

Advising Course Program of Study (CPoS) Information

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Introduction to Course Program of Study

Course Program of Study (CPoS) is a federal financial aid policy that can affect your scholarships, loans, and grants.

CPoS requires students' financial aid to be based on credits that satisfy their graduation requirements, or "course program of study." Taking courses that are not required to complete your program of study (majors, minors, endorsements, and general education requirements) *could* result in you receiving less financial aid. You can still take elective courses, but in order to receive your full financial aid package, they must be taken beyond the courses needed to meet whatever full-time status your financial aid package dictates. You can see which specific courses are outside of CPoS/your graduation requirements on the [CPoS MyBethel Channel](#) or in the "Course Program of Study & Financial Aid" section of Degree Works.

How can I plan for CPoS?

1. **Make sure your program information is up to date:** Course Program of Study bases its calculations on your officially declared majors/minors and endorsements. So, it's very important to make sure all of this information is current in Bethel's systems. You can review your current information by checking your [transcript](#). If you find any information that is not correct, fill out the [Change of Major, Minor, Advisor form](#).
2. **Understand your financial aid:** First, be aware of your financial aid package requirements. You will want to know:
 - a. **Credit requirements for full-time enrollment status.** For many packages, this is 12 credits, for others (like the Minnesota State Grant) this threshold is 15 credits (with some caveats). Each person's requirements are different, so be sure to talk to a financial aid counselor to understand *your* financial aid requirements
 - b. If your financial aid can be **prorated** if you choose to have a part time course load
 - c. If you need to get a better grade in a course you passed (for example, if you earned a C- and need a C for your major), you can repeat the course once and have it count for financial aid. If you need to repeat the previously passed course a second time, it will not count toward your financial aid.
 - d. **Questions about financial aid**, including [Minnesota State Grant](#) eligibility? [Contact a Financial Aid Counselor](#). If you want to see the details about your personalized financial aid, please go to MyBethel > [Checklist](#) > Financial Aid Award Offer
3. **Plan out your courses:** It's **crucial** for you to plan out your courses for upcoming and future terms with CPoS in mind. The primary consideration is meeting your financial aid package's credit requirements for each semester (often 12 or 15 credits). Remember, part time options may be available with prorated financial aid (see #1 above). Use your *BU Academic Planning sheet* (watch [this video](#) for directions) and see the [Academic Planning page](#).

4. **Prior to registration, check your registration plans in Degree Works:**

- a. **Overview:** *Degree Works* is a helpful tool to review how courses are categorized within your programs and electives. Any credits that fall under the General Education blocks or any Major/Minor/Endorsement blocks will count for Financial Aid. If you have both a B.A. and a B.S. major, check each separate evaluation --each major contributes to your Program of Study.
- b. **“What If” function:** If you are considering changing your major, minor, or endorsement, you may view the program requirements through the ‘What If’ function. Be sure to remember to select “CAS” as the college, otherwise the function will not work. Should you decide to change your program, be sure to submit a [Change of Major, Minor, Advisor form](#).
- c. **“Future Classes” function:** Want to see how your planned courses will count for your programs of study? Within the “What If” tab, select “use current curriculum” if you are keeping your programs the same and only want to see how your future courses fit into the degree. See the above bullet point if you are considering changing your major or minor and want to see the new requirements. Type in the course subject (ex. GES) and number (ex. 160) in the empty blanks and select “Add Course.” When you have finished adding your planned courses, select the blue “Process New” button to generate a new DegreeWorks audit showing how your planned courses apply to your declared program.
- d. **“Course Program of Study & Financial Aid” blocks:** When reviewing courses beyond the Gen. Ed. and Major/Minor/Endorsement blocks, the section in Degree Works named “*Course Program of Study & Financial Aid*” can help. There are one or two blocks in this CPoS section.
 - i. Courses that fall into the first elective block (“*Elective Credits for This Degree*”) will be covered by financial aid.
 - ii. If a block titled “*Extra Electives (Not Required for This Degree)*” appears, these courses will not count towards a financial aid enrollment level for that degree. If you have a second major that may look different. **Caution:** if the second section appears, be careful with planning the placement of electives.
 - iii. Remember, you can take electives beyond your required financial aid package’s enrollment level if you have covered the required credits (usually 12 or 15 credits) with your program’s requirements.

Important January Session CPoS Update

Courses taken during January Session count for the spring term. For example, students without the Minnesota State Grant could take a 4 credit class in January and 8 credits in the spring semester and still be considered a full-time student, as the total adds up to 12. For those students with the Minnesota State Grant, they could take 3 credits in January and 12 in the spring semester and still get the full grant, as the total adds up to 15 – provided every course counts for their Course Program of Study.

What do I do if I get a CPoS email?

During registration season and through the 10th day of classes, CPoS compliance is checked every morning. If your course registration does not comply with CPoS requirements, you will receive an email.

1. **Check current CPoS Status:** A tool that will show you if you are currently in CPoS compliance is found in MyBethel under the [Course Program of Study](#) channel. This tool will show you which courses (if any) in your current registration are (or are not) in compliance with CPoS. When changes are made to your registration or program of study, this status will refresh overnight, so make sure to check back the next morning to get the most accurate information.
2. **Sorting out the puzzle:** Figuring out how to work through scheduling issues with CPoS can be a puzzle. You will want to make sure that you consult your advisor first if you plan to make any changes to your registration, as they are the experts on your major courses. CPoS can get tricky, so the Advising Specialist can also be of help. You will also want to keep in mind your financial aid requirements.
 - a. Your advisor can be [found here](#)
 - b. Your Financial Aid counselor ([Contact the Financial Aid Office](#))
 - c. You can also email the Advising Specialist at advising-center@bethel.edu

Additional CPoS Help

- Check the [CPoS MyBethel Channel](#) or Degree Works
- Visit the [CPoS Financial Aid website](#).
- Questions about graduation requirements? [Contact the Registrar's Office](#).
- Questions about financial aid? [Contact the Financial Aid Office](#)
- Questions about your academic plan or which courses to register for?
 - Contact your advisor first.
 - See the [Academic Planning](#) page
 - Contact advising-center@bethel.edu with additional questions.