

Course Not Applicable to Aid

Student Section

You registered for one or more courses not eligible for financial aid funding. Login to your AP OneStop, select Web Self Service, then Financial Aid and Veterans Affairs, then Course Program of Study to review course eligibility. Ineligibility could be due to one of the reasons below:

1. The course is not required for your declared degree program or catalog year;
2. The course was previously repeated and no longer qualifies for aid.

If the course is not required for your degree or is an excessive repeat, you may remain enrolled but you will not be paid financial aid for the course. However, if you want to be paid aid for all your enrolled courses you should drop the ineligible course and register for an eligible one, if available. Allow 24 hours for your financial aid enrollment status to update after registering for an eligible course.

If an academic advisor instructed you to register for the course, you may meet with the advisor or another official in your academic department to review the information below. If the advisor completes option 2 below, submit this completed document to the Office of Financial Aid.

Faculty/Advisor Section

Review the information included in the above student section. Log in to AP OneStop to determine which course or courses are not eligible for aid. If the course should be applicable to the student's degree program, continue reading below to determine next steps.

1. If the course has already been taken twice, with at least one attempt earning a grade of D or higher, it is not eligible for financial aid. The student may register for a different eligible course. Allow 24 hours for the student's financial aid eligibility to update.
2. If the student is under a catalog year that does not include the course, a request to update the catalog year may be completed in AP OneStop. Allow 24 hours for the student's financial aid eligibility to update.
3. If the ineligible course is being used as a substitution, complete the section below for the student to submit to the Office of Financial Aid. This option **does not negate the need** to complete the official substitution process; it only provides an option for the Office of Financial Aid to consider the currently ineligible course(s) when determining financial aid fee deferment eligibility.

Substitution Section

If item 3 above is true, the Advisor should complete the section below.

_____ A course showing as ineligible in AP OneStop is being used as a substitution for a required course. By initialing, I confirm I have submitted a course substitution in AP OneStop to update the student's academic record.

Ineligible course(s) being used as substitutions: _____

Advisor or Department Contact Name (Printed)

Advisor or Department Contact Signature

Date

Student Name (Printed)

Student ID (A#)

Student Signature

Date