



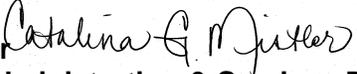
# OPERATIONS MEMO

Update of the California Student Aid Commission

March 23, 2012

GOM 2012-11

**TO:** Financial Aid Administrators  
High School Counselors

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**SUBJECT:** 2012-13 September 2 Competitive Cal Grant Application Process

This Operations Memo from the California Student Aid Commission (Commission) provides guidance to schools regarding the 2012-13 September 2 Competitive Cal Grant A and B award process. These competitive awards are for students who will attend an eligible California Community College this fall.

## Students Eligible to Participate in the 2012 September Competition

Community College students who did not receive a Cal Grant award offer for the March 2, 2012 application process may still receive consideration for the 2012-13 September 2 award competition. Students who did not apply for the March 2 award competition must:

- Complete a 2012-13 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) no later than September 4\*, 2012;
- Ensure that their verified grade point average (GPA) is submitted to the Commission for the 2012-13 Cal Grant application period by the September 4\* deadline;
- Have their Social Security number listed on a California Community College fall enrollment upload file to the Commission; and
- Enroll in and attend a California Community College for the 2012 fall term.

\* Due to September 2, 2012 falling on a Sunday, followed by the September 3 Labor Day holiday; FAFSA applications submitted through **September 4, 2012** will be considered as on-time. Likewise, 2012-13 Cal Grant GPA paper forms will be accepted if **postmarked** no later than September 4, 2012.

## Uploading Verified GPAs

The Commission encourages schools to utilize WebGrants to electronically submit GPAs. School officials may submit verified GPAs by uploading data files through



State of California  
Edmund G. Brown Jr.  
Governor

For more information you may contact us at:  
California Student Aid Commission, Program Administration & Services Division  
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Website: [www.csac.ca.gov](http://www.csac.ca.gov) E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

the WebGrants GPA Upload option. Please refer to the GPA Upload file layout found within the *Help* link in WebGrants.

The Cal Grant GPA Calculation Instructions provide information on how to calculate a college, community college, or re-established GPA. The [GPA Calculation Instructions](#) are available on the Commission's website.

### **Paper GPA Verification Form Process**

Along with the FAFSA, the school-certified GPA constitutes a complete Cal Grant application. If GPAs are not submitted electronically, students or schools must download and print paper copies of the 2012-13 [September 2 Cal Grant GPA Verification Form](#) from the Commission's website.

Applicants must complete the student section of the paper GPA Verification Form and take it to their school for certification by a school official prior to sending it to the Commission by the September 4\* deadline. Advise students to keep a copy of the form for their records and obtain a U.S. Postal Service Certificate of Mailing.

### **California Community College Enrollment Verification and Submission**

In order for students to be eligible for September Competitive Cal Grant award consideration, their social security number must appear on the Community College enrollment file uploaded to the Commission through WebGrants. The enrollment record layout specifications are the same as last year and are available on the *Help* page in WebGrants.

In September, all California Community Colleges should report the social security numbers of all students enrolled for fall 2012, regardless of the number of units in which they are enrolled. Semester schedule schools should upload enrollment data no later than September 14, 2012, while schools on a quarter schedule will have until September 21, 2012.

If you have any questions regarding the September 2 Competitive Cal Grant application process, please contact School Support Services at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov) or at (888) 294-0153.

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