Welcome to the School of Business

As a School of Business student, you will find numerous opportunities available to you: from a challenging curriculum designed to prepare you to be tomorrow’s business leaders and managers to study abroad opportunities, professional development activities and interaction with today’s business and community leaders.

We believe our students should have exposure not only to classroom theory, but also to practical experience, industry leaders and opportunities to understand today’s business environment within the context of a global economy.

The faculty and staff at the SB work hard to prepare you for the professional environment. Upon graduation, you should have a solid understanding of fundamental business principles, the skills to view issues from a multi-dimensional perspective, exposure to the global business environment, “hands-on” experience and confidence in yourself as a business person.

How well prepared you are depends on you. If you work hard to excel academically, take advantage of the resources and opportunities available to you, engage as a member of the SB community by attending school events, participating in school clubs and building your network among your peers, guest speakers and the SB faculty and staff, then you will truly have risen to the challenge of what it means to be a School of Business student.

The intention of this student guide is to provide you with accurate information that enables you to complete graduation requirements in a timely manner and to leave the SB as a well-rounded and prepared future business professional.

Honor Code

A copy of the CofC Student Handbook may be found on the CofC website: College Home/Student Affairs /Honor System/XP Policy/ Student Handbook

Majors, Minors* and Concentrations**

The School of Business offers seven majors. Students who want to study a specific discipline have the option to add a concentration or minor to his/her major. The following is a list of approved concentrations for the Business Administration major as well as recommended minors for the other SB majors.
ACCOUNTING (ACCT)
Accounting major with minor in:
- Economics (ECON)
- Entrepreneurship (ENTR)
- Finance (FINC)
- Global Logistics and Transportation (GLAT)
- Hospitality and Tourism Management (HTMT)
- Leadership, Change and Social Responsibility (LCSR)
- Marketing (MKTG)
- Real Estate (REAL)

BUSINESS ADMINISTRATION (BADM)
Business Administration with concentration in:
- Entrepreneurship (ENTR)
- Finance (FINC)
- Global Logistics and Transportation (GLAT)
- Hospitality and Tourism Management (HTMT)
- Leadership, Change and Social Responsibility (LCSR)
- Marketing (MKTG)
- Real Estate (REAL)

*A minor is a program of study around a particular theme in an area outside of a student’s major. **A concentration is a program of study around a particular theme in an area within (directly related to) a student’s major.

MARKETING (MKTG)
Marketing with minor in:
- Economics (ECON)
- Entrepreneurship (ENTR)
- Finance (FINC)
- Global Logistics and Transportation (GLAT)
- Hospitality and Tourism Management (HTMT)
- Leadership, Change and Social Responsibility (LCSR)
- Real Estate (REAL)

SUPPLY CHAIN MANAGEMENT (SCIM)
Supply Chain Management with a minor in:
- Economics (ECON)
- Entrepreneurship (ENTR)
- Finance (FINC)
- Global Logistics and Transportation (GLAT)
- Hospitality and Tourism Management (HTMT)
- Leadership, Change and Social Responsibility (LCSR)
- Marketing (MKTG)
- Real Estate (REAL)

ECONOMICS (ECON)
Economics with minor in:
- Business Administration (BADM)
- Entrepreneurship (ENTR)
- Finance (FINC)
- Global Logistics and Transportation (GLAT)
- Hospitality and Tourism Management (HTMT)
- Leadership, Change and Social Responsibility (LCSR)
Marketing (MKTG)
Real Estate (REAL)

**FINANCE (FINC)**
Finance with minor in:
Business Administration (BADM)
Economics (ECON)
Entrepreneurship (ENTR)
Hospitality and Tourism Management (HTMT)
Global Logistics and Transportation (GLAT)
Leadership, Change and Social Responsibility (LSCR)
Marketing (MKTG)
Real Estate (REAL)

**HOSPITALITY AND TOURISM MANAGEMENT (HTMT)**
Hospitality and Tourism Management with minor in:
Economics (ECON)
Entrepreneurship (ENTR)
Finance (FINC)
Global Logistics and Transportation (GLAT)
Leadership, Change and Social Responsibility (LSCR)
Marketing (MKTG)
Real Estate (REAL)

**INTERNATIONAL BUSINESS (INTB)**

*International Business requires a specific minor chosen from one of the following:*
Global Logistics & Transportation (GLAT)
Business Language in Spanish, German Language, Italian Language
French Language, Business Language in French, Spanish

*Interdisciplinary areas of study:*
European, African, Asian, International
German, Italian, Japanese, Russian
Latin America/Caribbean

Minors and additional majors are available to students outside of the SB as well. For example, many Accounting majors minor in Actuarial Studies, offered by the math department.

