

Course Program of Study (CPoS)

Enrollment Services



Agenda

- Team Members
- Federal Regulation
- Course Program of Study (CPoS) Process
- Student Record Changes
- Course Substitutions
- Additional Communication
- Questions

Course Program of Study Team

- Paul Parker, *Sr. Director of Compliance, Certification and Technology Support*
- Ana Edwards, *Interim University Registrar*
- Ron Day, *Director of Financial Aid*
- Sarah Baumhoff, *Associate Director of FA - Counseling*
- Karen Ruehlman, *Associate Director of FA - Systems*
- Sandy Peluso, *Project Manager*
- Additional members from Enrollment Services and UITS

Federal Regulation

- The US Department of Education¹ states:

“Aid cannot be awarded to a student for classes that do not count toward his or her degree, certificate or other recognized credential”.

- Curricula differ by program and thus the proper monitoring of each degree obliges the University to set standards. The awarding of federal aid is directly tied to coursework and how these classes apply to each degree.

Course Program of Study (CPoS)

- **What is it?**

- Course Program of Study is a process to ensure that students are taking classes that apply to their degree program or course of study.
- The process utilizes Banner and DegreeWorks information.

- **Why CPoS?**

- For many years, the U.S. Department of Education has required that institutions ensure financial aid funds are used to pay for courses that apply to a student's degree program.
- This process allows for efficient review of KSU students' registration and the potential impacts on federal financial aid.

Clarifiers and Disclaimers

- **Remedial Coursework – 30 Credit Hour Limit**
 - Learning Support
 - Pre-Requisites for Required Courses
 - Clock does not restart on the 30 Hour Limit
- **Repeat Coursework**
 - VERY DIFFERENT from Institutional Policies
 - "D" is a passing grade
 - Once passed – clock begins
 - 1 More Try (in most instances)
 - Concurrent Registration
- **Freeze Date**
 - Classes are Locked for Financial Aid Purposes
 - Federally mandated Snapshot in Time
 - Substitutions and Major Changes must be completed before freeze
 - Late Approvals will not reviewed
 - Drops/Adds/Never Attended trigger a re-review
 - Major Changes can impact

Communication of Potential Issues

- **Notifying Students**

- Students will be notified by the Office of Financial Aid if they are **enrolled** in classes that do not apply to their degree program.
- Owl Express
 - Financial Aid tab.
 - "View Academic Transcript" on the Student Records tab.

- **How will an advisor know what courses are not counting towards a student's degree?**

- The advisor will be able to see this information on the Student Advising Guide in OwlExpress.
- Lag in Timing


Student Advising Guide in OwlExpress

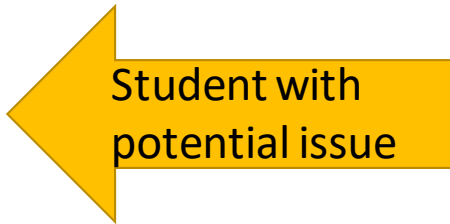
CURRENT SCHEDULE Fall Semester 2018

CRN	COURSE DETAIL INFORMATION	HOURS	STATUS	GRADE	CPoS	MEETING	DATE	DAYS	TIME	LOCATION	RM
80881	POLS 4412 (01) - Urban Affairs & Problems Part of Term: Full Term Instructor: Gregory, Sarita	3	RW		N	Lecture	08/13/18 - 12/10/18	TR	12:30PM - 1:45PM	Social Sciences Bldg Kennesaw Campus	1020
80889	POLS 4440 (01) - Comparative Democratization Part of Term: Full Term Instructor: Rotnem, Thomas	3	RW		N	Lecture	08/13/18 - 12/10/18	TR	11:00AM - 12:15PM	Social Sciences Bldg Kennesaw Campus	2033
80893	POLS 4460 (01) - Politics of NATO Part of Term: Full Term Instructor: McKelvey, Stephen	3	RW		N	Lecture	08/13/18 - 12/10/18	TR	8:00AM - 9:15AM	Social Sciences Bldg Kennesaw Campus	1020

TUITION AND FEES

Charges:	\$2,630.83	Credits:	\$.00	Balance:	\$2,630.83
-----------------	------------	-----------------	--------	-----------------	------------

 If there is an "N" in the CPoS column for your current schedule, Federal financial aid will not consider this course as part of your enrollment. All coursework must count towards an approved degree or eligible certificate. If you have additional questions, please contact your academic advisor. This information is updated every 1-2 business days.



Note: CPoS only looks at the current term.


Student with
no issue

CURRENT SCHEDULE Spring Semester 2019

CRN	COURSE DETAIL INFORMATION	HOURS	STATUS	GRADE	CPoS	MEETING	DATE	DAYS	TIME	LOCATION	RM
15340	ENGL 1101 (999) - Composition I Part of Term: Full Term Instructor:	0	DD							Kennesaw Campus	
12345	HPE 1195 (01) - Intermediate Soccer Part of Term: Full Term Instructor:	1	RE							Kennesaw Campus	

TUITION AND FEES

Charges:	\$.00	Credits:	\$.00	Balance:	\$.00
-----------------	--------	-----------------	--------	-----------------	--------

 If there is an "N" in the CPoS column for your current schedule, Federal financial aid will not consider this course as part of your enrollment. All coursework must count towards an approved degree or eligible certificate. If you have additional questions, please contact your academic advisor. This information is updated every 1-2 business days.

Student Record Changes

- Declaring the Major – Priority Deadline!

	Fall	Spring	Summer
Priority Deadline	July 1	December 1	April 1

- Change of Major Availability
 - Each term, the Change of Major portal will close starting the Friday of Drop/Add and remain closed for 14 calendar days.
 - For Fall 2019, the portal will close at 4pm, Friday, August 23, 2019.

Change Major Portal			
	Priority Deadline	Closes	Opens
Fall 2019	July 1	Friday, 8/23, 4:00 pm	Friday, 9/6

Course Substitutions and Registered Courses

- Registered Course Substitutions– Priority Deadline!

	Fall	Spring	Summer
Priority Deadline	July 1	December 1	April 1

- Processing for registered course substitutions received by the Office of the Registrar *after the first official day of classes* cannot be guaranteed in time for CPoS assessment.

Registered Course Substitution Requests		
	Priority Deadline	For CPoS Assessment
Fall 2019	July 1	Monday, 8/19

Note: Please factor in department approval time. The “For CPoS Assessment” date is when the Office of the Registrar must receive the request.

Additional Communication

- Flyers and Digital Signage will start the week of March 4th.
- “Available soon” email to advisors, faculty, staff, and students scheduled for Tuesday, March 4.
- “Available now” email to advisors, faculty, staff, and students scheduled for Tuesday, April 9.
- Reminder emails to students scheduled for May, June, and July.
- FAQs available at <https://enrollmentservices.kennesaw.edu/cpos/>

Key Take-a-ways...

- We will begin actively implementing CPOS for the Fall 2019.
- Students receiving federal financial aid are welcome to take classes which are not required for their Program of Study. However, they will be required to pay for those classes out-of-pocket or with non-federal financial aid.
- Visit <https://enrollmentservices.kennesaw.edu/cpos/>

MAKE IT COUNT

Don't lose your federal financial aid due to your course choices!



**TALK TO YOUR ADVISOR BEFORE
PLANNING YOUR SCHEDULE**

VISIT : [HTTPS://ENROLLMENTSERVICES.KENNESAW.EDU/CPOS](https://enrollmentservices.kennesaw.edu/cpos)



ANY
QUESTIONS
?

Thank you for your continued effort to ensure our students' academic success!