

Course Auditor FAQs – Chico State

Overview

Q: What is Course Auditor, and why does it matter for undergraduate students receiving financial aid?

A: Course Auditor is a tool that checks classes you registered for against your Degree Progress Report (DPR) to see if they count toward your degree. This matters because financial aid (including FAFSA and California Dream Act/CADAA aid) can only pay for courses that are required for graduation.

Course Auditor helps by:

- Showing you which of your classes are **financial aid–eligible** (FA-Eligible) and which are not.
- Helping you avoid surprises where your aid amount is reduced because you enrolled in a class that doesn't count toward your program.
- Keeping you on track to graduate while making the most of your aid.

In short: Only courses that are part of your undergraduate degree program count toward your enrollment for financial aid. If a class doesn't apply to your degree, it won't count toward the units needed for financial aid. Course Auditor helps you see this ahead of time so you can choose the right courses for your degree.

A few things to know:

- **Waitlisted Courses:** Course Auditor is not able to determine FA eligibility of waitlisted courses. Once you are officially enrolled in the course, it will be evaluated by Course Auditor and show as either FA Eligible or Not FA Eligible.
 - **Retaking Course the Following Semester:** If you are re-enrolling in a course you're currently enrolled in (to re-take the course), you won't know if the class is FA eligible until the current semester grades are posted. Until then, the course will show as FA Not Eligible
 - **Timing:** It takes at least 24 hours for Course Auditor to run after you register. Check back in a day or two to see eligibility.
 - **Aid Adjustment:** Your financial aid **offer is** based on the assumption you will be enrolled in 12 financial aid eligible units. If you are enrolled in less than 12 financial aid eligible units, your aid will be prorated.
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Scope – Programs and Students Impacted

Q: Which degree programs are monitored by Course Auditor?

A: At this time, **undergraduate programs** are monitored by Course Auditor.

Q: Who will be evaluated by Course Auditor?

A: Course Auditor impacts any undergraduate student who has applied for or received any type of financial aid for the semester being evaluated. If you do not receive financial aid, your enrollment will not be assessed for aid eligibility.

How It Works

Q: How does Course Auditor determine eligibility?

A: Course Auditor reviews your Degree Progress Report once a day to check which courses apply toward your official degree requirements. It then flags your courses as either:

- **FA-Eligible** (financial aid eligible, applies toward your program of study), or
 - Student view: ■ FA-Eligible
 - Staff view: ✓ FA Eligible
- **Not FA-Eligible** (does not apply toward your program of study).
 - Student view: ■ Not FA-Eligible
 - Staff view: ✗ Not FA-Eligible
- **Undetermined** – New enrollment not evaluated by Course Auditor yet, check back in a day or two: ?

You may view this information in your Student Center, click **“View Financial Aid”** and then **“View Class Eligibility”** on the next page.

Sample View (Student Center):

Example:

DESCRIPTION	TYPE	OFFERED	ACCEPTED
Federal Pell Grant	Grant	\$3,698.00	\$3,698.00
Cal Grant B	Grant	\$3,225.00	\$3,225.00
Cal Grant B Access	Grant	\$824.00	\$824.00
Federal Work-Study	Work/Study	\$1,750.00	\$0.00
Direct Subsidized Loan 1	Loan	\$2,750.00	\$0.00
Direct Unsubsidized Loan 1	Loan	\$1,313.00	\$0.00

Financial Aid Information: Offered: \$13,560.00 Accepted: \$7,747.00

ATTENTION: If any accept amount is zero, your award will not be disbursed. Please proceed to Accept/Decline Awards page to accept or decline these awards.

Sample View (“View Class Eligibility”):

Class Eligibility

See below if your courses for Fall 2025 contribute towards the completion of your financial aid eligible program(s) of study.

