

University Facilities and Student Services

The University Student Handbook contains a complete list of available Student Services.
<http://musc.edu/studenthandbook/index.html>

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Bookstore

The Matthews MUSC Bookstore is located on the MUSC campus at 158 Ashley Ave. You can access the Matthews MUSC Bookstore on-line at this website:
<http://webmedbooks.com/musc/default.aspx>, or by calling 843-792-1900.

Campus Safety

The Department of Public Safety provides for the safety and welfare of the students, faculty, and staff through protection, preventive measures, enforcement of rules, regulations and laws, traffic regulation, and supervision of University property.

Students may contact the department at 792-4196 for security/escort service. In emergency cases, students may contact the department for transportation to Student Health Services if no other transportation is available.

Counseling and Psychological Services (CAPS)

This service provides an integral component of professional development by addressing the personal issues of university students. The professional staff offers services that include individual counseling, educational and study skill development, couples and group counseling, and referral for other services as needed. Services are available to full-time students who are actively enrolled in semester course work and part-time students who have paid the student services fee. Students' rights to confidentiality are strictly safeguarded. The office is located at 30 Bee Street. For more information, call 792-4930 or check their website at <http://www.musc.edu/caps/caps/indexcaps.html>.

Enrollment Management

The Office of Enrollment Management process admission applications, manages matriculation, handles registration and academic records (grade recording and transcripts), schedules classrooms, prepares the *Bulletin of the Medical University of South Carolina*, conducts degree audits for graduation, and manages commencement. The office located is 41 Bee Street, the phone number is 792-5396. For more information, please visit: <http://www.musc.edu/em/>.

Financial Assistance

The Medical University of South Carolina may provide financial assistance to any qualified student who would otherwise be unable to attend college because of lack of funds. Financial Aid is available through loans, scholarships, grants, veteran's benefits, social security benefits, college work-study program's institutional employment, vocational rehabilitation, and other sources.

All financial assistance forms are administered through the University Office for Financial Aid. The Financial Aid Office is located on the third floor of the Harper Student Center (corner of Doughty Street and Courtenay Drive). The mailing address is: Office of Financial Aid, Medical University of South Carolina, 45 Courtenay Drive, P.O. Box 250176, Charleston, SC 29425. The telephone numbers are 792-2536 or 792-2537. Further information on financial assistance may be found in the *Bulletin of the Medical University of South Carolina*, or at their website: <http://www.musc.edu/financialmanagement/>

Food Services

The hospital cafeteria is available to students and is located on the first floor of the hospital (main entrance). Several fast food restaurants are within walking distance on Spring Street.

Harper Student Center

The Harper Student Center, located at the corner of Doughty Street and Courtenay Drive, is available to all full-time students and to part-time students who pay the optional Student Services fee. The Offices of Financial Aid, Student Programs and Activities, Student Health,

Off-Campus Housing, and CAPS are located in the Student Center. The Harper Student Center also provides a fully equipped and staffed fitness center and offers classes in aerobics, dance, and other wellness activities. For more information, call 792-7080 or visit the website at: <http://www.musc.edu/hsc/>

Learning Skills Activities/Assistance

Several activities are held throughout the year which focus on helping students develop or improve their learning skills, including study skills, test-taking strategies, and writing abilities. Announcements of these sessions are posted on the College's bulletin boards.

Library

The MUSC Library/Learning Resource Center is located in the Administration/Library Building on the second, third, and fourth floors. The main circulation desk is on the second floor and the telephone number is 792-2371 or for more information visit their website at: <http://www.library.musc.edu/>. Library hours, modified during vacations and exams are:

Monday-Thursday	7:30 a.m. - 12 midnight
Friday	7:30 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	12:00 noon - Midnight

Office of Diversity

The Office of Diversity seeks to increase minority applications at the Medical University of South Carolina through formal and informal outreach programs. The Office is also involved in helping enrolled students make the transition from undergraduate to a graduate-level institution, recognizing the special problems encountered by minorities in a major institution.

