

Course Program of Study



UNIVERSITY

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*
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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?
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Clarifiers and Disclaimers

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

LOCATION	COURSE	COURSE DETAIL INFORMATION	HOURS	STATUS	GRADE	CPAS	MEETING	DATE	DAYS	TIME	LOCATION	CRN
12/20/18	Social Sciences - 1030	80991 - POLS 4412 (01) - Urban Affairs & Problems	3	RW	N	TR	12/10/18	12:15PM	Bldg	Kennesaw Campus		
Part of Term: Full Term Instructor: Gregory, Sarata												
12/10/18		Democratization					12/10/18					
Instructor: Rotstein, Thomas												
12/10/18	80999 - POLS 4460	Balance of Budget					12/10/18					
Part of Term: Full Term Instructor: Key, Stephen												

TUITION AND FEES

Balance:	\$2,630.83	Charges:	\$2,630.83	Credits:	\$0.00
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of consider this course as part of your enrollment. All coursework... If there is an "N" in the CPAS column for your current schedule, Federal financial aid will not consider this course as part of your enrollment. All coursework... This information is... must count towards an approved degree or global certificate. If you have additional questions, please contact your academic advisor.

CURRENT SCHEDULE
Spring Semester 2019

LOCATION	COURSE	COURSE DETAIL INFORMATION	HOURS	STATUS	GRADE	CPAS	MEETING	DATE	DAYS	TIME	LOCATION	CRN
		Part of Term: Full Term Instructor:									Kennesaw Campus	
12/23/18	HP	1195-000 - Interpretation	3	RE			12/23/18					
Part of Term: Full Term Instructor:												

TUITION AND FEES

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

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/>



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

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