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COLLEGE OF CHARLESTON

Student: Program of Study Management Procedures
Program of Study Management (POSM): What is it?

- Declaring your major helps you plan the most efficient and beneficial path to your degree. Undergraduate students at the College of Charleston are required to declare a major by the second semester of their sophomore year.

- The Program of Study Management (POSM) system is an electronic workflow that allows students to manage their degree program(s) online.

- All changes to your degree program must be approved by the academic department or program. Submission of a POSM request does not change your degree program instantaneously. It is the first step of the approval process by the academic department or program. Once a student completes a POSM request form and clicks submit, the information is electronically delivered to the appropriate approval personnel within the requested program/department. The department/program will notify the student if additional information/action is needed to complete the POSM request. Some departments/programs have specific requirements (i.e. a face-to-face meeting, a writing sample, an audition, etc.) for their major applicants.

- Notifications will be sent to your college-issued e-mail account regarding the status of your request. You will receive a confirmation email when the process is complete. Once you have received a confirmation email regarding your POSM request, the program of study change will appear on your Academic Profile channel which is located on the Academic Services tab in MyCharleston.
Start: Accessing the POSM Channel

- The Program of Study Management (POSM) channel is located on the Academic Services tab in MyCharleston (my.cofc.edu).

- The Program of Study Management (POSM) system works with Internet Explorer, Safari and Firefox web browsers. However, Internet Explorer is the preferred browser.

- Login to MyCharleston (my.cofc.edu).

- Select the Academic Services tab.

- Look for the Program of Study Management channel.

- Click on the link Open Program of Study Management (POSM) System

- After clicking the Open Program of Study Management (POSM) System link, the Program of Study Management main page will appear.
POSMS: General Instructions

- Click the **Instructions** link to access a pop-up box containing a brief overview of how to use this system.

- Click on the appropriate link to begin the process of updating your **Program of Study** (changes to major, minor, concentration, cognate, track and/or degree).

- Some majors have optional and required cognate, concentration, track or minor requirements. Click **Majors** or **Minors** or refer to the **Undergraduate Catalog** to see a complete listing of available options.

- If you are not sure which link to use, click the **Who Should Use This Form** box for additional information.

- All changes to your degree program must be approved by the academic department or program. Submission of this information does not change your degree program instantaneously. It is the first step of the approval process by the academic department or program. Notifications will be sent to your college-issued e-mail account regarding the status of your request. You will receive a confirmation email when the process is complete.

- **IMPORTANT NOTE:** You may only have one **Program of Study Management** update request in process at a time. Please **DO NOT** submit another **POSM** request until you receive the final confirmation email indicating that your degree program changes are complete.
POSM Help: Activate a Help Dialog Box

- Click on the HELP link at the top of the page of the form you are utilizing.

- The HELP link contains a dialog box about the specific form you are utilizing in the Program of Study Management system. For example, if you are using the Change, Add or Remove a Cognate, Concentration or Track form and click HELP, you will see the documentation for Add or Remove a Cognate, Concentration or Track Help.
POSMS: Who Should Use This Form

- If you are not sure which link to use, click the **Who Should Use This Form** box to open a pop-up box containing additional information.

Click on the **Declare or Add a Major** link if:

- You are currently undecided and wish to declare a major or
- You are currently declared in a major and wish to add a second or third major or
- You are currently declared in a major you wish to change and have already received a confirmation email stating your **Undeclare a Major** request is complete.

Click on the **Declare or Add a Minor** link if:

- You would like to add a minor to Your Current Program of Study.
- **Important note regarding Minors and Concentrations:** "Credit may be received for up to two concentrations or minors, and courses used to satisfy the requirements of one may not be applied toward a second. These courses may be selected from a single department or from several, and interdisciplinary courses may be included." (Academic Regulations/Undergraduate Catalog)

Click on the **Undeclare a Major** Link if:

- You would like to undeclare one or all of your majors.
POSM: Who Should Use This Form

Click on the Undeclare a Minor Link if:

- You would like to undeclare one or all of your minors.

Click on the Change, Add or Remove a Cognate, Concentration or Track Link if:

- You would like to change the current Cognate, Concentration or Track associated with your declared major or
- You would like to add a Cognate, Concentration or Track to your declared major (Your Current Program of Study) or
- You would like to remove the current Cognate, Concentration or Track associated with your declared major (Your Current Program of Study) or
- You are a declared International Business or Pre-International Business student who would like to change the required minor/major associated with your major or
- You are a declared Secondary Education student who would like to change the required Major associated with your Secondary Education Cognate.

