



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



August 07, 2017

GOM 2017-24

TO: Financial Aid Administrators

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

SUBJECT: **2017-18 September 2 Competitive Cal Grant Reminder**

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This Operations Memo from the California Student Aid Commission (Commission) provides guidance to California Community Colleges (CCC) regarding the 2017-18 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 2017-18 fall term.

Students who will be considered in the 2017-18 Cal grant CCC Competition are those who:

- Did not receive a March 2<sup>nd</sup> Cal Grant award
- Applied after the March 2<sup>nd</sup> deadline
- Completed a 2017-18 Free Application for Federal Student Aid (FAFSA) postmarked or posted online by September 5\*, 2017
- Submitted a verified GPA to the Commission for the 2017-18 award year by September 5\*, 2017
- Are listed on a 2017-18 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 2017, 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 15, 2017.
- 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 [Cal Grant GPA Calculation Instructions](#) for complete details on how to calculate a high school, college, community college or re-established GPA.
- Authorized school officials are encouraged to submit verified GPAs by uploading data files through WebGrants using the regular GPA upload option. Refer to the WebGrants [GPA Upload Record Layout](#) for the file specifications. The deadline for GPA submission is September 5\*, 2017.
- If a student chooses to submit the paper [Cal Grant GPA Verification form](#), advise the student to keep a copy for their records and obtain a U.S. Postal Certificate of Mailing, which must be postmarked no later than September 5\*, 2017.
- 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 completing a paper GPA Verification Form, fill in the oval that identifies the verified GPA as a re-established GPA, if applicable.

*\* Due to September 2, 2017, falling on a Saturday, followed by the September 4 Labor Day holiday; FAFSA applications submitted through September 5, 2017, will be considered as on-time. Likewise, 2017-18 Cal Grant GPA paper verification forms will be accepted if postmarked no later than September 5, 2017.*

**Need to contact us?**

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