Program of Study Management (POSM) Frequently Asked Questions

The Program of Study Management (POSM) system is an electronic workflow that allows College of Charleston undergraduate students to manage their degree program(s) online. Here is a list of the most common questions we have received from students regarding POSM:

**Q:** When I declare a major, does it automatically replace the major I already have?

**A:** No. If you no longer wish to pursue one of your majors or minors, you must use the **Undeclare a Major** or **Undeclare a Minor** form in POSM.

**Q:** I would like to switch from a Psychology, BS to a Psychology, BA. Do I need to undeclare the Psychology, BS first?

**A:** No. Since you are changing your degree type (not your major), you would need to use the **Change Degree** option in POSM.

**Q:** Is there a deadline for declaring my major?

**A:** Yes. Declaring your major is instrumental to your academic success at the College of Charleston. This will help you plan the most efficient and beneficial path to your degree. Currently enrolled, degree-seeking undergraduate students must declare a major no later than the second semester of their sophomore year (45-60 credit hours). The deadline to declare a major for each semester is posted on the [Academic Advising and Planning Center website](http://www.cofc.edu/advising/). Students can submit their major declaration requests online through the Program of Study Management (POSM) channel located on the Academic Services tab in MyCharleston. Students who do not meet the deadline will have a “Missing Major Declaration” registration hold will be placed on their account. In order to release this hold, the student must either declare a major in the Program of Study Management (POSM) system or meet with their academic advisor.

**Q:** I recently applied to graduate but have decided to drop my minor. I keep getting this message in POSM: “You are currently unable to change your Program of Study. Only degree-seeking undergraduate students who are currently enrolled may use this form to update their Program of Study.” What should I do?

**A:** Students who have already applied to graduate must visit the Registrar’s Office (2nd Floor of the Lightsey Center or [registrar.cofc.edu](http://www.cofc.edu/registrar)) and complete a Graduation Update form to make any changes to their program of study.

**Q:** How many POSM requests can I submit at one time?

**A:** Students may only have one Program of Study request in process at a time. Notifications will be sent to your college-issued e-mail account regarding the status of your request. You will receive a confirmation e-mail when the process is complete. For example, Chris would like to pursue a Bachelor of Arts in English with a minor in History. First, Chris would submit a **Declare or Add a Major** request for the English, BA. Once Chris receives the final confirmation e-mail indicating the English, BA request is complete, he would then submit his **Declare or Add a Minor** History request.
Q: Can I change my concentration in POSM? Can I drop my minor in POSM?

A: Yes. Students can use the POSM system to submit all of the following requests:

- Declare or Add a Major
- Declare or Add a Minor
- Declare or Add Undergraduate Certificate
- Undeclare Undergraduate Certificate
- Undeclare a Major
- Undeclare a Minor
- Change, Add or Remove a Cognate, Concentration or Track
- Change Degree
- Update Major or Minor Catalog Year

Q: Help! I submitted a POSM request but quickly changed my mind. What can I do?

A: If you have submitted a POSM request in error, please email, visit or call the department or program associated with your request as soon as possible. They can then deny/cancel your request. If you have already received a confirmation email indicating your POSM request is complete, you will need to use the POSM system to undeclare/change your program of study.

Q: I have a question about POSM. Who should I contact?

A: General questions regarding POSM can be e-mailed to: posm@cofc.edu. If you have a specific question regarding a major or minor declaration request, please contact the department or program.

Q: Where can I find instructions or a guide for using POSM?

A: Click on the Instructions link at the top of the main POSM webpage for information on using the system. Click the link Who Should Use This Form for information on each request type available in POSM. A searchable Student Procedure Guide is also available on the Help & Training tab in MyCharleston.

Q: I read on the POSM channel that there are five undergraduate degree types at CofC---Bachelor of Arts, BA; Bachelor of Science, BS, Bachelor of Professional Studies, BPS, Bachelor of General Studies, BGS, and Artium Baccalaureatus, AB. What is an AB degree?

A: The Artium Baccalaureatus, the A.B. Degree, is the traditional bachelor’s degree conferred by the College of Charleston. At the founding of the college in 1770, study of Classics -- Greek, Latin, and Classical Civilization -- formed the core curriculum for all students. The State Gazette of South Carolina once praised students at the college for their knowledge of “Greek and Latin languages, as well as their extraordinary proficiency in the liberal arts and sciences.” Today, the Artium Baccalaureatus is awarded to students who follow this centuries-old tradition and include in their undergraduate studies significant coursework in Classics.

Students in any major may elect to work towards the Artium Baccalaureatus instead of a Bachelor of Arts or Bachelor of Science degree by including in their general education curriculum coursework in Ancient Greek or Latin language and humanities courses exploring Classical civilization. Contact the Classics Department for more information (classics.cofc.edu).