

Getting to Know COB Offices

	Role/Function	What You Need to Know
Admissions	Processes applications for entry into COB.	Keep your COB admissions letter in a safe place.
Business Office	Where bills are generated and monies are paid.	Keep your tuition receipts in a safe place; take note of payment deadlines.
Chapter One	COB bookstore located at the Oakes Field Campus	Visit the bookstore for all your textbook and other needs.
COBUS	College of the Bahamas Union of Students.	The organisation through which COB students run their affairs and elect a Student Government which functions as the administrative body of COBUS; all COB students are members of COBUS. Get involved in your student government!
Copy Centres	Responsible for copies, binding, etc.	Located in the T-Block and Chapter One Bookstore; copy machines also available in COB's libraries.
Faculty	An academic unit that consists of a group of Schools; each Faculty is headed by a Dean.	Know the Faculty to which your School belongs and the Dean responsible for the Faculty.
Financial Aid	Handles all financial aid matters for students.	If you need financial aid, see someone in this office as soon as possible.
Records	Responsible for maintaining your academic record, processing graduation applications and dealing with registration issues.	You need to visit this office to request official copies of your transcript and submit your application to graduate; this office also processes applications for course exemptions.
School	The academic unit that offers courses and degree programmes in a subject or discipline.	Be sure you know which School is responsible for your major/programme of study; know where your School's office is located; School secretaries can provide valuable information about courses, rules and regulations.
Wellness Centre	On-campus fitness facility.	Located opposite basketball courts at the Oakes Field Campus; walk-ins welcome.

For additional information, consult the **Student Handbook** or **www.cob.edu.bs**

Getting to Know COB Personnel

	Role/Function	What You Need to Know
Academic Advisor	Helps you identify courses and plan your schedule before registration and during the semester.	Get to know your academic advisor; meet with him/her to discuss your academic progress and select courses for which you must register. Your advisor authorizes you online to register using IQweb.
Associate Vice President, NBC	Responsible for all administrative and academic matters at NBC.	The last person you should see at the Northern Bahamas Campus (NBC) if you have a problem you are unable to resolve.
Campus Nurse	Responsible for all health related issues.	Ensure that your medical information is complete; visit the Nurse if you are have a medical problem or need medical guidance or advice.
Career Counsellor	Helps you discover what career you may be interested in and are best suited for.	Meet with a career counsellor as soon as possible to take a skills and interest inventory that will help you think about and plan your college and future careers.
Dean	The COB administrator in charge of a Faculty and who oversees the affairs of a group of Schools.	After the School Chair, the Dean is the next person to see if you are having a problem with a class or instructor or if you need additional advice or help. You must see the Dean if you are placed on academic probation or suspension.
International Relations Officer	Responsible for Study Abroad.	Speak with this Office about Study Abroad opportunities.
Peer tutors	Students who will help you during the semester with course work.	Visit the Counselling Department to sign up for a peer tutor (free of charge).
Professor, Instructor, Lecturer	Persons responsible for teaching you.	These are the people you will have the most contact with; get to know their office hours; talk to them when you have a problem.
Registrar	Responsible for all matters concerning registration and transcripts.	The last person you should see about a problem you are having with registration, grades or transcripts.
School Chair	The head of a School who oversees a specific group of professors, programmes and students.	Speak the School Chair if you have been unable to resolve a problem with your instructor or if you are having problems with courses, scheduling, etc.
Security Officers	Helps to ensure you have a safe environment in which to study and learn.	Talk to a security officer if you feel threatened or become involved in or witness a crime or any other wrong doing on campus.
Vice President, Academic Affairs	Responsible for all academic matters at the College.	The last person you should see about an academic problem you have been unable to resolve.
Vice President, Student Affairs	Responsible for all student-related services like counselling, clubs, organizations.	The last person you should see about a student-related service problem you have been unable to resolve.