**Global Trade Minor**

Global Trade minor is not for School of Business majors.
To obtain a Global Trade minor, students must meet one of the following conditions:
- Earn a major in a Foreign Language; **OR**
- Achieve Proficiency in a Foreign Language at Categories I, II, and III (ACTFL Intermediate High or higher) through standardized foreign language proficiency tests (e.g. French, Italian, Portuguese, Spanish, and German); **OR**
- Achieve Proficiency at the ACTFL Intermediate Low or higher for Categories IV and V Foreign Languages (Hebrew, Hindi, Russian, Arabic, Mandarin, and Japanese); **OR**
- For native speakers of a language other than English, a TOEFL score of 570 or 80 (Internet) can be used to satisfy the requirement.
Declaring a Major

While completing all of the Admissions classes, students are able to declare a major via the Program of Study Management (POSM) channel on the Academic Services tab in MyCharleston. Students should click Declare or Add a Major and select the desired School of Business major, (i.e. “Accounting,” “Business Administration,” etc.) The student's degree will be listed as (BS) Bachelor of Science degree.

Students wishing to declare as International Business are required to declare a minor along with the request to major. See INTB major for a list of approved minors.

Students may have only one open POSM request at a time. The system will not allow students to declare two majors at the same time. Students must wait until a confirmation email is received stating that the first request has been processed before making any additional requests.

The first time a student submits a major request to the SB, the student will be assigned an SB advisor and a Faculty Advising Registration Hold will be placed on the student’s account.

POSM - Declaring a degree:

- The Program of Study Management (POSM) channel is located on the Academic Services tab in MyCharleston.
- Click on the appropriate link to begin the process of updating your POSM (changes to major, minor, concentration, cognate, track and/or degree).
- Your Current Program of Study will appear at the top.
- Make your selection (the major you wish to declare/add) from the list of Majors and Degrees.
- Your Current Selection(s) will appear in the box below the list of Major selection options. Click the CONTINUE button.
- You will then see a confirmation statement.
- 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.
- It takes approximately 2 weeks for POSM requests to be processed.

Entry Level Business Courses

We strongly encourage students to complete the following courses by the end of sophomore year. These courses are pre-requisites for many upper level business and economics courses.

The entry level courses for the School of Business: ACCT, BADM, FINC, HTMT, INTB and MKTG include:

- MATH 105, MATH 120 or HONS 115 (Calculus)
- MATH 104 or MATH 250 (Statistics)
The entry level courses for the Economic Major:

- MATH 250** (Statistics)
- MATH 120** or HONS 115* (Calculus)
- DSCI 232 (Business Statistics)
- ECON 200 or HONS 212
  (Microeconomics)
- ECON 201 or HONS 211
  (Macroeconomics)
- ACCT 203* (Financial Accounting)
- ACCT 204* (Managerial Accounting)

*Economics majors are not required to take ACCT 203 nor ACCT 204. However, many ECON majors add a concentration in Finance. The Finance concentration does require the Accounting courses.

**Students majoring in Economics from 2013 catalog year and beyond are required to take MATH 250 and MATH 120.

Core Courses

All students majoring in the SB are required to take certain core courses, designed to provide a perspective on the different business functions of a company.

The Core Classes include:

- MGMT 301 Introduction to Management
- MKTG 302 Introduction to Marketing
- FINC 303 Business Finance

Academic Advising

School of Business Faculty Advisors:

Every student in the SB has a faculty advisor assigned to them according to their major or concentration.

Preparing for SB Faculty Advising Appointment:

- Review your degree audit in DegreeWorks, located on the Academic Services tab in MyCharleston.
- Be prepared to discuss course options, address academic problems or concerns, make decisions about the upcoming semester, and explore
major/minor/concentration options by creating a What-If degree audits in DegreeWorks.

- Complete a semester-by-semester plan in the Planner tab via DegreeWorks.
- Make sure you arrive for your appointment on time.
- Turn off your cell phone or place it on silent during your appointment.

**Advising Resources**

There are several resources available to students to help in scheduling classes.

**Course Catalog:** Published by the Registrar’s Office and given to students during New Student Orientation. Your catalog year refers to the year in which you first enrolled at CofC. Catalog requirements change, therefore it is imperative students refer to requirements relative to the year they first enrolled at CofC. PDF copies of course catalogs may be found on the Registrar’s website. The course catalog lists all requirements for graduation as well as policies for transfer of credit, repeating courses, etc. This should be the FIRST place a student looks for answers.