For information on services offered by the Office of Diversity call 792-2146 or visit the website at: <http://www.musc.edu/diversity/definition.html>

Photocopy Services

There are three copy machines located in the MUSC Library for which copy cards can be purchased at the main desk. Kinko's, at Calhoun and King Streets, can do large jobs quickly, and also offers self-service machines. Computer printing in the Library costs \$.07 per page and photocopying is \$.10. with a GoPrint Card available at the library. See the library website for more information: <http://www.library.musc.edu/page.php?id=1013>

Reserved Parking for Students

Returning Students: While the total number of student parking spaces is not unlimited, there is generally enough space in the system to meet most returning student needs. Reserved spaces are offered at the semester rate, payable at the time of parking registration.

A special advanced parking registration for returning students is held annually during late March or early April in the Harper Student Center gymnasium. Returning students may

purchase parking on a first-come, first-served basis for the upcoming fall, spring, and summer semesters. Students will be notified of the exact date and time for advanced parking registration when exact dates are set by the Office of Parking Management.

New Students: New students will register for parking during academic registration at the beginning of each semester. Reserved parking opportunities for new students are more limited than for returning students; however, other parking options are available as described under the following Park and Ride section.

Park and Ride: The University provides free parking and shuttle bus service for MUSC students from the Hagood Parking Lot at Hagood Avenue and Fishburne Street to MUSC. These buses run regularly between 5:25 a.m. and midnight, Monday - Friday. All vehicles using Hagood must be registered with Parking Management and must display a valid decal. Current bus schedules may be obtained from the parking office or Motor Vehicle Operations. Space in the Hagood commuter lots is not guaranteed. Parking is on a first-come, first-served basis. For information call Parking Management at 792-3665 or at their website at:

<http://musc.edu/businessservices/Parking/>

Student Health Services

Student Health Services, located at 30-A Bee Street, provides ambulatory health care to all University students. Services include outpatient treatment for acute and chronic illnesses, preventive health care, and health education. Hours are Monday - Friday from 8:00 a.m. - 4:30 p.m. Services are available to all full-time students who are actively enrolled in semester course work and part-time students who have paid the student services fee. *All free services end on the day that you take your last exam for the semester.* For more information, call 792-3664 or visit their website at: <http://www.musc.edu/studenthealth/indexsh.html>

The Center for Academic Excellence

The Center for Academic Excellence, located at the second floor of the Education building. The Writing Center, offers academic support through one-on-one course-specific instruction, study group sessions, and critical thinking/study/test-taking skills workshops to students in all six colleges at MUSC. With an assigned course-specific instructor, students can discuss key concepts, extract important information from the text, review class notes, prepare for exams, and compose essays or papers assigned in the course syllabus. In study group sessions or workshops, students can learn skills for improving time management, taking notes more effectively, remembering what they read in the textbook, and preparing for exams more efficiently. Macintosh and IBM computers are available. For more information, call 792-6390 or visit their website at: <http://www.musc.edu/cae/index.htm>

The Writing Center

The Writing Center is located on the second floor of the Education building. The Writing Center offers assistance in writing through use of constructive dialogue and one-on-one collaboration. Computers and educational materials, as well as trained personnel experienced in teaching composition and rhetoric, are available at no charge to all MUSC students. Macintosh

and IBM computers are available for student use. For more information, call 792-6390 or see their website at: <http://www.musc.edu/cae/index.htm>

Weather Emergency

In the event of a weather emergency a one stop web resource has been created for faculty, staff, and students. The page contains policies and procedures and links to outside resources. This page also has a weather information board which is an up-to-date posting of storm status. It will tell all employees and students whether they must report to work or class. Finally, this page has links to the library and weather pages. These pages offer storm tracking, weather bulletins, satellite images and radar. This page can be found at: <http://weather.library.musc.edu/> or in the event of a storm by clicking the “red weather emergency info button.” The Severe Weather Plan can also be viewed on the MUSC home page under the “Emergency Information” link <http://www.musc.edu/weatheremergency/>. Students who require assistance with transportation to a shelter during a mandatory evacuation will be contacted by email with specific instructions for accessing help.