



OFFICE OF THE REGISTRAR

Course Program of Study (CPoS) Guide

A reference guide for advisors, faculty and staff

Last Updated: August 28, 2026

registrar@augusta.edu

augusta.edu/registrar



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1. What Is CPoS?

The **Course Program of Study (CPoS)** is a federal requirement ensuring students are enrolled only in courses that count toward their degree for financial aid eligibility. Augusta University began monitoring this requirement through an automated process in spring 2026.

Financial Aid runs the CPoS process to identify registered courses that fall outside a student's degree requirements as listed in JagTrax (Augusta University's branded version of DegreeWorks). Courses outside a student's Program of Study may not be eligible for federal financial aid. CPoS applies to all students receiving federal financial aid: undergraduate, graduate or professional.

The CPoS process flags courses outside a student's Program of Study so advisors, Financial Aid and the student can address potential issues before they affect academic progress or aid eligibility.

Think of the Program of Study as a roadmap to graduation.

It gives students, advisors and Financial Aid a clear picture of which courses are required for degree completion, based on the degree audit in JagTrax.

What is a Program of Study?

A student's Program of Study is the set of courses required to complete their degree, as outlined in the Augusta University Catalog for their specific catalog year. The catalog year, visible in the JagTrax degree audit header, determines which degree requirements a student must meet. Only courses that fulfill requirements in a student's Program of Study are eligible for federal financial aid.

Courses that do not fulfill any degree requirement appear in a section of the JagTrax audit called "Fall Through." This section identifies courses that do not currently count toward degree completion, which can affect a student's graduation timeline and financial aid eligibility. Regular review of the JagTrax audit helps ensure students stay on track.

Taking courses outside the Program of Study without proper review can delay graduation, affect full-time enrollment status, and reduce financial aid. Students who complete their program on schedule can graduate with lower overall costs and less debt.

2. Confirming the Course Program of Study

For CPoS to identify courses accurately, all curricula a student is pursuing must be recorded correctly. For example, if a student is pursuing a BA in Anthropology but their minor has not been added, courses that count toward that minor may be flagged as outside the Program of Study.

Check the JagTrax header to confirm the student's Program of Study, catalog year and degree requirements.

Level Undergraduate Semester	Classification Senior-Semester	Major Anthropology	Minor Psychology	Program BA-Anthropology
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Major in Anthropology, BA		SEE ADVISOR
Credits required: 78	Credits applied: 76	Catalog year: Academic Year 2024-2025

Review the following for accuracy:

- Program, major, concentration, track and minor (if required)
- If a minor is required, is it listed?
- If the program has a concentration, is it reflected correctly?
- If the program has a track attribute, is it reflected correctly?
- Is the catalog year correct for the requirements being followed?
- Is an advisor listed for the student?

3. JagTrax Degree Audit

JagTrax provides a worksheet showing which completed courses fulfill degree requirements and what still needs to be completed, based on the University Catalog. Current curriculum information appears in the degree audit header.

If a curriculum change is declared after drop/add for the current term, it takes effect the following term. CPoS always evaluates requirements based on the current term curriculum.

Your JagTrax Degree Audit Toolkit

[Advisor Guide: Navigating the Degree Audit](#)

[Student Guide: Navigating the Degree Audit](#)

4. When Outside Courses Count for Aid

Courses taken outside the Program of Study may count toward federal financial aid if:

- The student has free electives available.
- The student is enrolled in at least 12 degree-applicable credit hours (undergraduate) or nine (graduate student) in fall or spring.
- The courses apply to a required block such as major, concentration, minor, general education, writing intensive, foreign language or specialty cores.

Credit Hour Thresholds:

Undergraduates must have at least 12 CPoS-eligible credit hours for full-time financial aid; any hours above 12 do not need to be CPoS-eligible.

Graduate students must have at least nine CPoS-eligible credit hours; any hours above nine do not need to be CPoS-eligible.

5. Mapping Coursework

Use the DegreeWorks Plan to map out semester-by-semester coursework and keep students on track for both degree completion and financial aid eligibility.

Get Started with Plan Instructions

[Student Plan Instructions \(PDF\)](#)

[Advisor/Faculty Plan Instructions \(PDF\)](#)

The Crystal Report WSC0955 (DegreeWorks Degree Plan with Course Attended) shows the Registrar's Office, in Excel format, what is listed in students' DegreeWorks plans for registration testing.

Key Planning Reminders

- For dual-degree or double-major students, grant eligibility ends once requirements for one degree are complete, even if the degree has not yet been conferred.
- Undergraduates must have at least six degree-applicable credits remaining in their final term to qualify for federal financial aid. Students should not save only one requirement for their final term.
- Graduate students must have at least five degree-applicable credits remaining to qualify for financial aid.