CLASS	ELIGIBILITY STATUS
BIOL 345 (3393)	■ Eligible
Course contributes toward the completion of your financial aid eligible program(s) of study. If you meet all other eligibility requirements for financial aid and the course was added by the last day to drop full-semester/term courses with a tuition refund, the course will be used to determine your award.	
KINE 171 (1551)	■ Ineligible
Course does not contribute toward completion of your financial aid eligible program(s) of study. If you are in an ineligible program see your To Do list.	
KINE 321 (1450)	■ Ineligible
Course does not contribute toward completion of your financial aid eligible program(s) of study. If you are in an ineligible program see your To Do list.	
PHYS 102 (3909)	■ Ineligible
Course does not contribute toward completion of your financial aid eligible program(s) of study. If you are in an ineligible program see your To Do list.	
PHYS 202A (3911)	■ Eligible
Course contributes toward the completion of your financial aid eligible program(s) of study. If you meet all other eligibility requirements for financial aid and the course was added by the last day to drop full-semester/term courses with a tuition refund, the course will be used to determine your award.	

OK

Q: How will my academic advisor know about Course Auditor related information?

A: Your Chico State academic advisor has access to Course Auditor. Academic advisors may access the Course Auditor information in People Soft following this navigation: Menu > HighPoint>Course Auditor > Staff View.

Q: How will I know if my courses are aid-eligible?

A: After you register, you will receive a notification if you have enrolled in an ineligible course. This notification will be sent to your Student Center Inbox. After you receive the notification, you will also see specific course eligibility information in your Student Center via the **“View Class Eligibility”** link.

Q: How is financial aid eligibility calculated based on my enrollment?

A: Only courses marked as FA-Eligible count toward your enrollment status for aid (FAFSA or CADAA). Your aid amount depends on how many eligible units you take:

- Full-time: 12+ units (You'll receive 100% of your aid.)
- Three-quarter time: 9–11 units (You'll receive about 75% of your aid. Loans amounts will be proportionately reduced based on the exact number of units you're enrolled in.)
- Half-time: 6–8 units (You'll receive about 50% of your aid. Loans amounts will be proportionately reduced based on the exact number of units you're enrolled in.)

You can schedule an appointment with a financial aid advisor to talk about how your enrollment and classes affect your financial aid. Please call 530-898-6451 to schedule an appointment with a financial aid advisor.

Q: How do I maintain full-time financial aid eligibility?

A: Be enrolled in at least 12 units of FA-Eligible courses. As long as you are enrolled in at least 12 units of FA-Eligible courses, any enrollment scenarios above the 12 units threshold do not affect your full-time financial aid eligibility (i.e. 12 FA-Eligible units + 3 *not* FA-Eligible units still equals full-time aid).

Tuition/Fee Related Questions

Q: How will I pay for courses that are not financial aid eligible?

A: Undergraduate tuition charges at Chico State are based upon the number of units you are enrolled in each semester:

- Enrollment in 1-6 units: you will pay part-time tuition
- Enrollment in 6.1+ units and above: you will pay full-time tuition

Financial aid funding will automatically be applied to your tuition charges upon disbursement. If you are enrolled in 7+ units but not enrolled in at least 12 units of FA-Eligible courses, you may be responsible for paying the difference between your financial aid amount and your total tuition charges. Any amount due will be shown in your Student Center and must be paid by the University's fee payment deadline.

Enrollment Scenarios

Q: What if I take a class that isn't required for my degree?

A: You may still take the class, but it will not count toward your financial aid enrollment status. After discussing with your academic advisor, you may enroll in more classes to maintain at least 12 units of FA-Eligible courses. Your funding may be prorated if you are enrolled in less than 12 units of FA-Eligible courses.

Q: What about elective courses?

A: Elective courses are part of many degree programs. Based on your declared academic program(s), there are limits on the number of elective courses that can be used to satisfy your program completion. Electives that do

not exceed this limit are considered FA-Eligible. Extra electives beyond this limit will not count toward financial aid eligibility. You may consult with your academic advisor about elective courses.

Q: What is the federal course repeatability rule?

