



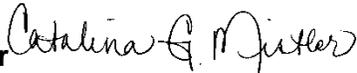
# SPECIAL ALERT

Update of the California Student Aid Commission

March 20, 2014

GSA 2014-09

**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:** Submission of Community College Enrollment Files to  
Confirm Attendance for Cal Grant Offered Awardees

This Special Alert from the California Student Aid Commission (Commission) announces the initiation of a new process designed to ensure that all eligible community college Cal Grant offered awardees are listed on the correct WebGrants roster.

To better identify an eligible student's correct campus, the use of additional enrollment data files will allow us to move students to the correct roster. In this effort, community college campuses can begin submitting their enrollment files beginning the week of March 31, 2014.

Over the last year, the Commission has been made aware that a number of awarded students eligible for payment do not get paid their Cal Grant. To-date, two main reasons have been identified:

1. Students are ineligible for payment for reasons not formerly captured by WebGrants Adjustment Reason Codes or Payment Codes.
2. Students are not in attendance at the school listed first on their FAFSA or California Dream Act Application; that is, the students do not appear on the correct payment rosters.

To address the first reason, the Commission is introducing revisions to the payment reporting codes used on the Cal Grant payment roster. As described in Grant Operations Memo ([GOM](#)) 2014-08, the revisions include the establishment of three new codes designed to allow campuses to more accurately report a student's status.

To address the second reason, as directed by the Student Aid Commission at their September 20, 2013 meeting, all institutions, including community colleges, would be required to forward enrollment files to the Commission. In addition to the Fall term enrollment files already provided by the community colleges to the Commission, campuses will be required to submit enrollment files for the Spring and Winter (if applicable) terms.



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)

The Commission currently has a Memorandum of Understanding (MOU) with the California Community College Chancellor's Office (CCCCO) to collect and use Fall term enrollment files for processing September 2 Cal Grant award offers. Staff has continued to work with the CCCCCO staff to identify solutions for paying all eligible Cal Grant community college students. Based on our collaboration, CCCCCO staff has agreed to have the Commission collect additional term enrollment files (Winter and Spring) for the 2013-14 academic year. With the full academic year's enrollment files, the Commission will be able to do the following:

1. Fall term enrollment data will continue to be used for awarding of September 2 deadline Competitive (C2) awards. As you may already be aware, the C2 awards are offered to students attending a community college.
2. Fall, Winter and Spring term enrollment data will be used to confirm eligibility for Community College Transfer Entitlement (E2) awards. As you may already be aware, eligibility for E2 awards requires attendance at a community college in the year prior to their transfer to a baccalaureate degree-granting institution.
3. Fall, Winter and Spring term enrollment data will be used to perform school changes for Cal Grant awardees, without transaction codes, in all other award cycles to put them on the correct Cal Grant payment rosters. Students who appear on multiple enrollment files will remain on the first campus roster and we will communicate with the student.

The record layout for upload into WebGrants for the Fall enrollment data remains the same. This record layout can be found on the WebGrants "Help" page. The record layout for the Winter and Spring terms is identical. Essentially, these are lists of students, by SSN, who are enrolled at the institution for the particular term. The term which the data represents is selected in WebGrants at the time of submission.

The following screenshot illustrates how the WebGrants Enrollment screen will allow campuses to select the term for which enrollment data is being uploaded.

**California Student Aid Commission (TEST1)** [Portal Menu](#) [WebGrants](#) [Tools](#) [Help](#) [Sign Out](#)

**WebGrants System** [Enrollment](#) [GPA](#) [Student Info](#) [School Info](#) [Roster/Reconciliation](#) [Data Transfer](#) [Chafee Grant](#) [Accounting](#)  
[Web Service Registration](#) [NON-SSN GPA](#)

[Enrollment](#) [Upload Enrollment](#) [File Upload Status](#) [Add Enrollment](#) [Delete/View Enrollment](#) [Enrollment Data Inquiry - Details](#) [Enrollment Data Inquiry - Load Summary](#)

**Step 1 of 3: Select a file to upload by following the instructions below.**

**Upload Enrollment**

- Enter the school code (must be a California Community College)
- Enter the file path and name of your file (Use the **BROWSE** button to find your file)
- File type must be .txt or .xml
- Click the **Begin Upload** button to start this operation

USED:  Term:

Enrollment File:  No file selected.

[Privacy Policy](#) Copyright 2000-2014, California Student Aid Commission [Contact Us](#)

At this time, the Commission has not set up an enrollment file process for students completing the California Dream Act Application. These students cannot be considered for Competitive Cal Grant awards but can be considered for E2 awards. Not having enrollment data for these students will not preclude these students from E2 award consideration because data from the Transfer Entitlement Cal Grant Certification process (G-6) can be used to determine award eligibility.

The Commission is requesting campuses to submit their Winter and Spring enrollment data no later than **April 15, 2014** so that students can be placed on the correct campus roster and be paid, if eligible. Since data for the Spring semester and Winter quarter terms will be available significantly before that date, we ask that campuses attempt to provide that data as soon as they are able. Spring quarter data would be submitted near the time of the April 15 deadline.

If you have any questions regarding this Special Alert, please contact the Commission's School Support Services staff at (888) 294-0153 or via e-mail at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov).

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