



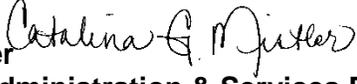
# OPERATIONS MEMO

Update of the California Student Aid Commission

September 19, 2012

GOM 2012-29

**TO:** Financial Aid Administrators

**FROM:** Catalina G. Mistler   
Chief, Program Administration & Services Division

**CONTACT:** Program Administration & Services Division  
Phone: (888) 294-0153 Fax: (916) 464-8002  
E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

**SUBJECT:** 2013-14 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 2013-14 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 2013-14 GPA submission deadline is March 4\*, 2013.**

*\*Due to March 2, 2013 falling on a Saturday, the deadline extends to the following Monday March 4, 2013.*

## Electronic GPA Submission

The Commission is now accepting electronic [GPA uploads](#) from schools for the 2013-14 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 enables 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 electronically, 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.



State of California  
Edmund G. Brown Jr.  
Governor

California Student Aid Commission, Program Administration & Services Division  
P.O. Box 419028, Rancho Cordova, CA 95741-9028 Website: [www.csac.ca.gov](http://www.csac.ca.gov)

**GPA Training**

The Commission will be providing electronic GPA submission training sessions via webcast. A memorandum with the training dates and details will be released soon.

Instructions on electronically submitting GPAs are available within the *Help* link on WebGrants. To view the instructions, log on to WebGrants, click on “Help” in the top right corner of the screen and look under *User Guides – GPA Upload User Guide*.

**Paper GPA Verification Form Availability**

The [2013-14 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.

**Contacting the Commission**

For assistance in learning how to use WebGrants and for any other questions on GPA submission issues, schools can contact the Commission’s School Support Services staff at (888) 294-0153 or at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov).

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.

*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](http://www.webgrants4students.org) or to the Commission’s Student Support Services at (888) 224-7268 or at [studentsupport@csac.ca.gov](mailto:studentsupport@csac.ca.gov).

*Working together to effectively promote education beyond high school!*