A: You can receive financial aid for a required course until you pass it with a grade of D or higher. Once you have earned a grade of D or higher, you may receive aid for **one additional repeat** of that course. A course you are repeating beyond what is allowed under the federal course repeatability rule is not FA-Eligible and will not be counted in your enrollment status for financial aid funding purposes. This is a federal requirement and is not related to university policy on repeating courses at Chico State. [Additional information is available here.](#)

Q: What if I'm required to take a course to boost my GPA?

A: Speak with your academic advisor about your situation. Your academic advisor will coordinate with a financial aid advisor to evaluate your graduation requirements and applicable funding scenarios.

Q: What if I want to take a course at a community college and it satisfies graduation requirements at Chico State?

A: There is an established consortium agreement process in place for this scenario. The community college must have a [consortium agreement with Chico State](#). You must complete and submit the **Consortium Agreement Request** to the Financial Aid & Scholarship Office prior to [University Census](#) to ensure your community college enrollment is FA-Eligible. This form is available on the [Financial Aid Forms page](#).

Q: What if I want to participate in Dual Enrollment, Visitor to another campus, or Study Abroad?

A: There are established processes for all these enrollment cases. [See Concurrent Enrollment](#) for information regarding enrolling at other CSU campuses. For Study Abroad opportunities contact [International Education & Global Engagement](#) (Student Services Center 440). For other programs, visit [Office of the Registrar](#) (Student Services Center 110). Your enrollment in these programs will be counted as FA-Eligible.

Q: What about courses I'm taking for my Minor?

A: These courses will be counted as FA-Eligible if you have **formally declared** your minor using a [Plan Change Form](#) and the minor appears in your Degree Progress Report.

Q: What about courses I'm taking for my Certificate?

A: Certificate programs are not FA-Eligible at Chico State.

Exceptions & Processes

Q: How are course substitutions handled?

A: A course substitution is not official until it has been processed by Graduation Advising in the Office of the Registrar and appears in your DPR.

Important: Enrollment related financial aid eligibility is locked at **University Census**. Substitutions must be submitted by the Census date to count toward your FA-Eligible enrollment. The Financial Aid & Scholarship Office may be able to resolve exceptional cases.

Q: What about prerequisite courses?

A: A prerequisite course is not FA-Eligible unless it qualifies as an elective toward your degree. Your academic

advisor can help you confirm whether a prerequisite course you're taking qualifies as FA-eligible for your program.

Special Student Statuses

Q: What if I am undeclared?

A: As an undeclared student, you may take general education courses listed in your DPR, and these can count as FA-Eligible. However, you must work with Academic Advising to declare a major in a timely manner. Continued financial aid eligibility requires an official major.

Q: What if I have a double major?

A: If both majors are declared and officially appear in your DPR, courses that count toward both programs will be considered FA-Eligible. Maximum allowable attempted units still apply for double majors.

Q: What if I'm changing my major?

A: Once your official Change of Major (Plan Change) form is approved, your DPR will be updated. Financial aid eligibility will then be based on the updated DPR. If you need to change your major, do it as soon as possible, after consulting with an academic advisor.

Enrollment Scenarios and Applicable Procedures

Q: I've submitted a Plan Change form to the Office of the Registrar. It is not currently reflected in my DPR. How will that affect my financial aid eligibility?

A: See the above Q&A related to Course Substitutions. All other cases processed through a Plan Change form will be coordinated between the Office of the Registrar and the FASO. Please submit the Plan Change form as soon as possible. FASO will override Course Auditor to make these courses FA-Eligible if necessary. It is important to know that financial aid eligibility locks in at [Census](#). To make sure your financial aid is correct for this term, submit a Plan Change before the census date.

Q: How about Remedial Courses?

A: Up to 30 units of remedial courses at Chico State are FA-Eligible.

Additional Questions

Q: Where do I go for additional questions?

A: Advising on required courses – Contact your appropriate [Academic Advisor](#)

A: Course Auditor & DPR processes and enrollment – [Office of the Registrar](#) (SSC 110)

A: Financial Aid eligibility – [Financial Aid & Scholarship Office](#) (SSC 250)
