



OPERATIONS MEMO

Update of the California Student Aid Commission

August 8, 2012

GOM 2012-25

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 2012-13 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 2012-13 fall term.

This memo addresses the following:

- Students Eligible to Participate in the 2012-13 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 2012-13 Cal Grant CCC Competition

Students who did not receive a March 2 Cal Grant award, or who applied after March 2, but meet the September 2, 2012 deadline, may be considered for the 2012-13 Community College award competition.

To be considered for the 2012-13 September Community College competition, an applicant must have:

- A completed 2012-13 Free Application for Federal Student Aid (FAFSA) postmarked or posted online by September 4*, 2012;
- A verified GPA submitted to the California Student Aid Commission (Commission) for the 2012-13 award year by September 4*, 2012;
- 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 2012-13 fall term to receive payment.



Cal Grant GPA Verification and Submission Processes

On March 23, 2012, the Commission posted the September 2 Community College Cal Grant GPA Verification Form and GPA Calculation Instructions to the Commission's Website. The Cal Grant GPA Calculation Instructions provide complete details on how to calculate a high school, college, community college, or reestablished GPA. The Commission encourages schools to utilize WebGrants to electronically submit GPAs. The following information is provided to assist Community Colleges with the submission of GPAs.

Submitting Regular September GPAs (Electronic or Paper)

Authorized school officials may submit verified GPAs by uploading data files through WebGrants using the regular GPA upload option. GPA data files must be received by the September 4*, 2012 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.

If a student chooses to submit the paper Cal Grant GPA Verification Form, advise the student to keep a copy of the form for their records and obtain a \$1.15 U.S. Postal Service Certificate of Mailing, which must be postmarked no later than September 4*, 2012.

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.*

Submitting Reestablished September GPAs

Identify reestablished GPAs by:

1. WebGrants GPA Upload – When uploading both reestablished and regular 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 2012, regardless of the number of units in which the student is enrolled. For semester Community Colleges, submit enrollment data no later than September 14, 2012; and for quarter schedule schools, by September 21, 2012.

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

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