**DegreeWorks:** Found online on the Academic Services tab of MyCharleston, DegreeWorks allows students to track academic progress through the Degree Audit tab. This tab allows students to see the courses completed with the grade received, GPA, faculty advisor, and what requirements have NOT been met. If a student would like to add a concentration, a second major, etc., they can process speculative degree audits using the What-if link and the additional requirements will be displayed.

**Critical Path Sheets:** The SB has certain core classes that all SB students take. Some are pre-reqs for others, so sequencing is critical. Critical path sheets for individual majors are available in the Student Success Center or online at http://sb.cofc.edu/undergraduate/criticalpathsheets.php

**Create an academic plan in the Planner tab:**

- Select Add new plan from the drop-down box to the right of the Planner link
- Name the plan by typing text in the Description box on the Student Educational Planner i.e. Fall 2013 Advising Plan or May 2014 Graduation Plan
- Select the Catalog Year from the drop-down box
- Click the Active Plan checkbox if this will be the current plan the student is following
- Review the audit in the Planner Worksheet on the left for any requirements that are listed as - Still Needed
- Add the planned course(s) to the desired term in the plan, either type the four digit course prefix, drag &drop, or – course – (i.e. – humanity – )
- When you have completed entering courses and notes, click Save Plan
- To apply the newly created plan, click Process New, the planned course(s) will appear
Students should have a semester-by-semester plan in DegreeWorks Planner approved by the faculty advisor.

School of Business mandatory Faculty Advising is required only once for SB students. However, it is recommended that you meet with your faculty advisor periodically to keep on track with semester scheduling.

*Email the Student Success Center SB_Advisor@cofc.edu with the following: “This is to confirm I have met with my advisor on _____ date. Please remove the faculty advising hold.”*

*Advisors should be cc’ed on the email for advising confirmation*

*CWID # must be on email*

*Removal of Faculty Advising hold removal takes 3 business days to process*

School of Business Faculty Advisors can play an important role in guiding, supporting and motivating students. An enthusiastic and supportive faculty advisor can give students motivation, foster and encourage participation.

Faculty advisors are a good resource to speak with about clubs, scholarships, careers advise, or just a sounding board. Utilize your faculty advisor for more than just
checking your semester schedule.

Registration Holds

Upon initial declaration to the School of Business, a Faculty Advising Hold will be placed on the student’s account.

Faculty Advising Holds: Students should regularly meet with their faculty advisors; however all students MUST meet with their faculty advisor the semester following an initial declaration to the SB. Once a student has met with their faculty advisor, the student should follow the instructions on the previous page about removing the hold. Holds will be removed by the Student Success Center within 3 business days, so plan your meeting with your advisor accordingly to ensure you will be able to register when the system opens to you.

Past Due Holds: Please contact the Treasurer’s Office to have these holds cleared. If you are dropped from your classes for non-payment of fees, your seat will not be reserved, and overrides are not guaranteed. We urge you to be aware of financial payment deadlines and make your payment arrangements in a timely manner.

Other Holds: Please contact the department/office that has placed the hold on your account. The Student Success Center staff can only expire the holds placed within the SB.

Holds on registration accounts do not justify overrides into closed classes. You should always check your account for holds and have them cleared before the registration period begins. To check if you have holds on your record, go to the Academic Services Tab on MyCharleston.

Registration

Refer to the Registrar’s website for registration entry times. Registration is based on your earned hours which do not include courses in which you are currently enrolled

Professional Development

While enrolled in the School of Business, students should take the opportunity to supplement their academic studies with instruction on how to develop professionally. The CofC Career Center is in the Lightsey Building.

The Career Center website is a valuable resource for students, offering not only information on upcoming programs, but access to career skills assessment tests, examples of resume formats, letters, tips for interviews and a guide to using LinkedIn among other resources.

Internships

Students may pursue academic credit internships related to their majors, minors and
concentrations. Up to three hours of credit are available for internships in economics, finance, international business, marketing, real estate (commercial), transportation and management. *Applicants must have at least 90 earned credit hours and a 2.0 GPA.*

If a student is enrolling in an **accounting** internship, contact Dr. Roger Daniels to discuss eligibility requirements. If a student is enrolling in an internship for an HTMT major or minor, contact **Jeremy Clement** to discuss eligibility requirements. For questions related to all other academic credit internships, please contact **Amy Solomon** in the Student Success Center.

