPUS LIFE
IMPORTANT POLICIES

- College of Charleston students are expected to carry their CofC ID cards with them at all times.

- You are expected to verify your exam schedule with your Coordinator before making plans to travel during school breaks.

- Tobacco products are not permitted on the College of Charleston campus. These include cigarettes, cigars, chewing tobacco, snuff, e-cigarettes (vape), and hookahs. More information about the Tobacco-Free Campus Policy can be found at: http://studentaffairs.cofc.edu/policies/tobacco-free-campus.php.

MENTORS

You will be assigned two Social Mentors and a Fitness Mentor to help you become socially integrated into the campus.

- Social Mentors – College of Charleston students who will help you develop and enhance your social skills on campus by participating in activities with you on and off-campus, each week.

- Fitness Mentors – College of Charleston students who share interests similar to yours will help you find and participate in physical activities, each week, and encourage healthy lifestyle choices.

You must return your Mentor’s phone calls, keep scheduled appointments, etc.!

SOCIAL ACTIVITIES AND CLUBS

- You are able to participate in any social activities on campus with or without your mentors, roommates, friends, etc.

- You can join clubs at any time but it will be mandatory that you join during the first year.