



OPERATIONS MEMO

Update of the California Student Aid Commission

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GOM 2011-26

TO: Financial Aid Administrators

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SUBJECT: 2012-13 Cal Grant GPA Verification for Colleges

This Operations Memo provides information for financial aid and registrar staff who submit grade point average (GPA) verifications on behalf of students who are applying to the California Student Aid Commission (Commission) for 2012-13 Cal Grant program awards. Please review the "[GPA Calculation Instructions](#)" and the "[Questions and Answers for Colleges](#)" for details on preparing the GPAs for your students. **The submission deadline is March 2, 2012.**

Electronic GPA Submission

The Commission is now accepting GPA uploads from schools for the 2012-13 academic year Cal Grant awards. The WebGrants GPA function provides immediate feedback regarding the number of GPAs accepted and identifies errors in the upload. Electronic GPA submission is secure, fast, and minimizes errors.

Using the electronic upload option increases the probability that more of your eligible students will receive a Cal Grant award. Since these GPAs are certified electronically, there is no need to fax or mail a paper GPA form.

We strongly encourage all schools to upload GPAs electronically. This allows immediate confirmation that the GPAs were accepted and allows students to immediately view their submitted GPAs through [WebGrants 4 Students](#).

Schools can use WebGrants to directly key a high school or college GPA into the Commission's system, but must be sure to identify the type of GPA. In contrast to completing multiple paper forms, directly keying GPAs on WebGrants is quicker, more secure, and saves the student or school the cost of postage for mailing the paper form.

Prior to submitting GPAs, review the GPA submission procedures to ensure that your upload will be accepted by the Commission. Failure to check that the Commission has received the GPA upload may result in students not being considered for a Cal Grant award.



Instructions on electronically submitting GPAs are available on the WebGrants *Help Center*. To view the guide, log on to WebGrants, click on “Help” and look under *User Guides – GPA Screens*.

To complete the WebGrants access registration forms, visit <http://www.csac.ca.gov/doc.asp?id=1194>. For questions on WebGrants registration contact the Commission’s Information Technology Help Desk at (888) 294-0148.

Paper GPA Verification Form Availability

The [2012-13 Cal Grant GPA Verification Form](#) is available on the Commission’s Website. Pre-printed paper forms are not available for bulk ordering. Students or schools must download and print copies if GPAs are not submitted electronically.

Along with the Free Application for Federal Student Aid (FAFSA), the school-certified GPA constitutes a complete Cal Grant application. Applicants who complete the student section of the paper GPA Verification Form must take it to their school for certification by a school official before mailing it to the Commission. The paper version could take 6 to 8 weeks to process.

WebGrants 4 Students Website

WebGrants 4 Students (WGS) provides students with their Cal Grant information and allows them to manage their Cal Grant account online. Students can view WGS to see if the Commission has received their GPA and FAFSA and to identify missing information. Students offered a Cal Grant can update their information, including school changes to transfer their award to their school of choice.

Students with questions should be directed to WGS at www.webgrants4students.org or to the Commission’s Student Support Services at (888) 224-7268 or at studentsupport@csac.ca.gov.

Thank you for the support you provide students. For further assistance with these processes, please contact School Support Services staff at (888) 294-0153 or at schoolsupport@csac.ca.gov.

Enclosure: GPA Upload Data File Layout Specifications

Working together to effectively promote education beyond high school!