



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



February 3, 2022

GOM 2022-03

TO: Financial Aid Administrators

FROM: Tae Kang *Tae Kang*
Deputy Director, Program Administration & Services Division

SUBJECT: **2021-22 GPA Upload and Community College Enrollment Files**

This Operations Memo from the California Student Aid Commission (Commission) encourages timely upload of Grade Point Average (GPA) for community college students prior to the **deadline on March 2, 2022**. Additionally, the Commission announces that community college enrollment file upload functionalities for the **winter** and **spring** terms are now available in WebGrants. Both uploads are necessary for consideration in 2022-23 E2 preliminary award offers.

Community College Grade Point Average (GPA):

- Must be calculated using all coursework completed up to the date of upload (cumulative GPA). Please refer to the [College GPA Calculation](#) webpage for more information. Must be submitted for all students for whom a GPA can be calculated using the instructions.
- Will be used to process the 2022-23 E2 preliminary award offers.
- Can be uploaded as a batch or added individually by selecting the *GPA* link from the WebGrants Menu. Select *Upload GPAs* for a batch upload or *Add GPAs* for individual records.
- For CADAA applicants, campuses may opt to upload GPAs using the *NON-SSN GPA* option or may use the student's Dream Act ID number (beginning with 000) in place of an SSN. The Dream Act ID is located in position 2-10 on the Cal ISIR file.
- Must be submitted no later than **March 2, 2022**.

Enrollment Files:

- Will be used to process 2022-23 Transfer Entitlement Cal Grant (E2) preliminary award offers.
- Are only required from participating Cal Grant community college campuses.
- Must contain fall 2021 enrollment data for students that were not included in the September 2021 upload.
- Follow the same process as the fall term but require users to select the corresponding term (fall, winter, or spring) from the drop-down menu.
- Can be uploaded by selecting *Enrollment > Upload Enrollment* from the WebGrants Menu.

2021-22 GPA Upload and Community College Enrollment Files

- For additional help, the Enrollment Data Submission guide is available under the WebGrants *Help* link. Please do not use *Secure File Transfer* to upload the file.
- Individual student enrollment data can also be added by selecting the *Add Enrollment* option from the *Enrollment* Menu.
- Can only be corrected/deleted for individual records by selecting the *Delete/View Enrollment* link from the *Enrollment* Menu in WebGrants.
- Should be submitted for California Dream Act Application (CADAA) applicants using the student's Dream Act ID (beginning with 000) in place of a social security number (SSN) when submitting enrollment data. The Dream Act ID is located in position 2-10 on the Cal ISIR file.
- Should be submitted in an expedient manner for both semester and quarter CCCs to ensure students receive timely Transfer Entitlement award consideration.

The Commission will begin processing 2022-23 E2 preliminary awards in March and students must have a GPA on file by the March 2, 2022 deadline.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

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