



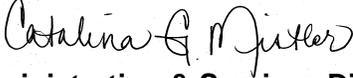
# OPERATIONS MEMO

Update of the California Student Aid Commission

August 9, 2010

GOM 2010-17

**TO:** Financial Aid Administrators

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**SUBJECT:** Competitive Cal Grant Community College Enrollment and Grade Point Average (GPA) Submission Information

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This Operations Memo provides guidance to California Community Colleges (CCC) regarding the 2010-11 September GPA and enrollment submission processes for the Competitive Cal Grant A and B programs. These awards are for students who will attend an eligible California Community College this fall.

This memo addresses the following:

- Students Eligible to Participate in the 2010-11 Cal Grant Community College Competition
- Cal Grant GPA Verification and Submission Processes
- California Community College Enrollment Verification and Submission

### **Students Eligible to Participate in the 2010-11 Cal Grant CCC Competition**

Students who did not receive a Cal Grant award from the March 2 application process or who applied after March 2, but by September 2, 2010, may be considered for the 2010-11 Community College award competition.

In order to be considered for the 2010-11 September Community College competition, an applicant must have:

- A completed 2010-11 Free Application for Federal Student Aid (FAFSA) postmarked or posted online by September 2, 2010;
- A verified GPA submitted to the California Student Aid Commission (Commission) for the 2010-11 award year by September 2, 2010;
- A Social Security number included on a CCC enrollment upload file.

Students who are offered an award must enroll in and attend a California Community College for the 2010-11 fall term to receive payment.



State of California  
Arnold Schwarzenegger  
Governor

For more information you may contact us at:  
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**Cal Grant GPA Verification and Submission Processes**

The September 2 Cal Grant GPA Verification Form and the GPA Calculation Instructions were posted to the Commission's Website on March 26, 2010. The Commission continues to encourage schools to utilize WebGrants to submit GPAs. The following information is provided to assist Community Colleges with the submission of GPAs.

***Submitting Verified GPAs***

Authorized school officials may submit verified GPAs by uploading data files through WebGrants using the GPA upload option. GPA data files must be received by the September 2 filing deadline. Please refer to the enclosed record layout for the data fields to include in your data file. You may also submit certified paper GPA Verification Forms.

***September Cal Grant GPA Verification Forms***

The Cal Grant GPA Calculation Instructions provide details on how to calculate a college, community college, or reestablished GPA. If a student chooses to submit the paper Cal Grant GPA Verification Form, advise the student to keep a copy of the form and obtain a \$1.15 U.S. Postal Service Certificate of Mailing, which must be postmarked by September 2.

***Reestablished GPAs***

Identify reestablished GPAs by:

1. WebGrants GPA Upload – When uploading both regular and reestablished GPAs, each requires a separate data file. Use a naming convention to readily identify which file is a regular GPA and which is a reestablished GPA file; or
2. Paper GPA Verification Form – Fill in the oval that identifies the verified GPA as a reestablished GPA, if applicable.

**California Community College Enrollment Verification and Submission**

Upload enrollment data files directly to the Commission through WebGrants. Users have the option to upload a complete data file or to enter individual records. The enrollment record layout specifications are the same as last year. A copy of the record layout is enclosed.

California Community Colleges should report the Social Security numbers of all students enrolled for fall 2010, regardless of the number of units in which the student is enrolled. For semester Community Colleges, submit enrollment data no later than September 13, 2010; and for quarter schedule schools, by September 20, 2010.

If you need further assistance, please contact Tabitha Frost, Cal Grant Operations Branch, at (916) 464-2113 or at [tfrost@csac.ca.gov](mailto:tfrost@csac.ca.gov).

Enclosures: WebGrants GPA Upload Record Layout  
Enrollment Data Electronic File Layout  
Cal Grant GPA and Enrollment Data Upload Q & A  
September 2 Cal Grant GPA Verification Form  
Cal Grant GPA Calculation Instructions

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