**Finding an Internship**

*It is ultimately the student's responsibility to secure an Internship.* You are also responsible for the academic requirements of the internship. The Career Center (Lightsey Building, Room 216) can assist you in identifying internship opportunities and resources including developing a resume and a cover letter.

**Deadline for Application**

Internship applications are due August 15th for Fall semester, January 3rd for the Spring Semester, and May 15th for Summer. *In no circumstances will a student be enrolled in an internship past the last day of drop/add.*

**Learning Contract**

The learning contract sets forth the academic expectations of the internship and guides the internship experience. The school, experience provider and student develop the learning contract goals to ensure that the student receives an appropriately rigorous learning experience.

For all other questions or to submit an Application and/or Learning Contract, please refer to the web page - [http://sb.cofc.edu/studentservices/internships/students/index.php](http://sb.cofc.edu/studentservices/internships/students/index.php)

**Student Programs**

While not clubs per se, these are programs in which students often choose to participate. **The Global Scholars Program** promotes the integration of global studies, foreign language skills and awareness of social issues surrounding globalization. More information may be found in the undergraduate programs section of the SB website.

**The Schottland Scholars Program** pairs seniors with mentors from the business community and exposes students to leadership skills, professional development and site visits to companies locally and outside of the state. For more information/application, contact Professor Carrie Blair-Messal.
**BMW Logistics Advantage Program** is a competitive opportunity for students in the Global Logistics and Transportation program. Students who complete the unique Academic and Experiential Development requirements will benefit by having their expenses covered for the Rotterdam Travel Study trip. The BMW Logistics Advantage entails an array of choices including real-world experiences, personal development, mentoring, and specialized education that further distinguish the program scholars for career opportunities in supply chain management and logistics fields.

**School of Business Investment Program** provides career-oriented application of theoretical knowledge learned in the classroom through analytical asset valuation, portfolio management, and group collaboration. Develop elite students with career-relevant skills who will hold a competitive advantage in the job market. Increase the visibility and reputation of the School of Business as a distinguished resource for potential students, faculty, and employers. Build relationships between the School of Business and members of the local, regional, and national investment communities. Consistently generate returns that exceed relevant benchmarks.

**Honors Program in Business** offers a unique, rigorous, and challenging academic experience to a select group of students each year. The program is designed to enhance and complement the education of those students admitted to the Honors College who wish to pursue any major in the School of Business.

### Study Abroad

All SB students are strongly encouraged to study abroad, and INTB majors entering after Fall 2009 are required to do so (see Course Catalog for details.)

The Global Studies Coordinator, Ms. Su Frost, in the Student Success Center works with each student to ensure that appropriate programs and courses are selected and approved for transfer. Special attention is paid to the student’s academic critical paths and graduation requirements. Business school students must submit the School of Business Approval Form for Study Abroad to ensure that appropriate coursework is included and that the transfer of credits is accurately applied to individual programs of study.

**To apply for Study Abroad:**

**Step 1:** Visit the Center for International Education (Next to the library on Calhoun Street) to speak to staff to determine which study abroad program might be available and appropriate. Obtain the program’s academic schedules for the semester(s) you plan to attend, course description, and syllabus. A study abroad application will be given to all students to complete before travel. This form should be returned signed to the The Center for International Education. The CIE will give you a green course equivalency form to bring to step 2.

**Step 2:** Schedule an appointment with Ms. Frost, Global Studies Education Coordinator in the Student Success Center. Study abroad appointments will be available beginning the last Monday in August.

For study abroad in the spring semester schedule your meeting by October 1 and for fall semester by April 1.
**Students cannot expect to satisfy all the requirements needed for a semester especially in the upper level business courses. It is suggested that humanities, language and some business courses can be taken overseas.**

**What you will need to bring to your appointment:**

A: The Study Abroad Course Equivalency Form (Green form) from the Center for International Education.
B: Ideas on where you would like to study and the type of program you would like to participate in.
C: A list of the courses that you need to take overseas.

**What Happens Next?**

After your appointment, students will need to e-mail syllabi of the business courses they would like to take overseas to Ms. Frost at frosts@cofc.edu (no paper copies). Your courses will be reviewed for transfer approval or if necessary, forwarded to the chair of the appropriate department who will make the final determination as to transfer credit approval.

