



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



January 18, 2018

GOM 2018-02

TO: Financial Aid Administrators

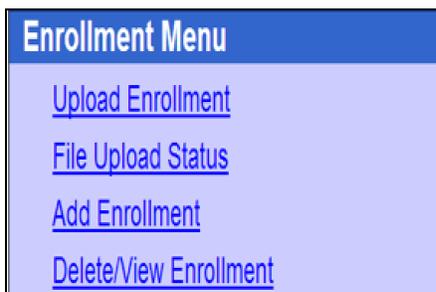
FROM: Catalina G. Mistler *Catalina G. Mistler*  
Deputy Director, Program Administration & Services Division

SUBJECT: **Community College Enrollment File and GPA Upload for the 2018-19 Transfer Entitlement Cal Grant**

This Operations Memo from the California Student Aid Commission (Commission) announces that the community college enrollment file upload functionalities for the winter and spring terms is now available in WebGrants to determine 2018-19 Transfer Entitlement Cal Grant (E2) preliminary award offers.

- Enrollment files for the 2017-18 academic year are only required from participating Cal Grant community college campuses.
- Community College Grade Point Averages (GPA) for fall 2017 academic year are required to determine E2 eligibility.
- The data will be used to process the 2018-19 E2 preliminary award offers.
- The Commission will begin processing the 2018-19 E2 preliminary award offers in late January and will continue throughout the academic year as enrollment and GPA files are submitted.
- The uploading process for winter and spring enrollment files is the same as the fall term; however, it is important that users select the correct term (fall, winter or spring)
- Users can access the GPA and Enrollment screens in WebGrants by selecting the appropriate link from the WebGrants Menu.

The following screen shot displays the options available to the user. You can delete erroneous enrollment information for a particular student, but not an entire upload file, by selecting the Delete/View Enrollment link.



The following screen shot shows the *Upload Enrollment* features. It is important to select the correct term for the corresponding enrollment file from the drop-down menu as displayed below.

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

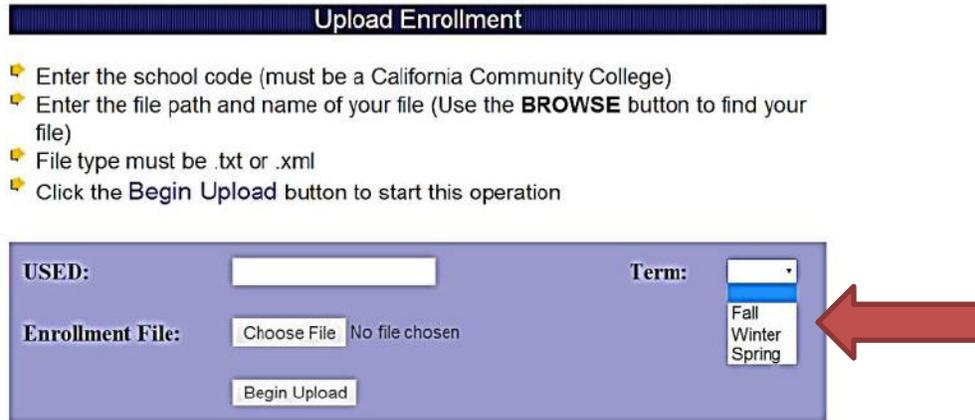
**Step 1 of 3: Select a file to upload by following the instructions below.**

**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 chosen



Individual student enrollment data can also be added by selecting the *Add Enrollment* option. It is important to select the correct term for the corresponding enrollment record from the drop-down menu as displayed below.

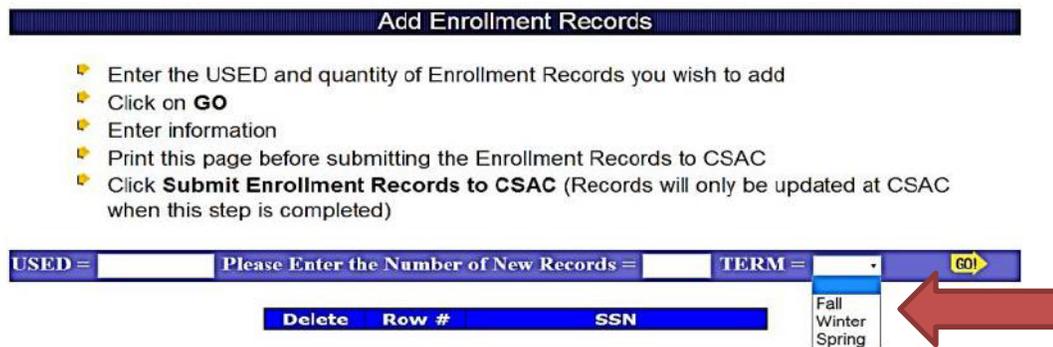
[Enrollment](#) [Upload Enrollment](#) [File Upload Status](#) [Add Enrollment](#) [Delete/View Enrollment](#) [Enrollment Data Inquiry - Details](#) [Enrollment Data Inquiry - Load Summary](#)

**Add Enrollment Records**

- Enter the USED and quantity of Enrollment Records you wish to add
- Click on **GO**
- Enter information
- Print this page before submitting the Enrollment Records to CSAC
- Click **Submit Enrollment Records to CSAC** (Records will only be updated at CSAC when this step is completed)

USED =  Please Enter the Number of New Records =  TERM =

Delete	Row #	SSN
--------	-------	-----



**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!*