6. Flagged Courses

The What-If CPoS Audit

Advisors have access to the CPoS What-If Audit, which shows how the process determines which courses count and which do not. The three most recent CPoS audits are available for each student.

Courses not eligible for Federal Financial Aid will appear in the "Electives — credits excluded" block. Do not use the standard JagTrax worksheet to determine financial aid eligibility.

To access the What-If CPoS Audit:

1. Go to the student's JagTrax audit.
2. Click on the What-If link.
3. Click "View historic What-If audit".
4. Select the most recently saved CPoS What-If audit.
5. Scroll to the bottom and review "Fall Through — credits excluded" to see which courses are not counting toward the program.

Additional notes:

- Optional blocks are excluded from saved CPoS What-If audits and will either be omitted or include a note indicating they are not eligible for federal financial aid.
- Only the three most recent audits are saved at any time. A saved CPoS What-If audit is created each time the CPoS process runs for a student.
- The nightly process runs only when there has been a change to a student's POUNCE record or when a petition has been processed. The weekly process runs for all registered students.

7. CPoS Reports

CPoS reports are available in Crystal Reporting. If required for your position, request access at the link below.

[Access Crystal Reporting](#)

CPoS Banner Review: WSC0984

WSC0984, in the “Registrar Fin Aid Advising Shared” folder in Crystal, identifies students with courses outside their Program of Study. It can be filtered by term, college, department, program, major, concentration, student attribute, campus code, advisor ID and primary advisor.

After reviewing the report, you can report JagTrax errors (below), enter course substitutions in POUNCE (Faculty and Advisors menu), or submit exceptions directly to CPoS@augusta.edu.

When submitting a report, include the student ID, course, and a clear description of the issue:

[Report a JagTrax Issue](#)

Additional Crystal Reports

Report	Purpose
WSC0323	Student Advisor report. Helps advisors track assigned students. Correct advisor assignment is important because many CPoS reports filter by primary advisor.
WSC0951	CPoS Fall Through or Insufficient List. Filter by primary advisor to view courses from any term listed in the insufficient section of the degree audit.
WSC0952	CPoS Fall Through List (IP Grade Only). Filter by primary advisor to view current-term, in-progress courses in the insufficient section. These are potential CPoS concerns.

Complete the [Request Crystal Report Access](#) form and return it to banneraccess@augusta.edu.

8. Student CPoS Communications

This section describes how students learn which of their enrolled courses count toward their degree for financial aid purposes — and which do not.

Email

Students receive an email notification to their AU student email from the Office of Student Financial Aid (OSFA) when courses do not count for aid. Additional emails are sent if their aid eligibility status changes. The email directs students to contact their academic advisor. The Financial Aid Office cannot advise students on which courses to take for degree completion.

We are pleased you have registered at Augusta University. While reviewing your schedule, we noticed the following course(s) don't currently count toward your degree/major:

Fall 2026

GRMN 1001 Elementary German I (CRN: 20363)
PHIL 2030 Intro to Ethics (CRN: 22642)

We are bringing this situation to your attention because:

- We want you to graduate in a timely manner.
- Federal financial aid can't be applied to courses not included in your program of study.

There can be several reasons for courses not counting toward your degree/major:

- You have changed your major, but it has not yet been processed. Please login to Pounce to ensure the correct major is listed.
- Your advisor or department chair approved one or more course substitutions, but they have not yet been processed. Please check with your advisor to ensure paperwork has been submitted to the Registrar's Office.
- You have already met the requirements these courses fill for your major, and you no longer have room for electives.

Please review JagTrax in Pounce on your Student Records tab to find alternative courses and determine why the above-mentioned courses do not apply to your degree. Contact your advisor with questions or for additional assistance Christopher Bates (CBATES1@augusta.edu).

Should you decide to remain in courses not required for your degree, you may see a reduction in your federal aid. This may result in you owing a balance to the university.

NOTE: Federal financial aid considers undergraduate and professional students enrolled in at least 12 credits in their program of study and graduate students enrolled in at least 9 hours to be full-time. Any classes registered for above full-time do not impact financial aid.

Augusta University
Office of the Financial Aid
1120 15th Street | Fanning Hall | Augusta, GA 30912
t: (706) 737-1524
osfa@augusta.edu

Financial Aid Self Service (POUNCE)

POUNCE's Financial Aid Self Service screen alerts students who have been offered or accepted federal aid and are registered for at least one ineligible course. Financial Aid Self Service is only available to students with a financial aid record in Banner.

