



# SHSU Financial Aid and Scholarships Policy and Procedure Manual – Course Program of Study (CPOS)

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Changes in degree programs must be completed by the advisor and processed by the Registrar's Office by the end of day at census. The same is true for substitution/exemption forms. Any forms not processed and completed by census day are not effective for that term's disbursement. It is strongly suggested that advisors utilize the notes in Degree Works and Campus Connect to document advisement sessions with students and also review prior advisement sessions with the student to ensure the appropriate paperwork is being filed. Should the advisor fail to submit the required paperwork for that semester, they will have to appeal to the Registrar and Financial Aid Office for consideration. If the appeal is not granted, the student will have a balance on their account as a result of incomplete or late paperwork submitted.