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 Education\(^1\) 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.

\(^1\) Federal Student Aid Handbook, Volume 1, Student Eligibility, page 1-20
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**

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE DETAIL INFORMATION</th>
<th>HOURS</th>
<th>STATUS</th>
<th>GRADE</th>
<th>CPoS</th>
<th>MEETING</th>
<th>DATE</th>
<th>DAYS</th>
<th>TIME</th>
<th>LOCATION</th>
<th>RM</th>
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<tbody>
<tr>
<td>60581</td>
<td>POLS 4412 (01) - Urban Affairs &amp; Problems</td>
<td>3</td>
<td>RW</td>
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<td>8:00AM - 9:15AM</td>
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**TUITION AND FEES**

Charges: $2,630.83
Credits: $0.00
Balance: $2,630.83

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**CURRENT SCHEDULE**

**Spring Semester 2019**

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE DETAIL INFORMATION</th>
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<th>GRADE</th>
<th>CPoS</th>
<th>MEETING</th>
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<th>DAYS</th>
<th>TIME</th>
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<td>ENGL 1101 (999) - Composition I</td>
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<tr>
<td>12345</td>
<td>HPE 1195 (01) - Intermediate Soccer</td>
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<td>RE</td>
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<td></td>
<td></td>
<td></td>
<td>Kennesaw Campus</td>
</tr>
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**TUITION AND FEES**

Charges: $0.00
Credits: $0.00
Balance: $0.00

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Note: CPoS only looks at the current term.
Student Record Changes

• Declaring the Major – Priority Deadline!

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<thead>
<tr>
<th></th>
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<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>Priority Deadline</td>
<td>July 1</td>
<td>December 1</td>
<td>April 1</td>
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• 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.
Course Substitutions and Registered Courses

• Registered Course Substitutions– Priority Deadline!

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• 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.

<table>
<thead>
<tr>
<th>Registered Course Substitution Requests</th>
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<tr>
<td>Priority Deadline</td>
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<td>Fall 2019</td>
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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/
Thank you for your continued effort to ensure our students’ academic success!