

Issues with Courses Not Counting Toward CPoS (Course Program of Study)

Ensuring that students' undergrad and graduate courses count toward their Course Program of Study (CPoS) is crucial for their academic progress and financial aid eligibility. This guide provides a step-by-step approach for academic advisors to address issues with courses that do not count toward a student's CPoS.

Updates Before Last Day to Add Classes

Inform students that the CPoS automated review process happens nightly. Once updates are processed, the CPoS alert/flag will be cleared, and financial aid eligibility will update within 24 hours.

Updates After Last Day to Add Classes

If changes are made after the Last Day to Add a Class, contact RunCPoS@marshall.edu, and staff will manually run the process to ensure the course counts for aid and make Financial Aid aware.

Step-by-Step Guide

1. Enter Exceptions in Degree Works.
 - Using Also Allow or Apply Here, enter an "Also Allow" exception in Degree Works.
 - The course will update overnight to show as "Counts in Program" and "Counts for Aid" in SFASCRES if done before 5:00 pm of the last day to add classes.
 - If it does not update overnight or you need it to update immediately, just click on "Evaluate Courses in Program of Study" for the process to immediately run.
2. Manual Updates in SFASCRES
 - If the Degree Works exception does not change the course's eligibility, you can manually update the course in SFASCRES:
 - o Find the top-most instance of the course not counting.
 - o Mark YES for "Count for Aid" and "Count in Program".
 - o Select "Preserve Override"
 - o Enter a Comment explaining why the manual process was completed, who approved it, and then save.
 - o Click on "Evaluate Courses in Program of Study" to run the CPoS process.

The screenshot displays the SFASCRES Student Course Evaluation Audit interface. The table below shows the course instances being audited. The columns 'Count for Aid', 'Count in Program', and 'Preserve Override' are highlighted with yellow boxes. The 'Comments' field is also highlighted with a yellow box, and the 'Evaluate Courses in Program of Study' button is highlighted with a yellow box.

| Sequence | CRN | Subject | Course | Remedial | Remedial Hours | ESL | Repeat | Repeat Count | Repeat Without Withdrawal | Count for Aid | Count in Program | In Program Repeat | Preserve Override | Registration Status |
|----------|------|---------|--------|----------|----------------|-----|--------|--------------|---------------------------|---------------|------------------|-------------------|--------------------------|---------------------|
| 4157 | 4055 | MDC | 805 | Disabled | | No | Yes | 2 | 2 | No | No | Disabled | <input type="checkbox"/> | RE |
| 4157 | 4085 | MDC | 815 | Disabled | | No | No | 0 | 0 | No | No | Disabled | <input type="checkbox"/> | RE |
| 4136 | 4055 | MDC | 805 | Disabled | | No | Yes | 2 | 2 | No | No | Disabled | <input type="checkbox"/> | RE |
| 4136 | 4085 | MDC | 815 | Disabled | | No | No | 0 | 0 | No | No | Disabled | <input type="checkbox"/> | RE |
| 4135 | 4055 | MDC | 805 | Disabled | | No | Yes | 2 | 2 | No | No | Disabled | <input type="checkbox"/> | RE |
| 4135 | 4085 | MDC | 815 | Disabled | | No | No | 0 | 0 | No | No | Disabled | <input type="checkbox"/> | RE |

Comments: Enter Comment Here

Audit Basis: [Empty]

Create Date: 04/13/2024

Evaluate Courses in Program of Study