

TIPS FOR FACULTY ADVISORS - THE FINANCIAL AID CPOS POLICY

CPOS = Course and Program of Study Eligibility Policy

[Visit this CPOS Webpage for information and FAQ](#)

1. Advise student to take courses that count towards their degree program.

- Courses counting toward a Degree Program are courses that meet a requirement in the LEP, Major, Cognate, Minor, as well as “free” elective courses (note: number of “free” electives space is variable depending on the student and their major). Key: the courses they take should show up on their Degree Evaluation under one of those areas.
- Full-time students should be advised to take at least 12 credits in courses that meet a requirement within their degree program, as outlined on their degree evaluation.
- Part-time student should consult with Financial Aid to identify how many credits of “eligible courses” they must take.

2. Advise students about the important of declaration of Major/Minor.

- Students must be taking courses toward their degree program. If they are no longer interested in pursuing the major they are declared in, they must change their major via BannerWeb. If they are unsure of which major they want, they should declare themselves Exploratory and see an AAC advisor.
- If a student is interested in a minor, they should declare it as soon as possible. For the minor to impact the current semester, it must be declared and on the student's degree evaluation by the financial aid freeze date.

3. Request Workflows for registered courses that are not showing in the degree program ASAP.

- Faculty advisors must request any required “workflows” for course substitutions as soon as possible after the student registers for the course. These courses must be showing in the appropriate place on the student's Degree Evaluation before the Financial Aid date.

4. Refer students with questions/issues to their AAC advisor.

- Faculty are not expected to explain or respond to student questions about course eligibility for financial aid. If students have any questions about this course eligibility policy, faculty should direct students to this [Academic Advising Center Same-Day advising appointments link](#).
- The student will be notified via email by Financial Aid if they have registered for a course that will not be eligible for financial aid. When contacted, they will be directed to the Academic Advising Center (AAC) for support.
- Students and faculty who have questions should consult this webpage: [Click here for Onestop CPOS Webpage for KEY information and FAQ](#)

Resources:

[Click here for Onestop CPOS Webpage for KEY information and FAQ](#)

[Click here to see a video explaining how "excess" credits are identified](#)