February 12, 2020   **GOM 2020-05**

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**

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 are now available in WebGrants.

Enrollment Files:

- Will be used to process 2020-21 Transfer Entitlement Cal Grant (E2) preliminary award offers.

- Are only required from participating Cal Grant community college campuses.

- Must contain Fall 2019 enrollment data for students that were not included in the September 2019 upload.

- Follow the same process as the fall term but require users to select the corresponding term (fall, winter or spring) from the drop-down menu.

- Can be uploaded by selecting the *Enrollment* link from the WebGrants Menu.

  o Individual student enrollment data can also be added by selecting the *Add Enrollment* option from the WebGrants Menu.

- Can only be corrected/deleted for individual records by selecting the *Delete/View Enrollment* link from the Enrollment Menu in WebGrants.

Community College Grade Point Average (GPA):

- Must be calculated using all coursework completed up to the date of upload (cumulative GPA). Please refer to the College GPA Calculation webpage for more information.

- Will be used to process the 2020-21 E2 preliminary award offers.

- Can be uploaded in batch or added individually by selecting the *GPA* link from the WebGrants Menu. Within the GPA Menu, users can select the *Upload GPAs* option for a batch upload, or the *Add GPAs* option for individual records.

- Must be submitted for all students. For students without a social security number, campuses may opt to upload GPAs using the *NON-SSN GPA* option or may use the student's Dream Act ID number.

The Commission will begin processing the 2020-21 E2 preliminary award offers in mid-March and will continue throughout the academic year as enrollment and GPA files are submitted.

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