Important note: Some majors require a cognate, concentration, track or minor. You will not be able to remove a required cognate, concentration, track or minor from a major without replacing it with another available selection. Please refer to the Undergraduate Catalog for a complete listing of majors, minors, cognates, concentrations, and tracks.

Click on the Change Degree Link if:

- You would like to change the degree associated with your declared major.

Important Notes:

- **AB** = Artium Baccalaureatus
- **BA** = Bachelor of Arts
- **BS** = Bachelor of Science
POSM: Declare or Add a Major

• **Your Current Program of Study** will appear at the top of the page.

![Your Current Program of Study](image)

• **Make your selection** (the major you wish to declare/add) from the list of Majors* and Degrees. Be careful to note the degree you are choosing. (*BA = Bachelor of Arts, BS = Bachelor of Science and AB = Artium Baccalaureatus*)

![Make your selection: Major](image)

• If the Major you have selected has a required or optional concentration, cognate, track or minor, an additional selection box will appear to the right of the Major selection list. Click **Majors** or refer to the **Undergraduate Catalog** to see a complete listing of available options. Example:

![Make your selection: Concentration/Cognate/Track](image)

• Your **Current Selection(s)** will appear in the box below the list of Major selection options.

![Current Selection: Major](image)
POSM: Declare or Add a Major

- Click the **CONTINUE** button if you are satisfied with your selection(s).

- You will then see a confirmation statement regarding Your Selection(s).

- **Optional Step:** If you are also following a Pre-Health Profession path (i.e. medicine, pharmacy, nursing, etc.), click the checkbox underneath the Your Selection confirmation statement box. Karen Eippert is the Health Professions Advisor for the College of Charleston.

- **Optional Step:** If you would like to include any comments along with your request, enter the text in the **Your Comments** box.

- Please review your selection(s) carefully. If Your Selection statement is correct, click the checkbox next to **I Agree**.
You will then see a **Your Selection** final confirmation screen. Read the information contained in the text box and click **SUBMIT**.

### Important Notes:

- All changes to your degree program must be approved by the academic department or program. Submission of this information does not change your degree program instantaneously. It is the first step of the approval process by the academic department or program. Notifications will be sent to your college-issued e-mail account regarding the status of your request. You will receive a confirmation email when the process is complete. Please DO NOT submit another request until you receive the final confirmation email indicating that your degree program changes are complete.
POSMS: Declare or Add a Minor

- **Your Current Program of Study** will appear at the top of the page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>School</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR</td>
<td>Sociology</td>
<td>School of Humanities, Social Sc</td>
<td>Bachelor of Science</td>
</tr>
</tbody>
</table>

- **Make your selection** (the minor you wish to declare/add) from the list of Minors.

- **Your Current Selection(s)** will appear in the box below the list of Minor selection options.

- Click the **CONTINUE** button if you are satisfied with your selection.
POSM: Declare or Add a Minor

- You will then see a confirmation statement regarding Your Selection.

- Optional Step: If you would like to include any comments along with your request, enter the text in the Your Comments box.

- Please review your selection carefully. If Your Selection statement is correct, click the checkbox next to I Agree.

```plaintext
Your Selection:

You have requested to Declare-Add a Minor for the following:
Minor: English

Please review your selection(s) carefully. If you would like to include any comments along with your request, enter the text in the Your Comments box below. If your Selection(s) are correct and these are your intentions, please check the I agree option.

Your Comments (120 characters max)

I Agree
CANCEL
```

- You will then see a Your Selection final confirmation screen. Read the information contained in the text box and click SUBMIT.

```plaintext
Your Selection:

All changes to your degree program must be approved by the academic department or program. Submission of this information does not change your degree program instantaneously. It is the first step of the approval process by the academic department or program. Notifications will be sent to your Edsito email account regarding the status of your request. You will receive a confirmation email when the process is complete. Please DO NOT submit another request until you receive the final confirmation email indicating that your degree program changes are complete. Please click on the SUBMIT button to confirm the changes you wish to make to your program of study.

Your Comments (120 characters max)

I Agree
SUBMIT CANCEL
```

Important Note Regarding Minors/Concentrations Maximum: "Credit may be received for up to two concentrations or minors, and courses used to satisfy the requirements of one may not be applied toward a second. These courses may be selected from a single department or from several, and interdisciplinary courses may be included." (Academic Regulations/Undergraduate Catalog)
POSMD: Undeclare a Major

- Your **Current Program of Study** will appear at the top of the page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>School</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select MAJOR</td>
<td>Sociology</td>
<td>School of Humanities, Social Sc</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Select MAJOR</td>
<td>English</td>
<td>School of Humanities, Social Sc</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td>Select CONCENTRATION</td>
<td>Creating Writing</td>
<td>School of Humanities, Social Sc</td>
<td>Bachelor of Arts</td>
</tr>
</tbody>
</table>

- Select the major you wish to undeclare from Your **Current Program of Study** list.

