User Reference Guide

WebGrants 4 Students

Transfer Entitlement (E2)
Table of Contents

COURSE OVERVIEW ........................................................................................................................................... 3

PROGRAM DESCRIPTION .................................................................................................................................. 3

1 TRANSFER ENTITLEMENT (E2) .................................................................................................................. 3

1.1 ACCESSING THE TRANSFER ENTITLEMENT FORM ............................................................................. 3

1.1.1 Key Points ............................................................................................................................................. 4

1.2 COMPLETING THE TRANSFER ENTITLEMENT FORM .......................................................................... 4

1.2.1 Key Points ............................................................................................................................................. 5

1.3 VIEWING THE UPDATED AWARD STATUS .......................................................................................... 5

1.3.1 Key Points ............................................................................................................................................. 5
 COURSE OVERVIEW

Program Description

The Cal Grant Transfer Entitlement Award is for students who were not awarded a High School Entitlement Award but are now transferring from a California Community College to an eligible bachelor degree granting institution in California. Award requirements include:

- Filing of a FAFSA or California Dream Act Application by March 2nd of the award year
- Meeting financial eligibility and basic eligibility
- Being under the age of 28 by December 31 of the award year
- Having a verified GPA electronically reported from a California Community College of 2.4 reported by March 2 of award year.
- Completion of the Transfer Entitlement Verification Form in WebGrants for Students
- Graduation from a California high school after June 30, 2000; and have California residency at the time of high school graduation OR
- If not a high school graduate, was a California resident on 18th birthday

1 TRANSFER ENTITLEMENT (E2)

Lesson Objectives:

- In this lesson the student will be shown how to complete the ‘Transfer Entitlement Verification Form’ in WebGrants 4 Students.

1.1 Accessing the Transfer Entitlement Form

(Figure 1 – WebGrants 4 Students)
WebGrants 4 Students: Transfer Entitlement (E2) Form

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>When a student logs into their WebGrants 4 Students account they will have a ‘Cal Grant’ panel with four cards (Figure 1). If the student is preliminarily eligible for the Transfer Entitlement Award, they will have a ‘To-Do’ button within an orange ‘Award Status’ card. The student needs to click the ‘To-Do’ button.</td>
<td>Log into WebGrants 4 Students and click the ‘To-Do’ button</td>
</tr>
</tbody>
</table>

1.1.1 Key Points

- Once you are logged into WebGrants 4 Students, open the Cal Grant panel and click the ‘To-Do’ button within the orange ‘Award Status’ card.

1.2 Completing the Transfer Entitlement Form

(Figure 2 – WebGrants 4 Students)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Once the student clicks the ‘To-Do’ button a form titled ‘E2 Transfer Entitlement’ (Figure 2) will pop-up in a modal window. The student will be able to certify that they are indeed transferring from a California Community College (CCC) to a bachelor’s degree Granting Institution (BDGI), on the field listed as ‘BA School of Choice’.</td>
<td>Certify transfer from CCC to BDGI</td>
</tr>
<tr>
<td>2.</td>
<td>In order for the student to complete this form they must first submit a FAFSA or CA Dream Act Application (CADAA), and they must have a submitted GPA record.</td>
<td>Submit FAFSA/CADAA and ensure GPA is submitted.</td>
</tr>
<tr>
<td>3.</td>
<td>The student must also enter their ‘Date of CA residence’, with their current ‘State and City’ of residence, their ‘High School Graduation Date’, and their ‘BA School of Choice’.</td>
<td>Complete fields on form.</td>
</tr>
</tbody>
</table>
4. The student then needs to certify that all information is correct by checking the check box next to the certification statement and clicking ‘submit’.

Certify and submit form.

5. **Note:** While most CA Community Colleges will automatically upload students’ GPAs, it is the student’s responsibility to reach out to their college advisor to request a GPA upload.

‘NA’

1.2.1 **Key Points**
- You should have already submitted your FAFSA/CADAA.
- Make sure your GPA is uploaded from your CCC.
- Complete the Transfer Entitlement Form.

1.3 **Viewing the Updated ‘Award Status’**

(Figure 3 – WebGrants 4 Students)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>After the student completes the Transfer Entitlement form their ‘Award Status’ card (Figure 3) should change to either ‘Awarded’ or ‘Not Awarded’.</td>
<td>Check the status of your award</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Note:</strong> If the student is not awarded, they can view the reason why they were not awarded by clicking the ‘More Details’ option at the bottom of the ‘Award Status’ card.</td>
<td>‘NA’</td>
</tr>
</tbody>
</table>

1.3.1 **Key Points**
- You should always verify that the transaction processed and should confirm your award status.