**Note that all students still have to meet the pre requisites to take a course overseas.** i.e.: MKTG 326 equivalent overseas will require that a student has taken MKTG 302 at the College of Charleston. A number of schools overseas also require pre-requisites to take a course. The School of Business will only accept business courses overseas that are taught at an accredited University/College. The School will check the accreditation of every program before approving transfer credits.

**Time frame:**

This process can take up to 4-6 weeks depending on how quickly you provide the information needed for approval.

**Step 3:** During the process of completing the green sheets students will apply to their program/school of choice, gather information such as transcripts, references and apply for visas (if required).

When all the courses have been approved and signed off on by each department i.e.: Spanish course would be signed off on by the language dept. etc., students will need to schedule a time to submit their School of Business Approval Forms and to submit their green sheet for final sign off from the SB. If you are a business major all other subject area courses must be signed off on before the Global Studies Education Coordinator will complete the final sign off.

**Step 4:** Return completed green sheet to the Center for International Education. This is very important as the CIE will be the department that placeholders students for their study abroad. All students are required to attend a mandatory group travel departure
meeting. This meeting is scheduled by the CIE and students will be notified by e-mail.

**Important:** If you study overseas without pre-approval of your courses from the College, credits will not be accepted. While you are away, be aware of the registration schedule through MyCharleston. Please be aware that you will not be able to register in courses on MyCharleston which have prerequisite requirements for course(s) you are taking during your study abroad. Contact Ms. Frost for assistance BEFORE your registration date. Failure to complete/submit these forms will result in a delay in your registration for the following semester.

**Student Clubs**

Engagement in activities outside of the classroom is critical to a student’s overall development. Student clubs are an excellent way to network with professionals, enhance your resume and learn leadership skills.

More detailed information on student clubs including contact information is available on the SB website under Student Services, Student Clubs. [http://sb.cofc.edu/studentservices/club-roster/index.php](http://sb.cofc.edu/studentservices/club-roster/index.php)

**Beta Alpha Psi**

Beta Alpha Psi is an international honor society recognizing academic excellence, professional development and community service in fields related to the creation, management and analysis of financial information.

**Beta Gamma Sigma**

Membership in Beta Gamma Sigma is the highest recognition that business students can receive. Membership is by invitation only, based on a student’s academic performance.

**Club for Hospitality and Tourism** (CHAT)

The Club for Hospitality and Tourism is a networking link between students at the College of Charleston and the hospitality industry both locally and around the southeast.

**Institute of Management Accountants** (IMA)

The Institute of Management Accountants (IMA) is the student chapter of an organization that educates students on management roles played by finance and accounting professionals within an organization.
**Marketing Club**
The marketing club fosters the development of professional marketing skills through hands-on projects. Networking opportunities with local speakers provide insight into the marketing world, from advertising to market research to public relations and product development.

**Microfinance Club**
This club supports micro-lending both locally and internationally to promote social responsibility. Among other initiatives, students are currently involved in supporting an impoverished village in Honduras by helping develop and fund entrepreneurial programs there.

**National Association of Black Accountants**
NABA is a resource to assist minority students in entering the accounting field through networking, professional skill development and by providing students with opportunities for civic engagement.

**Political Economy Club**
The Political Economy Club meets to discuss economic current events, host guest speakers and help make the student population aware of the intersection between politics and economics.

**Student Finance and Investment Club**
The Student Finance and Investment Club provides students with a chance to gain knowledge and career advice from experts in the finance and investment worlds. The club also sponsors Student Investment Contests either individually or as a team with the Team Investment Portfolio.

**Student Port Club**
The Student Port Club promotes interest and experience in transportation and global logistics to students at the College of Charleston. Student Port provides its members with opportunities to develop their knowledge of the complexities of these fields and how they are connected to the global economy through interaction with local professionals.

**Student Real Estate Club**
The Student Real Estate Club provides students with the opportunity to network with experts through guest speaking appearances on a variety of topics related to the real estate industry.
Enactus

The Enactus club comprises a partnership with business to prepare the next generation of entrepreneurs and business leaders. Enactus offers students the opportunity to solve real-world problems through team projects and to compete on a national level.

Scholarships and Awards

There are a number of scholarships available annually to School of Business upperclassmen. Scholarship applications are accepted December 1 through February 1. The application is available via online submission in the Student Services section of the website under Scholarships.

Requirements for scholarships vary, so please check the website for eligibility. All scholarship recipients must be enrolled full-time, maintain a 3.0 GPA and complete a minimum of 30 hours from August—August.

Some departments award scholarships as well. Available departmental scholarships are posted online in the scholarship section of the SB website.

