



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**February 10, 2021**

**GOM 2021-06**

TO: Financial Aid Administrators

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

SUBJECT: **2020-21 Community College Enrollment File and GPA Upload**

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This Operations Memo from the California Student Aid Commission (Commission) announces that the community college enrollment file upload functionalities for the **winter** and **spring** terms are now available in WebGrants.

### **Enrollment Files:**

- Will be used to process 2021-22 Transfer Entitlement Cal Grant (E2) preliminary award offers.
- Are only required from participating Cal Grant community college campuses.
- Must contain fall 2020 enrollment data for students that were not included in the September 2020 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.
  - 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.
- Must be submitted for both semester and quarter CCCs no later than **March 31, 2021 before 5pm.**

### **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 2021-22 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, 2021 before 5pm.**

The Commission will begin processing the 2021-22 E2 preliminary award offers in mid-March and will continue throughout the academic year as enrollment and GPA files are submitted.

### **Need to contact us?**

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

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