



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



February 26, 2018

GOM 2018-05

TO: Financial Aid Administrators

FROM: Catalina G. Mistler *Catalina G. Mistler*
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SUBJECT: 2018-19 Cal Grant Roster Opening and School Change Process

This Operations Memo from the California Student Aid Commission (Commission) announces the opening of the 2018-19 Cal Grant rosters and the capability for institutions to process school changes for their Cal Grant eligible students beginning today, **February 26, 2018**.

- New High School Entitlement offered awardees received a Cal Grant Eligibility Notification encouraging them to create a WebGrants for Students (WGS) account at www.webgrants4students.org to confirm their school of attendance for the 2018-19 academic year.
- Institutions will be able to process school changes for Cal Grant eligible students who have submitted their intent to register at their campus by:
 - Submitting School Change Upload files into WebGrants.
 - Performing an individual school change directly on the WebGrants Display Roster
- 2018-19 School Change Upload files will be processed weekly.
- Institutions may use the Cal Grant Award Status Extract (ASE) process to identify their Cal Grant eligible students. The ASE process runs on a weekly basis

WebGrants Grant Roster

The Eligible Section of the WebGrants Display Roster will populate with Cal Grant offered awardees who have confirmed their school of attendance at WGS and as institutions submit school changes on behalf of their students.

Training

Mini modules are available on the www.csac.ca.gov website on the [Mini-Trainings](#) page to assist schools with submitting school change requests for their Cal Grant eligible students.

Need to contact us?

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

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