Centers of Excellence and Initiatives

Improving our community through research, service and social responsibility.

The School of Business has several Centers of Excellence and initiatives that support specific industries, conduct research and help to strengthen our ties with the global business community. The Centers and initiatives also advance the educational experience and understanding of our students in a variety of specialty areas.

Carter Real Estate Center
http://sb.cofc.edu/centers/carter/index.php#Carter Real Estate Center

Center for Entrepreneurship
http://sb.cofc.edu/centers/centerforentrepreneurship/index.php

Global Business Resource Center
http://sb.cofc.edu/centers/globalbusinessresourcecenter/index.php#Global Business Resource Center

Initiative for Public Choice and Market Process
http://sb.cofc.edu/centers/publicchoice/index.php#Public Choice and Market Process

Office of Economic Analysis
http://sb.cofc.edu/centers/economicanalysis/index.php#Office of Economic Analysis

Office of Tourism Analysis
The Honors Program in Business

The Honors Program in Business, in cooperation with the Honors College, offers a unique, rigorous and challenging academic experience to a select group of students each year. The program is designed to enhance and complement the education of those students admitted to the Honors College who wish to pursue any major in the School of Business.

In addition to academic achievement, candidates are evaluated on their leadership skills and activities, social diversity, creativity and community service activities.

Students complete all requirements for their chosen business majors as well as completing the requirements for the Honors College. Special honors sections of many required courses in business and economics are offered specifically to Honors Program students.

These intellectually challenging courses are small, allowing for more intensive student participation, and are accelerated to meet the needs of superior students. Participants in the program are given the opportunity to work independently with faculty in completing the Bachelor’s Essay.

Refer to the Business Honors Course Catalog for the complete list of Honors courses and information on how to apply to the program.

Frequently Asked Questions

Who is my advisor? Check the Degree Audit tab in DegreeWorks. On the upper left side of the audit, under the Student’s name, the student’s faculty advisor will be listed.

May I switch advisors? Yes. Please send an email to SB_Advisor@cofc.edu with the name of the faculty member you wish to have as your advisor or simply requesting an advisor re-assignment.

How do I reach my faculty advisor? All faculty are required to keep office hours which are posted outside their office doors. You may call, email or stop by during office hours. If you are having trouble connecting with your advisor after 3 or 4 attempts, contact the faculty advisor’s department chair for assistance, or our Assistant Director of Academic Advising, Ms. Hill in the Student Success Center. Remember that while
advisors are eager to help students, they have numerous responsibilities. Do not expect to contact a faculty member and have them available to see you the following day for an advising appointment.

**What should I do if I transferred a class, but DegreeWorks indicates that I have not completed the requirement?** DegreeWorks is a valuable tool, but sometimes there can be issues with transfer credit. Check the bottom portion of your audit. If you see the class on the audit, and it says the CofC course name with a notation that says “Satisfied by” along with a course name, number and the transferring institution, then you have in fact been given credit for the course.

Sometimes DegreeWorks does not reflect transferred classes at the top of the audit under degree requirements. However, as long as the audit at the bottom of the page indicates “Satisfied by”, then your requirement has been met.

**How do I request an override into a class?** Students should see the relevant department chair for an override. Please see page 31 for a listing of which classes are taught within each department.

**What do I do if I transferred a class, but the degree audit says “PT” instead of “Satisfied by?”** This means that credit has not yet been transferred either because CofC has not received the transcript from the other college or the course syllabus is too different from the CofC course, therefore credit will not be awarded. Students should follow up with the Registrar’s Office in these instances.

**How do I receive credit for a course transfer?** Please refer to the Course Catalog or the Registrar’s website. Note that seniors wishing to transfer credit during the senior year have to apply for permission in advance.

**May I double count courses?** In some instances, you may. Some courses may be used to fulfill requirements for two majors. Social science requirements, for example, are fulfilled through Economics courses. However, you may not double count courses for two minors or two concentrations. Some humanities courses may be included in your minor. Language alternative courses may not count as any other required group.

**I am unable to successfully submit my POSM request.** If you have an open request, please see page 10. If you are trying to add a major, try typing “ok” in the comments box above where you have checked “I agree” and re-submit. If still unresolved, contact the Helpdesk, Academic Advising and Planning Center or the Student Success Center for assistance.

**How do I apply for graduation?** Applications for Fall graduation are due October 1
and for Spring graduation, applications are due on February 1. To apply, go to MyCharleston, Banner, Student, Student Records.

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