



OPERATIONS MEMO

Update of the California Student Aid Commission

August 21, 2013

GOM 2013-20

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

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

This Operations Memo from the California Student Aid Commission (Commission) provides guidance to California Community Colleges (CCC) regarding the 2013-14 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 2013-14 fall term.

This memo addresses the following:

- Students Eligible to Participate in the 2013-14 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 2013-14 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, 2013 deadline, may be considered for the 2013-14 Community College award competition.

To be considered for the 2013-14 September Community College competition, an applicant must have:

- A completed 2013-14 Free Application for Federal Student Aid (FAFSA) postmarked or posted online by September 3*, 2013;
- A verified GPA submitted to the Commission for the 2013-14 award year by September 3*, 2013; and
- 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 2013-14 fall term to receive payment.



Cal Grant GPA Verification and Submission Processes

In late March 2013, 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 3*, 2013 filing deadline. Please refer to the WebGrants [GPA Upload Record Layout](#) for the data fields that are to be included in your data file. The GPA record 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 for their records and obtain a \$1.20 U.S. Postal Certificate of Mailing, which must be postmarked no later than September 3*, 2013.

Since September 2, 2013 falls on the Labor Day holiday, FAFSA applications submitted through **September 3, 2013 will be considered on-time, as will 2013-14 Cal Grant GPA paper forms that are **postmarked** no later than September 3, 2013.*

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 GPA file is of regular GPA calculation and which is reestablished; 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.

California Community Colleges should report the Social Security numbers of all students enrolled for fall 2013, regardless of the number of units in which the student is enrolled. For semester Community Colleges, submit enrollment data no later than September 16, 2013; and for quarter schedule schools, by September 23, 2013.

If you have any questions regarding the information in this memo, please contact the Commission's School Support Services staff at (888) 294-0153 or via e-mail at schoolsupport@csac.ca.gov.

Working together to effectively promote education beyond high school!