



# OPERATIONS MEMO

STATE OF  
CALIFORNIA



## Update from the California Student Aid Commission

June 28, 2023

GOM 2023-22

TO: Financial Aid Administrators

FROM: Tae Kang *Tae Kang*  
Deputy Director, Program Administration & Services Division

SUBJECT: **Opening of 2023-24 CCC Enrollment Submission**

This Operations Memo from the California Student Aid Commission (Commission) announces the opening of the 2023-24 CCC Enrollment submission window.

### 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. Please refer to [the California Community College Enrollment File specifications](#).
- CCCs should report all students enrolled for Fall 2023, regardless of the number of units in which the student is enrolled.
- For students with a California Dream Act Application (CADAA), campuses may use the student's Dream Act ID (beginning with 000 to upload an enrollment record. The Dream Act ID is located in position 2-10 on the CallSIR file. It can also be found on the roster, award summary and detail screens in WebGrants.
- CCC enrollment files are uploaded by selecting *Enrollment > Upload Enrollment* under the Cal Grant section in WebGrants.
- For additional help, the Enrollment Data Submission guide is available under the WebGrants Help link under *User Guides*. **Please do not use secure file transfer to upload the file.**
- CCC enrollment files will be used in the awarding process for the 2023-24 Transfer Entitlement (E2) cycle, as well as to confirm eligibility for 2023-24 Community College Entitlement (E3) preliminary awards.

### Need to contact us?

- School Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

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