

Quick Tips and Tricks to Navigating the 2015-2016 College of Charleston Application <https://cofcharleston.force.com>



- **Browser Compatibility:** Complete the application using Safari, Chrome, or Firefox – avoid Internet Explorer!
- **School look-up fields:** If the school isn't readily found, try searching for a keyword in the school's name rather than the first word (Ex: If looking for St. Joseph's Catholic School in Greenville, SC search "Joseph" rather than "St" since schools can be entered inconsistently... "Saint" vs "St" vs "St.") Schools can also be searched by city name. Choose Unknown School if your school does not appear or Home Instruction if you're homeschooled and your association isn't listed.
- **Forgotten Password:** When you have started the application but cannot remember your password, click the "Forgot Password" link on the homepage. You will be emailed a link to reset the password, which you should click on. When brought to the application site, enter your desired new password. There appears to be a section for 'old password' but this isn't clickable nor is it required. You **only** need to enter a new password and confirm it, and can then proceed with the change – it will immediately log you into your application page.
- **Changing Password:** Once logged into the system, click "My Profile" in the top right corner of the screen then select "Change Password". You must provide **both** the old password and a unique new password, then confirm the new password. There will be a line under "old password", indicating it's a fillable field.

*Note: when changing a password students cannot re-use the most recently used password. However, you **can** use a previously used password as long as it wasn't the most recent one in the system.*

- **The guidance counselor/teacher needs the Recommendation Form to be resent:** Please contact the Office of Admissions (843-953-5670 or admissions@cofc.edu) and request that your guidance/teacher recommendation link be resent – you should include the student's name and date of birth in your request. If you need to change the contact person for either recommendation, please also provide us with the updated name/email address for that staff member in your request.
- **Your guidance counselor is having trouble accessing the SSR form:** Since the secondary school report and Honors College recommendation form use the same platform as our online application, they are not compatible with Internet Explorer. Please encourage them to complete the form in Safari, Chrome, or Firefox and contact the Office of Admissions (843-953-5670 or admissions@cofc.edu) with any problems.

Keep in Mind:

- As you finish a section, the Continue button will automatically save your information. Incomplete sections are indicated by a yellow button in the Application Sections menu on the left side.
- When using the calendar feature to select dates, first select the appropriate year. Click on the year-month box twice to scroll through year selections. Once year is selected, you will then choose the month and date.
- We suggest that you create, edit and revise your essay in a word processing program and then copy and paste it into the essay text box. This will provide spelling and grammar checks and allow you to save a copy for your records. The same is recommended if you are writing a personal statement.
- Review your application carefully before sending it! The application must be 100% complete in order to submit.

- If you are a dependent student claiming SC residency, you will need information from your parents in order to complete the application. Please plan to complete that section when your parents are available to provide information that you will need.
- There are other requirements for admission such as having transcripts, test scores, and/or letters of recommendation sent to us. Be sure to fulfill these requirements in addition to submitting your application. College of Charleston does allow students to submit unofficial copies of their transcripts in order to complete the application. An unofficial transcript obtained from the school can be uploaded by the applicant as a part of the application process.