POSM: Student FAQ

January’s top Program of Study Management (POSM) questions involve the following topics:

- **AB Degree---What is it?**
- **Declaring a Secondary Education Major**
- **Error Message: 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.**
- **Help! I submitted a POSM request but quickly changed my mind. What can I do?**
- **Changing Your Degree**
- **Help Resources for POSM**
- **POSM Open Labs**

**Q: I have noticed an option to choose an AB degree in POSM. What is an AB degree?**

A: The Artium Baccalaureatus (AB) degree is available for all majors except Classics. This degree includes completion of all required courses in any major, 18 hours of Latin or 18 hours of Ancient Greek, and 6 hours in courses in classical civilization.) An AB will replace the BA or BS degree normally earned within a major, unless the student meets the requirements for a second degree.

**Q: How do I declare a Secondary Education Major?**

A: Here are some step-by-step instructions:

1. Click **Open Program of Study Management (POSM) System.**
2. Click on **Declare or Add a Major.**
3. Select **Secondary Education Cognate** from the **Major** list.
4. A new box will open listing the **Secondary Education Majors.** Select one of these majors.
5. Click **Continue.**
6. Click **I Agree.**
7. Click **Submit.**
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Q: Help! I recently applied to graduate and want to drop my minor but 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.”

A: Students who have already applied to graduate must contact the Registrar’s Office (2nd Floor of the Lightsey Center or registrar@cofc.edu) to make any changes to their Program of Study.

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/program associated with your request as soon as possible. The department/program 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 form to undeclare/change your Program of Study.

Q: I would like to switch from a Biology, BS major to a Biology, BA major. How can I change my degree?

A: Here are some step-by-step instructions:

1. Open Program of Study Management (POSM) System.
2. Click on Change Degree
3. Select the Major for which you would like to change your Degree type.
4. Select a Degree from the Available Degrees drop-down box.
5. Click Continue.
6. Click I Agree.
7. Click Submit.

Q: Where can I find a user manual or quick guide for using POSM?

A: A Program of Study Management (POSM) Procedure Guide is available for students on the Help & Training tab in MyCharleston. You will also find Quick References Guides, Open Lab schedules and POSM FAQ.
Q: What is a POSM Open Lab?

A: Open Labs will be staffed with members of the College of Charleston Program of Study Management (POSM) Team. These labs provide an informal setting for students to drop-in and meet with our Team members to discuss and/or troubleshoot specific questions/issues they may be experiencing with the Program of Study Management system. You do not need a reservation to attend a lab. The Open Lab Schedule for students is posted on the Help & Training tab.