- If you would like to undeclare all majors in Your **Current Program of Study**, click the **Undeclare All Majors** button. Your new **Program of Study** will be changed to **Undeclared**.

- If the Major you have selected has a required or optional Concentration, Cognate, Track or Minor, it will automatically be included in the undeclare action.

- Your **Current Selection(s)** will appear in the box below Your **Current Program of Study**.

- Click the **CONTINUE** button if you are satisfied with your selection(s).
POSME: Undeclare a Major

- You will then see a confirmation statement regarding Your Selection(s).
- Optional Step: If you would like to include any comments along with your request, enter the text in the Your Comments box.
- Please review your selection(s) carefully. If Your Selection statement is correct, click the checkbox next to I Agree.

You will then see a Your Selection final confirmation screen. Read the information contained in the text box and click SUBMIT.
POS: Undeclare a Minor

- Your **Current Program of Study** will appear at the top of the page.

<table>
<thead>
<tr>
<th>Select</th>
<th>Type</th>
<th>Description</th>
<th>School</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MAJOR</td>
<td>English</td>
<td>School of Humanities, Social Sc</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td></td>
<td>CONCENTRATION</td>
<td>Creating Writing</td>
<td>School of Humanities, Social Sc</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td></td>
<td>MAJOR</td>
<td>Sociology</td>
<td>School of Humanities, Social Sc</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td></td>
<td>MINOR</td>
<td>Anthropology</td>
<td>School of Humanities, Social Sc</td>
<td>Bachelor of Science</td>
</tr>
</tbody>
</table>

- Select the minor you wish to undeclare from **Your Current Program of Study** list.

- If you would like to undeclare all minors in **Your Current Program of Study**, click the **Undeclare All Minors** button.

- Your **Current Selection(s)** will appear in the box below **Your Current Program of Study**.

  **Current Selection:**

  Minor: Anthropology

- Click the **CONTINUE** button if you are satisfied with your selection(s).
POSM: Undeclare a Minor

- You will then see a confirmation statement regarding Your Selection(s).

- **Optional Step:** If you would like to include any comments along with your request, enter the text in the Your Comments box.

- Please review your selection(s) carefully. If Your Selection statement is correct, click the checkbox next to I Agree.

- You will then see a Your Selection final confirmation screen. Read the information contained in the text box and click SUBMIT.
POSMS: Change, Add or Remove a Cognate/Concentration/Track

- Your **Current Program of Study** will appear at the top of the page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>School</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELECT MAJOR</td>
<td>Business Administration</td>
<td>School of Bus Adm and Economic</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>SELECT CONCENTRATION</td>
<td>Finance</td>
<td>School of Bus Adm and Economic</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>SELECT MINOR</td>
<td>Spanish</td>
<td>School of Bus Adm and Economic</td>
<td>Bachelor of Science</td>
</tr>
</tbody>
</table>

- Select the **major** associated with the Concentration, Cognate, Track or Minor you wish to change from **Your Current Program of Study**.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>School</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELECT MAJOR</td>
<td>Business Administration</td>
<td>School of Bus Adm and Economic</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>SELECT MINOR</td>
<td>Spanish</td>
<td>School of Bus Adm and Economic</td>
<td>Bachelor of Science</td>
</tr>
</tbody>
</table>

- Select **CHANGE** or **DROP** next to the Concentration, Cognate, Track or Minor you wish to change.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>School</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHANGE</td>
<td>CONCENTRATION</td>
<td>Finance</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>DROP</td>
<td>CONCENTRATION</td>
<td>Financial Management</td>
<td>Bachelor of Science</td>
</tr>
</tbody>
</table>

- If you clicked **CHANGE**, select the Cognate, Concentration, Track or Minor you wish add.

