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 e-mail when the process is complete. Once you have received a confirmation e-mail 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.

ACCESSING THE POSM CHANNEL

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

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 and/or track).
• 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.
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 minors. Courses used to satisfy the requirements of a concentration or minor may not be applied toward another concentration or minor." (Academic Regulations/Undergraduate Academic Catalog)

Click on the Undeclare a Major Link if:
- You would like to undeclare one or all of your majors.

Click on the Undeclare a Minor Link if:
- You would like to undeclare one or all of your minors.

Click on the Change Degree Link if:
- You would like to change the degree associated with your declared major.
- **AB** = Artium Baccalaureatus
- **BA** = Bachelor of Arts
- **BS** = Bachelor of Science

Click on the Update Major or Minor Catalog Year Link if:
- You would like to change the catalog year associated with your declared major(s) or minor(s), **AND** you have consulted with a faculty advisor prior to requesting this catalog year change.

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

**POSM HELP LINK**
- 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.

**POSM: 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.
- 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 e-mail stating your Undeclare a Major request is complete.
- You are a declared International Business student who would like to change the required minor/major associated with your major or
- You are a declared Secondary Education or Foreign Language Education student who would like to change the required Major associated with your 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.
### POSM: DECLARE OR ADD A MAJOR

1. **Your Current Program of Study** will appear at the top of the page.
2. **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.
3. 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.
4. **Your Current Selection(s)** will appear in the box below the list of Major selection options.
5. Click the **CONTINUE** button if you are satisfied with your selection(s).
6. You will then see a confirmation statement regarding **Your Selection(s)**.
   - **Optional Step**: If you are also following a Pre-Health Profession or Pre-Law path click the appropriate checkbox underneath the **Your Selection** confirmation statement box.
   - If you would like to include any comments along with your request, enter the text in the **Your Comments** box. Some majors require students to answer questions 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 final confirmation screen. Read the information contained in the text box and click **SUBMIT**.

### POSM: DECLARE OR ADD A MINOR

1. **Your Current Program of Study** will appear at the top of the page.
2. **Make your selection** (the minor you wish to declare/add) from the list of Minors.
3. **Your Current Selection(s)** will appear in the box below the list of Minor selection options.
4. Click the **CONTINUE** button if you are satisfied with your selection(s).
5. You will then see a confirmation statement regarding **Your Selection**.
6. If you would like to include any comments along with your request, enter the text in the **Your Comments** box.
7. Please review your selection carefully. If **Your Selection** statement is correct, click the checkbox next to **I Agree**.
8. You will then see a final confirmation screen. Read the information contained in the text box and click **SUBMIT**.

### POSM: UNDECLARE A MAJOR

1. **Your Current Program of Study** will appear at the top of the page.
2. Select the major you wish to undeclare from **Your Current Program of Study** list.
3. 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**.
4. 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.
5. **Your Current Selection(s)** will appear in the box below **Your Current Program of Study**.
6. Click the **CONTINUE** button if you are satisfied with your selection(s).
7. You will then see a confirmation statement regarding **Your Selection(s)**.
8. If you would like to include any comments along with your request, enter the text in the **Your Comments** box. Some majors require students to answer questions in the **Your Comments** box.
9. Please review your selection(s) carefully. If **Your Selection** statement is correct, click the checkbox next to **I Agree**.
10. You will then see a final confirmation screen. Read the information contained in the text box and click **SUBMIT**.
POSM: UNDECLARE A MINOR

- Your Current Program of Study will appear at the top of the page.
- 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.
- Click the CONTINUE button if you are satisfied with your selection(s).
- You will then see a confirmation statement regarding Your Selection(s).
- 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 final confirmation screen. Read the information contained in the text box and click SUBMIT.

POSM: CHANGE, ADD or REMOVE a COGNATE, CONCENTRATION, TRACK

- Your Current Program of Study will appear at the top of the page.
- Select the major associated with the Concentration, Cognate, Track or Minor you wish to change from Your Current Program of Study.
- Select CHANGE or DROP next to the Concentration, Cognate, Track or Minor you wish to change.
- If you clicked CHANGE, select the Cognate, Concentration, Track or Minor you wish add.
- Click the CONTINUE button if you are satisfied with your selection(s).
- You will then see a confirmation statement regarding Your Selection(s).
- 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 final confirmation screen. Read the information contained in the text box and click SUBMIT.

POSM: CHANGE DEGREE

- Your Current Program of Study will appear at the top of the page.
- 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.
- 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.
- You will then see a final confirmation screen. Read the information contained in the text box and click SUBMIT.
### POSM: UPDATE MAJOR OR MINOR CATALOG YEAR

- **Your Current Program of Study** will appear at the top of the page. Your **General Education Catalog Year** is listed for informational purposes only. You cannot change the catalog year for your general education requirements.

- Select the **Major or Minor** for which you would like to update your catalog year to the current term. A catalog year includes fall, spring and summer. Ex: Catalog year 2013-14 includes the fall, spring and summer semesters.

- If you would like to update the catalog year for all your majors and minors, please click the **Select All Majors and Minors** button located below your **Current Program of Study** section.

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

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

- 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 final confirmation screen. Read the information contained in the text box and click **SUBMIT**.

### POSM: MAJOR SPECIFIC INFO FOR SCHOOL OF BUSINESS MAJORS

Declared 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.

### POSM: MAJOR SPECIFIC INFO FOR SECONDARY ED 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, English, History, Mathematics, Physics, Political Science, and Sociology) will populate in the second box. Make your next selection from this list. Follow the remaining instructions to submit your POSM request.

### POSM: MAJOR SPECIFIC INFO FOR FOREIGN LANGUAGE EDUCATION MAJORS

Students who wish to declare a major in Foreign Language Education, should click Declare or Add a Major and choose Foreign Language Education Cognate for their major selection. The required Majors (Classics, French, German, and Spanish) will populate in the second box. Make your next selection from this list. Follow the remaining instructions to submit your POSM request.

### HELP! I SUBMITTED A POSM REQUEST BUT QUICKLY CHANGED MY MIND

- If you have submitted a POSM request in error, please e-mail, 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 e-mail indicating your POSM request is complete, you will need to use the POSM form to undeclare/change your Program of Study.

### IMPORTANT NOTE: POSM LIMIT

- 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 e-mail indicating that your degree program changes are complete.

### FOR MORE INFORMATION

- Please read the Student Program of Study Management Procedures Guide on the Help & Training Tab in MyCharleston.

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