How to access Financial Aid Self Service:

1. Go to POUNCE (pounce.augusta.edu)
2. Log in with your AU ID and password.
3. From the dashboard, select "Financial Aid".
4. Select your aid year (e.g., 25-26 or 26-27).
5. Locate the Course Program of Study (CPoS) section.
6. Review your enrolled courses. Courses that count toward your degree will be marked eligible, while courses that do not will be marked ineligible.

Level	Undergraduate Semester	Classification	Senior-Semester	Major	Communication	Minor	Business Administration	Program	BA-Communications		
College	College of Arts, Hum, Soc Sci	Academic Standing	Good Standing	Overall GPA	3.84	Institutional GPA	3.90	Transfer GPA	3.82	Regents GPA	3.9
Overall Hours Earned	91	Transfer Hours Earned	61	Admissions Term	Fall 2024	Campus	Main Campus	Attribute	No Attribute	Sport	Golf - Women
Holds	Business Office Student Health Immunization		Advisor(s)	Bulla, David W. - Major Advisor		FERPA Consent On File		No Consent on File			
Course(s) Not Eligible for Federal Financial Aid For details visit: https://www.augusta.edu/registrar/course-program-of-study Fall 2025 - NURS 3800 (16322)											

9. Financial Aid Exceptions

If a course does not count toward the program but should be considered for a financial aid exception, the advisor must submit a request to Financial Aid on the student's behalf.

Submitting a Request

For exceptions related to **Hidden Prerequisite, Corequisites, Repeat Exception, or MAT Content Requirements**, submit the [CPoS Financial Aid Form](#) online.

For other CPoS concerns that are not exceptions, contact CPoS@augusta.edu and include:

- Student Name
- Student ID
- Course and Subject Number
- Discrepancy you see between JagTrax and the Course Program of Study as listed in the Catalog

Deadline:

Requests must be submitted by noon on the last day of drop/add for the full term. They are reviewed by the Office of Student Financial Aid and the Registrar's Office.

Financial aid exceptions do not appear in JagTrax. Approved courses will count toward aid but remain in the excluded section of the degree audit.

10. Changing a Student's Program

CPoS uses the Program of Study listed for a student's current term in POUNCE.

Degree-seeking undergraduates can update their record (major, minor, concentration or catalog year) for non-lockstep programs through an automated online process with advisor assistance. Advisors complete curriculum change requests in POUNCE (Faculty and Advisors menu). Changes take effect the following term.

Graduate, professional, and post-professional students must submit the [student record update form](#) to make curriculum changes. Non-degree-seeking students cannot update their student records. Instead, they must apply through Academic Admissions as degree-seeking students.

Mid-term changes:

Because students are reported to the Department of Education at the start of each term, mid-term curriculum changes may affect tuition and fee assessments. Updates submitted after drop/add take effect the following term. Changes outside the drop/add window require a petition to the Registrar submitted by the advisor or department.

Ready to Make a Change?

Visit the Registrar's website for step-by-step instructions on changing a student's major, concentration or catalog year:

[How to Change Your Major: Registrar's Office Guide](#)

11. Course Substitutions

The appropriate department chair and dean approve course substitutions through an automated process initiated in POUNCE under the Faculty Advisor menu. Once approved, the substitution is applied in JagTrax.

How to Submit a Course Substitution

Substitutions must be submitted in POUNCE by the last day of drop/add. Use the step-by-step guide below:

[Step-by-Step: How to Submit a Course Substitution \(PDF\)](#)

12. CPoS Timeline

Dates are approximate and may vary by term.

Date / Milestone	Event
Course Schedule Published	Advising for term registration begins.
Registration Opens	CPoS begins running from an agreed-upon date (typically the first day of the second week of registration). After that date, CPoS runs nightly. Reports, JagTrax notices and Financial Aid Self Service information are available the day after the process runs.
First Day of Class	Classes begin, CPoS processes continue
Last Day of Drop/Add	All drop/add deadlines due by noon: curriculum changes, course substitutions and financial aid exception appeals for CPoS assessment.
Day After Drop/Add	Final CPoS process runs for the registration term.
TBA by Financial Aid	Financial Aid freeze date for the registration term.

13. Contact & Help

For questions or assistance, email CPoS@augusta.edu.

Office of the Registrar 706-446-1430 registrar@augusta.edu	Office of Financial Aid 706-737-1524 osfa@augusta.edu	Academic Advisement Center 706-731-7979 academicadvisement@augusta.edu
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Watch: CPoS Video Tutorials

New to CPoS? These short videos walk through the process for advisors and students:

[CPoS Resource Page: Video Tutorials and Guides](#)

Quick Reference: Supporting Students with Flagged Courses

Use this guide to support students with courses outside their Program of Study.

1. Evaluate

Is this course being taken intentionally?