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>youtube entrepreneurship</td>
<td>Finance</td>
<td>School of Bus Adm and Economic</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>youtube Finance</td>
<td>Global Logistics</td>
<td>School of Bus Adm and Economic</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>youtube Global Logistics</td>
<td>Management</td>
<td>School of Bus Adm and Economic</td>
<td>Bachelor of Science</td>
</tr>
</tbody>
</table>
POS M: Change, Add or Remove a Cognate/Concentration/Track

- Click the CONTINUE button if you are satisfied with your selection(s).

You will then see a confirmation statement regarding Your Selection(s).

Optional Step: If you would like to include any comments along with your request, enter the text in the Your Comments box.

Please review your selection(s) carefully. If Your Selection statement is correct, click the checkbox next to I Agree.
POSM: Change, Add or Remove a Cognate/Concentration/Track

- You will then see a **Your Selection** final confirmation screen. Read the information contained in the text box and click **SUBMIT**.

```
Your Selection:
All changes to your degree program must be approved by the academic department or program. Submission of this information does not change your degree program instantaneously. It is the first step of the approval process by the academic department or program. Notifications will be sent to your Edesto email account regarding the status of your request. You will receive a confirmation email when the process is complete. Please DO NOT submit another request until you receive the final confirmation email indicating that your degree program changes are complete. Please click on the SUBMIT button to confirm the changes you wish to make to your program of study.

```

Your Comments (120 characters max)

I Agree  SUBMIT  CANCEL
POSМ: Change Degree

- Your Current Program of Study will appear at the top of the page.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>School</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAJOR</td>
<td>Discovery Informatics</td>
<td>School of Science, Mathematics</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>CONCENTRATION</td>
<td>Cognate Customer Relationship</td>
<td>School of Science, Mathematics</td>
<td>Bachelor of Science</td>
</tr>
</tbody>
</table>

- Select the major associated with the degree you wish to change from Your Current Program of Study.

- Select the degree you wish to pursue from the Available Degrees box.

<table>
<thead>
<tr>
<th>Major</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discovery Informatics</td>
<td>AB</td>
</tr>
<tr>
<td>Discovery Informatics</td>
<td>BS</td>
</tr>
</tbody>
</table>

- Click the CONTINUE button if you are satisfied with your selection.
• You will then see a confirmation statement regarding Your Selection(s).

• **Optional Step:** If you would like to include any comments along with your request, enter the text in the Your Comments box.

• Please review your selection carefully. If Your Selection statement is correct, click the checkbox next to I Agree.

You will then see a Your Selection final confirmation screen. Read the information contained in the text box and click **SUBMIT**.
Undergraduate Catalog Requirements (What is my catalog year?)

- Students with continuous enrollment have the option of fulfilling all the graduation requirements from the Undergraduate Catalog under which they entered the College or all the requirements from any subsequent catalog. Students who withdraw and then return to the College must follow the graduation requirements from the Undergraduate Catalog under which they are re-admitted or any subsequent catalog, provided the student maintains continuous enrollment.

POSM and Undergraduate Catalog Requirements

- All approved Program of Study Requests (POSM) will be entered under the Undergraduate Catalog year for which the student entered the College of Charleston (re-admits will be the Undergraduate Catalog under which they are re-admitted).

How can a student change their catalog year?

- If a student would like to change the Undergraduate Catalog year for their Program of Study, they should contact the Registrar’s Office on the second floor of the Lightsey Center (registrar@cofc.edu). Students are encouraged to meet with a faculty advisor prior to making a catalog year change. Changing a catalog year can have an impact on specific graduation requirements for the general education curriculum, a major or minor.
POS M: Student Email Notifications

- Notification emails are sent to the student’s college-issued e-mail account at various stages in their Program of Study (POS M) request processing.

- Students will receive an email when they initially submit their POSM request. **SAMPLE:**

> Your request for the following action has been received, and is currently in process. All changes to your degree program must be approved by the academic department or program. Submission of this information does not change your degree program instantaneously. It is the first step of the approval process by the academic department or program. 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.

Name: Matthew Test
Action: Declare-Add a Major
Major: International Business
Major2: NA
Minor: French

Your Comments:
I am interested in more information on internships!

Current Program of Study:
MAJOR: Undecided Code: UNDE Degree: UNU
## POSM: Student Email Notifications

- Students will receive an email from the requested Department/Program if additional information is needed for their major applicant process (i.e. face-to-face meeting, writing sample, audition, etc.).

