OPERATIONS MEMO

Update from the California Student Aid Commission

January 09, 2017　　　　　　　　　　　　　　　　　**GOM 2017-01**

TO:　　　　Financial Aid Administrators

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

SUBJECT:　**Community College Enrollment File Upload for the 2017-18 Transfer Entitlement Cal Grant**

This Operations Memo from the California Student Aid Commission (Commission) announces that the community college enrollment file upload functionality for the winter and spring terms is now available in WebGrants.

- Enrollment files for the 2016-17 academic year are only required from participating Cal Grant community college campuses.

- The enrollment file data will be used to process the 2017-18 Transfer Entitlement Cal Grant preliminary award offers.

- The Commission will begin making the 2017-18 Transfer Entitlement Cal Grant preliminary award offers in February and will continue throughout the academic year

- The uploading process for winter and spring enrollment files is the same as the fall term; however, it is important that users select the correct term (fall, winter or spring)

- Users can access the Enrollment screen in WebGrants by selecting the *Enrollment* link from the WebGrants Menu.

The following screen shot displays the options available to the user. You can delete erroneous enrollment information for a particular student, but not an entire upload file, by selecting the *Delete/View Enrollment* link.
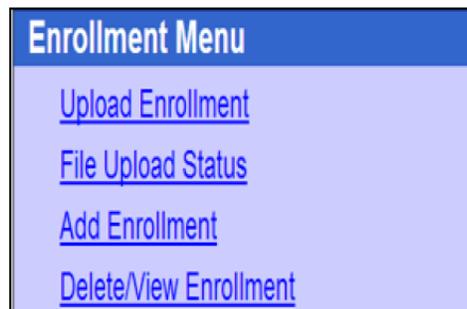
The following screen shot shows the *Upload Enrollment* features. It is important to select the correct term for the corresponding enrollment file from the drop down menu as displayed below.

Individual student enrollment data can also be added by selecting the *Add Enrollment* option. It is important to select the correct term for the corresponding enrollment record from the drop down menu as displayed below.

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