



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**August 20, 2014**

**GOM 2014-27**

TO: Financial Aid Administrators

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

SUBJECT: **September 2 Competitive Cal Grant Community College Enrollment and GPA Submission Information**

This Operations Memo from the California Student Aid Commission (Commission) provides guidance to California Community Colleges (CCC) regarding the 2014-15 September 2 Grade Point Average (GPA) and enrollment submission processes for the Competitive Cal Grant A and B programs. These awards are for students attending an eligible CCC this 2014-15 fall term.

Students eligible to participate in the 2014-15 Cal Grant CCC Competition are those who:

- Did not receive a March 2 Cal Grant award.
- Applied after the March 2 deadline.
- Have completed a 2014-15 Free Application for Federal Student Aid (FAFSA) postmarked or posted online by September 2, 2014.
- Have submitted a verified GPA to the Commission for the 2014-15 award year by September 2, 2014.
- Have their Social Security number included on a CCC enrollment upload file.

Students offered an award must enroll in and attend a California Community College for the 2014-15 fall term to receive payment.

### **Cal Grant GPA Verification and Submission**

- Refer to the [Cal Grant GPA Calculation Instructions](#) for complete details on how to calculate a high school, college, community college or reestablished GPA.
- Authorized school officials are encouraged to submit verified GPAs by uploading data files through WebGrants using the regular GPA upload option. Refer to the WebGrants [GPA Upload Record Layout](#) for the file specifications. The deadline for GPA submission is September 2, 2014.

## **September 2 Competitive Cal Grant Community College Enrollment and GPA Submission Information**

Page 2

- 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 \$1.30 U.S. Postal Certificate of Mailing, which must be postmarked no later than September 2, 2014.
- Identify Community College Reestablished GPAs by clicking in the *Re-established* check box before uploading. When uploading both regular and reestablished GPAs, each requires a separate data file upload.
- If completing a 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 2014, regardless of the number of units in which the student is enrolled.
- Semester Community College campuses submit enrollment data no later than September 12, 2014; quarter schedule campuses no later than September 19, 2014.
- The Commission anticipates processing the September 2 competitive award cycle on September 26, 2014.

### **Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

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