**SAMPLE:**

<table>
<thead>
<tr>
<th>Your request for Declare-Add a Major is being reviewed. Please refer to the comments below. You may be requested to provide additional information or contact the Department/Program for additional instructions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declare-Add a Major</td>
</tr>
<tr>
<td>Major 1: Psychology</td>
</tr>
<tr>
<td>Major 2: NA</td>
</tr>
<tr>
<td>Minor: NA</td>
</tr>
<tr>
<td>Department / Program Comments or Questions:</td>
</tr>
<tr>
<td>The Psychology Department requires a face to face meeting as part of its POSM approval process. Please contact the Psychology department M-F between 9am and 5pm to arrange an appointment 843-555-5555 or email us at psychology.cofc.edu.</td>
</tr>
</tbody>
</table>

- Once final approval is received from the Department/Program, students will receive a confirmation email indicating their POSM request is complete. The program of study change will appear on their Academic Profile channel which is located on the Academic Services tab in MyCharleston.

**SAMPLE:**

<table>
<thead>
<tr>
<th>Congratulations! Your request for the following action has been approved. You can now see these changes on your Academic Profile which is located on the Academic Services tab on MyCharleston <a href="http://my.cofc.edu/cp/home/loginf">http://my.cofc.edu/cp/home/loginf</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Matthew Test</td>
</tr>
<tr>
<td>Action: Declare-Add a Major</td>
</tr>
<tr>
<td>Major1: Urban Studies Degree: BA</td>
</tr>
<tr>
<td>Advisor: Mary Sample</td>
</tr>
<tr>
<td>Major2: NA Degree: NA</td>
</tr>
<tr>
<td>Advisor: NA</td>
</tr>
<tr>
<td>Concentration: Urban Policy</td>
</tr>
</tbody>
</table>
POSM: Major Specific Info for School of Business

School of Business Majors

- All students who wish to declare a major in
  - Accounting
  - Business Administration
  - Economics
  - Hospitality and Tourism Management or
  - International Business

must initially select the "Pre-" major when declaring (i.e. Pre-Accounting, Pre-Business Administration, Pre-Economics, Pre-Hospitality and Tourism Management, Pre-International Business). Students will remain under the "Pre-" status of their major until they have successfully completed the School of Business Admission Courses. The Business School will notify students of successful completion of the admissions requirements. Once a student has been officially notified, the student may formally declare their major.

- Declared International Business or Pre-International Business students who would like to change the required minor/major associated with your major should use the Change, Add or Remove a Cognate/Concentration/Track link.
Secondary Education Majors

- Students who wish to declare a major in Secondary Education, should click Declare or Add a Major and choose Secondary Education Cognate for their major selection. The required Cognate Majors (Biology, Chemistry, Classics, English, French, German, History, Mathematics, Physics, Political Science, Sociology and Spanish) will populate in the second box. Make your next selection from this list. Follow the remaining instructions to submit your POSM request.

- Declared Secondary Education students who would like to change the required Major associated with their Secondary Education Cognate should use the Change, Add or Remove a Cognate/Concentration/Track link.
Here is a list of error messages you may encounter while using the Program of Study Management system:

- **You currently have an open Program of Study Request. This must be completed before you can submit another request.**
  - Students may only have one Program of Study update request in process at a time. All changes to your degree program must be approved by the academic department or program. Submission of this information does not change your degree program instantaneously. It is the first step of the approval process by the academic department or program. Notifications will be sent to your college-issued e-mail account regarding the status of your request. You will receive a confirmation email when the process is complete.

- **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.**
  - Only degree-seeking undergraduate students who are currently enrolled may use this form to update their Program of Study.
  - If you are a student who has already applied to graduate, you will need to contact the Registrar’s Office (2nd floor of the Lightsey Center or registrar@cofc.edu) to make any changes to your Program of Study.

- **This Cognate/Concentrate/Track is required and cannot be dropped.**
  - The major associated with the cognate, concentration or track you are attempting to drop requires a cognate, concentration, track or minor. You will not be able to remove a required cognate, concentration, track or minor from a major without replacing it with another available selection. Please refer to the Undergraduate Catalog for a complete listing of majors, minors, cognates, concentrations, and tracks.

- **Your selection is not valid. Credit will not be awarded for more than two (2) concentrations/minors.**
  - Important note regarding Minors and Concentrations: "Credit may be received for up to two concentrations or minors, and courses used to satisfy the requirements of one may not be applied toward a second. These courses may be selected from a single department or from several, and interdisciplinary courses may be included." (Academic Regulations/Undergraduate Catalog)
POS\textm: FAQ

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: 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.
If you encounter any technical difficulties when using the Program of Study Management (POSM) system, please contact the College of Charleston Help Desk (helpdesk@cofc.edu or 843-953-3375).