

CT State Community College

Course Program of Study (CPoS)

November 8, 2023

CT STATE
COMMUNITY COLLEGE

Today's Presenters

- *Academic Affairs: Mike Stefanowicz*
- *Degree Works: Susan Winn*
- *Enrollment Services: Noel Rosamilio & Jim Connolly*
- *Financial Aid: Steve McDowell & Shana Saccullo*
- *Guided Pathways Advising: Mike Goemans & Brian Kapinos*
- *Transfer CR Evaluation: Jeanette Rivera Epps*

What is CPoS?

- Banner's Course Program of Study (CPoS) functionality is used by CT State to demonstrate a compliance requirement that specifies **Title IV funds may only be applied to courses that are within a student's eligible program of study** (34 CFR 668.2(b)).
- While this is a financial aid compliance requirement, the CPoS process is dependent on:
 - **The accuracy of the curriculum** defined in Degree Works.
 - Course pre-reqs, equivalencies & attributes **as programmed in the OCB Catalog**

Why Has CT State Implemented CPoS?

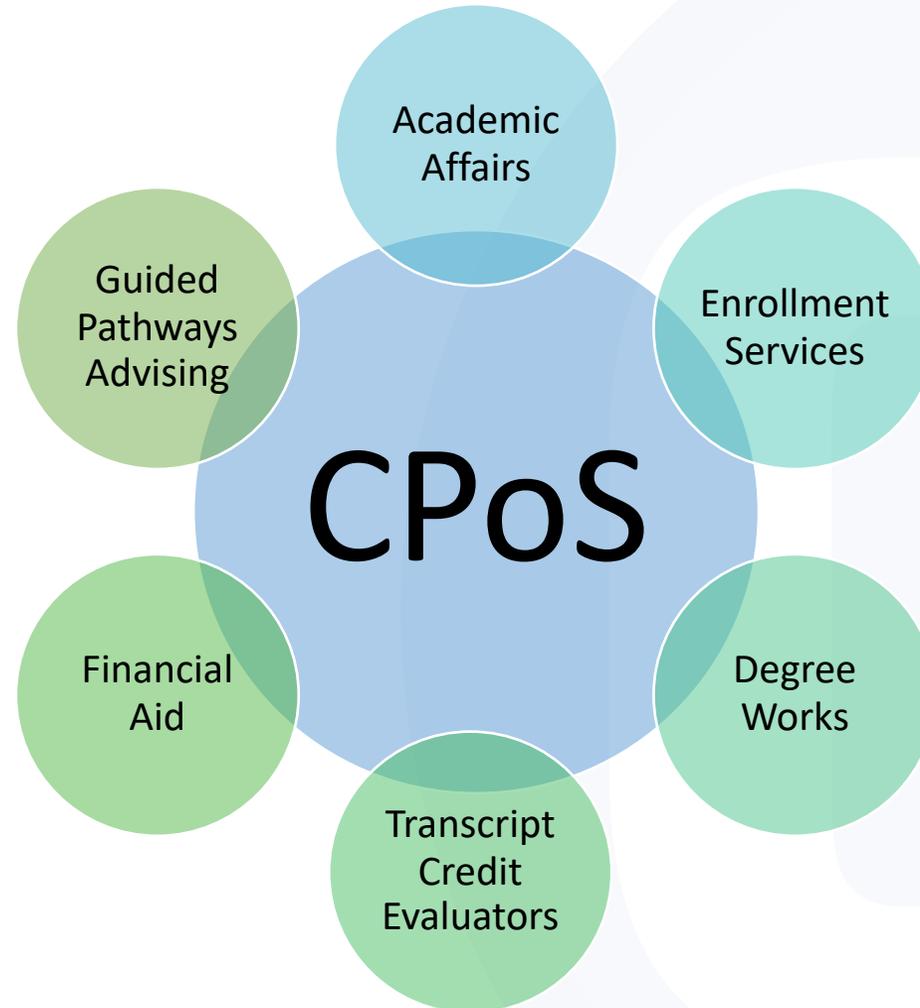
- CPoS is used to meet a federal compliance requirement that indicates only courses that count directly toward a student's program of study can be counted toward a student's enrollment level, which is used to determine financial aid eligibility.
- This change not only pertains to financial aid, but also helps ensure that students are progressing toward completing their program in a timely manner.

CPoS Workflow



Note: CPoS is not retro-active process.

What is our Role in CPoS?



Academic Affairs

- Advise to the CT State curriculum
- CCS 1001 exemption: Legacy courses and TR credit
- Course substitutions must be processed along with the student registering, to avoid CPOS alerts being raised.
- Blanket substitutions can be programmed to allow for legacy courses to apply to course requirements for legacy students.
- Courses will count as open electives only if the spot is open on the Degree Works audit.

Guided Pathways Advising

- CPOS alerts are generated nightly in CRM Advise and are designed to notify advisors about potential issues with their advisee's courses/program.
- Guided Pathways Advisors are primarily responsible for investigating CPOS alerts and following up with their students as necessary to address the alert(s).
- Resolutions to addressing CPOS alerts include but are not limited to: adjusting student course schedules, changing academic programs, and/or seeking appropriate substitutions.

Enrollment Services

- Each campus One Stop Enrollment Center (OSEC) can help students navigate registration in myCTState.
- OSEC can help students review their schedule/program in myCTState and connect with their advisor if needed.
- Ensure program of study updates are processed for the appropriate semester/term.
- OSEC may assist in clearing CPoS alerts.

Degree Works

- Degree Works (DW) is the tool which reflects the curriculum for CT State.
- If Degree Works does not match the catalog, please email CTState-DegreeWorks@ct.edu
- Courses can be moved within the audit.
- No overrides in SFASCRE because of pending substitutions.

Transfer Credit Evaluation

- Transfer credit evaluations are performed for accepted degree and/or certificate seeking students based on their ***current degree program***.
- The Transcript Credit Evaluation (TCE) team can confirm receipt of a student's official college transcript and status of a transcript credit evaluation.
- To confirm receipt of a student's official college transcript and status of a transcript evaluation, please email: CTState-TranscriptEval@ct.edu

Key Takeaways

- CPoS is a mechanism to ensure compliance with federal financial aid regulations.
- Course substitutions need to be complete at the time of registration.
- It is critical to advise to the current CT State curriculum.

Future Webinars

- Course Substitutions: Electronic Workflow
 - November 21st, 11am
 - Register at [Webinars - CT State](#)

For More Information...

Check out our CPoS FAQs on the CT State Website:

<https://ctstate.edu/financial-aid/cpos>

Questions?
