



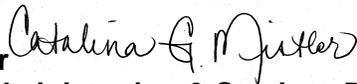
OPERATIONS MEMO

Update of the California Student Aid Commission

August 5, 2011

GOM 2011-22

TO: Financial Aid Administrators

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

This Operations Memo provides guidance to California Community Colleges (CCC) regarding the 2011-12 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 2011-12 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 2011-12 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, 2011, may be considered for the 2011-12 Community College award competition.

In order to be considered for the 2011-12 September Community College competition, an applicant must have:

- A completed 2011-12 Free Application for Federal Student Aid (FAFSA) postmarked or posted online by September 2, 2011;
- A verified GPA submitted to the California Student Aid Commission (Commission) for the 2011-12 award year by September 2, 2011;
- 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 2011-12 Fall term to receive payment.



Cal Grant GPA Verification and Submission Processes

The September 2 Community College Cal Grant [GPA Verification Form](#) and [GPA Calculation Instructions](#) have been posted to the Commission's Website since March 4, 2011. The Commission continues to encourage schools to utilize WebGrants to electronically 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. The GPA record layout specifications are the same as last year. You may also submit certified paper GPA Verification Forms.

September Cal Grant GPA Verification Forms

The Cal Grant GPA Calculation Instructions provide complete details on how to calculate a high school, 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 is a regular GPA file 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 2011, regardless of the number of units in which the student is enrolled. For semester Community Colleges, submit enrollment data no later than September 12, 2011; and for quarter schedule schools, by September 19, 2011.

If you need further assistance, please contact Tabitha Frost, School Support Services Unit at (916) 464-2113 or tfrost@csac.ca.gov.

Enclosures: WebGrants GPA Upload Record Layout
Enrollment Data Electronic File Layout
Cal Grant GPA and Enrollment Data Upload Q & A

Working together to effectively promote education beyond high school!