



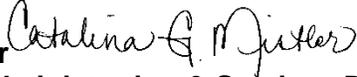
OPERATIONS MEMO

Update of the California Student Aid Commission

April 3, 2014

GOM 2014-13

TO: Financial Aid Administrators

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

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SUBJECT: WebGrants Community College Enrollment File Upload

This Operations Memo from the California Student Aid Commission (Commission) announces that the community college enrollment file upload functionality for the Winter and Spring terms is now available in WebGrants.

Grant Special Alert ([GSA](#) 2014-09) released on March 20, 2014, announced that California Community Colleges will submit additional term enrollment files (Winter and Spring) for the 2013-14 academic year. To clarify from the previous GSA, as agreed upon by the California Community College Chancellor's Office and the Commission, the 2013-14 enrollment files will only be required from the participating Cal Grant community college campuses. These enrollment files will be used for processing the 2014-15 Transfer Entitlement Cal Grant preliminary award offers and to identify unpaid Competitive Cal Grant community college offered awardees who may be enrolled and attending a different campus. We will make the appropriate school change for those students not enrolled at the campus where they are currently reported on the Cal Grant roster in order for the correct campus to process the student's payment, if eligible.

The process to upload Winter and Spring enrollment files is the same as the Fall term process, except that users must select the correct term (Fall, Winter and Spring). Users can access the Enrollment screen in WebGrants by selecting the Enrollment link from the home portal. The following screen shot displays the various options available to the user. You can delete any erroneous enrollment information for a particular student, but not an entire file by selecting the Delete/View Enrollment link.

ENROLLMENT FILES ARE NOW BEING ACCEPTED FOR THE 2013-14 WINTER AND SPRING TERMS. PLEASE CONTACT TABITHA FROST AT (916) 464-2113 IF YOU REQUIRE ASSISTANCE.

Enrollment Menu

[Upload Enrollment](#)

[File Upload Status](#)

[Add Enrollment](#)

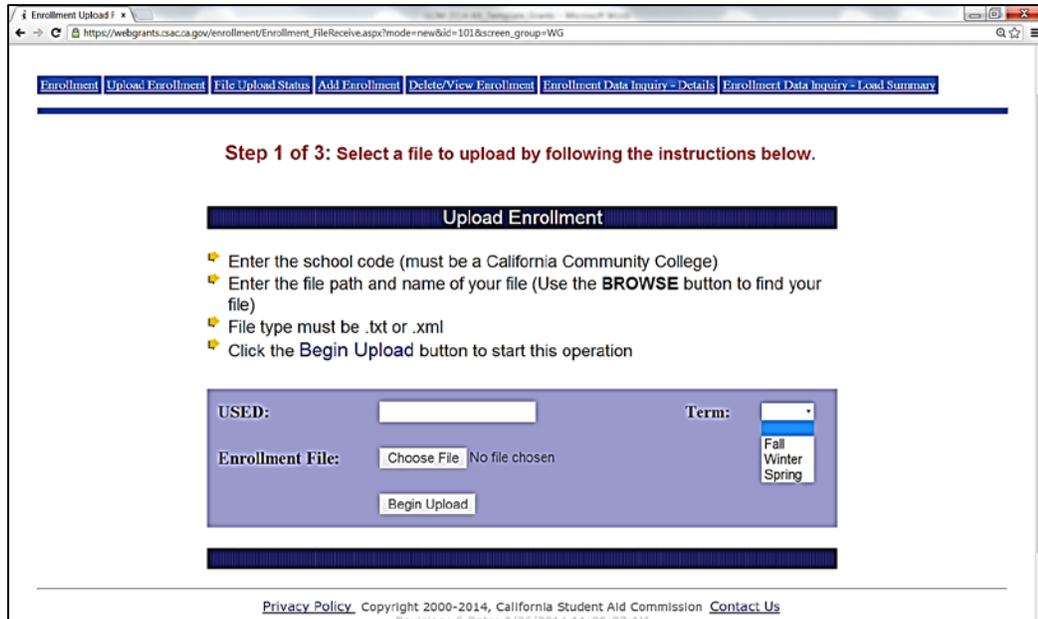
[Delete/View Enrollment](#)



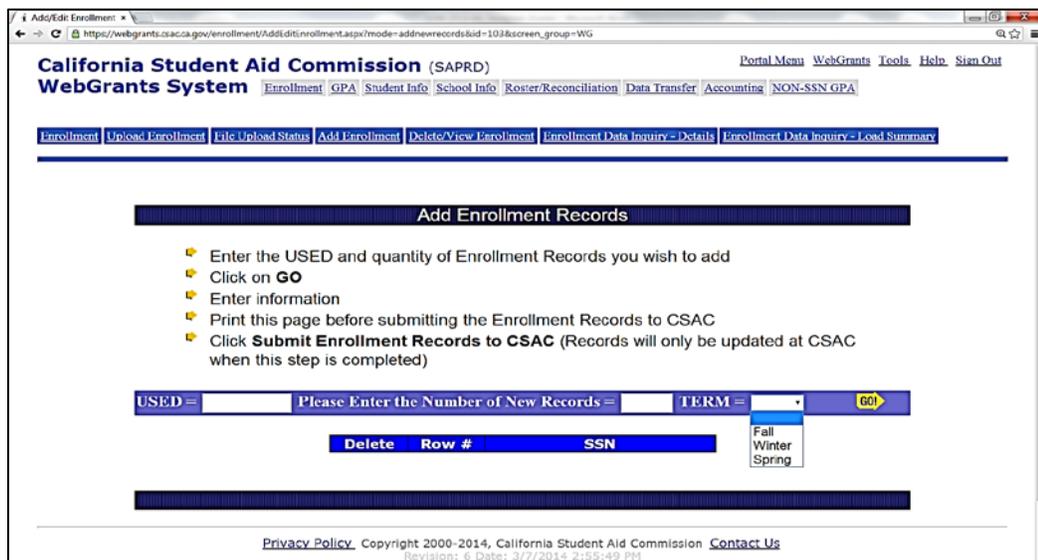
State of California
Edmund G. Brown Jr.
Governor

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

The following screen shots show the upload features. Be sure to select the correct term for the corresponding enrollment file from the drop down menu as pictured below.



Individual student records can also be added using the “Add Enrollment” option. Be sure to include the correct term from the drop down menu.



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!