- Students can enroll in courses outside their program without altering their financial aid package if they are enrolled in **12+ hours within their program (undergraduates & MCG/DCG students)** or **9+ hours (graduate students)**.

An advisor meeting with a student enrolled in **fewer than 12 hours (undergraduates & MCG/DCG)** or **fewer than 9 hours (graduate students)** should:

- Discuss potential implications to their aid package.
- Recommend the student review their financial aid through POUNCE (Financial Aid Self Service).
- Refer students to Financial Aid for individual guidance: 706-737-1524 | osfa@augusta.edu

2. Process

Is this course outside the program a viable substitution for a required course?

- The advisor should submit the course substitution form through POUNCE (Faculty and Advisors menu) immediately to ensure it is evaluated and processed for CPoS purposes.

3. Verify

Are the degree requirements accurate?

- Compare catalog degree requirements to the JagTrax audit.
- Submit an issue form via the JagTrax Issue Form if discrepancies are identified.

4. Request

Is a CPoS or Financial Aid exception needed?

- Some situations warrant a CPoS exception (e.g., hidden prerequisite). Submit a request with relevant student and course details. Email: cpos@augusta.edu

Best Practices

- Act early. Delays in substitutions or corrections can impact financial aid eligibility.
- Ensure all adjustments are documented and submitted through proper systems and offices.
- Collaborate with Financial Aid and CPoS teams when exceptions or clarifications are needed.

Quick Reference: JagTrax Issues and Errors

Use this guide to determine which office to contact for JagTrax issues related to transfer credit, curriculum and degree audit errors.

When to Contact Admissions for a JagTrax Issue

Contact Admissions at dgwinq@augusta.edu or through ServiceNow for transfer articulation questions. In ServiceNow, select “Transfer Credit Inquiry/Admissions Review” under “In what area does the issue/error appear.”

Issue Type	Details
Core Reciprocity	Student satisfied a core IMPACT area at another institution but has outstanding IMPACT requirements at AU. Admissions can review for reciprocity, including the Institutional Priority area (common for Nursing). See the USG Transfer Hub
Adding IMPACT Attributes to Courses	Student satisfied an IMPACT area per USG policy, but the attribute is missing from the course. Admissions can add the appropriate attribute so the course satisfies the core requirement at AU.
Transfer Equivalency Appeal (After Department Approval)	Student was granted elective credit, but the department has since determined the course is a true equivalent after reviewing a syllabus. Admissions can re-evaluate.
Non-Transferable Courses for Substitution	Student took technical school courses that transferred as NONT or TECH, and an allied health program wants to use them for a substitution. Admissions can change the equivalent to ELEC, so it appears in JagTrax Fall Through for the substitution request.
Courses Reflecting More Than Once	Student received credit more than once for courses from different institutions that equate to the same AU course. Admissions corrects this so credit is awarded only once.
Hours Reflecting Incorrectly	A course is reflecting the wrong number of hours (e.g., 4 hours instead of 3 lectures + 1 lab). Admissions can correct the credit hour breakdown.
Legislative Requirements	Student satisfied Georgia/US Constitution or Georgia/US History requirements via transfer credit. Admissions marks these satisfied in ZOAGARP in Banner. Review Georgia Legislative Requirements

When to Contact the Registrar's Office

Contact the Registrar's Office at JagTrax@augusta.edu or through ServiceNow for degree audit and curriculum questions. In ServiceNow, select “Core or Major Block or Degree Block of Lower Division Requirements or Wellness” under “In what area does the issue/error appear.”

Issue Type	Details	How to Submit
Course Substitution	A course the student completed should count for a different requirement in their program by departmental exception.	<i>Submit a course substitution through POUNCE (Faculty and Advisors menu).</i>

Exception to Graduation / Waiver	Waiving a departmental graduation requirement (e.g., minimum course grade). BOR/USG policy requirements cannot be waived.	<i>Submit an exception to graduation through POUNCE.</i>
Curriculum Change Not Properly Reflected in JagTrax	JagTrax requirements do not match the catalog for the student's catalog year. Include the Curriculog proposal link if the change involves new or updated curriculum.	JagTrax Requirements Research Request Form
Course Prioritization Request	A course is satisfying a requirement correctly but the department would prefer it prioritized differently in the scribe. These are departmental requests, not individual student requests.	JagTrax Student Issue Report Form
Audit Logic Error	A course is falling in the wrong place in the audit and the advisor believes it is a logic error in JagTrax, not a curriculum or substitution issue.	JagTrax Student Issue Report Form

Tip: Always be specific. Instead of "Audit is wrong," write: "Course ABCD is falling into elective but should satisfy a requirement in ABC area per Catalog 25–26."