



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



August 19, 2016

GOM 2016-26

TO: Financial Aid Administrators

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

SUBJECT: 2016-17 September 2 Competitive Cal Grant Reminder

This Operations Memo from the California Student Aid Commission (Commission) provides guidance to California Community Colleges (CCC) regarding the 2016-17 September 2 enrollment submission and Grade Point Average (GPA) processes for the Competitive Cal Grant A and B programs. These awards are for students attending an eligible CCC this 2016-17 fall term.

Students eligible to participate in the 2016-17 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 2016-17 Free Application for Federal Student Aid (FAFSA) postmarked or posted online by September 2, 2016.
- Have submitted a verified GPA to the Commission for the 2016-17 award year by September 2, 2016.
- Are listed on a 2016-17 CCC enrollment file.

CCC 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.
- CCCs should report all students enrolled for fall 2016, regardless of the number of units in which the student is enrolled.
- Both semester and quarter community college campuses must submit enrollment data no later than September 12, 2016.
- The Commission anticipates processing the September 2 competitive award cycle after all enrollment files are submitted.

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 re-established 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, 2016.
- 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, 2016.
- Identify CCC re-established GPAs by choosing the re-established check box before uploading. When uploading both regular and re-established 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 re-established GPA, if applicable.

Need to contact us?

- Institutional Support phone number: (888) 294-0153
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