



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF
CALIFORNIA



August 21, 2018

GOM 2018-27

TO: Financial Aid Administrators

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

SUBJECT: 2018-19 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 2018-19 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 during the 2018-19 Fall term.

Students who will be considered in the 2018-19 Cal grant CCC competition are those who:

- Did not receive a March 2nd Cal Grant award
- Applied after the March 2nd deadline
- Completed a 2018-19 Free Application for Federal Student Aid (FAFSA) postmarked or posted online by September 4*, 2018
- Submitted a verified GPA to the Commission for the 2018-19 award year by September 4*, 2018
- Are listed on a 2018-19 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 2018, 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 14, 2018**.
- 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 [College GPA Calculation](#) instructions for complete details on how to calculate a community college GPA or re-established GPA.
- Authorized school officials are encouraged to submit verified GPAs by uploading data files through WebGrants using the SSN GPA upload option. Refer to the [SSN GPA Upload User Guide Record Layout](#) for the file specifications. The deadline for GPA submission is September 4*, 2018.
- 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 submitting the paper [Cal Grant GPA Verification form](#), advise students to keep a copy for their records and obtain a U.S. Postal Certificate of Mailing, which must be postmarked no later than September 4*, 2018.
- If completing a paper GPA Verification Form, fill in the oval that identifies the verified GPA as a re-established GPA, if applicable.

Leave of Absence

- Schools are reminded that functionality to report Leaves of Absence (LA) for Competitive awardees is disabled
- Students may self-report a LA via their WebGrants for Students portal.

** Due to September 2, 2018, falling on a Sunday, followed by the September 3 Labor Day holiday; FAFSA applications submitted through September 4, 2018, will be considered as on-time. Likewise, 2018-19 Cal Grant GPA paper verification forms will be accepted if postmarked no later than September 4, 2018.*

Need to contact us?

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