



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**November 12, 2019**

**GOM 2019-34**

TO: Financial Aid Administrators

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

SUBJECT: **2019-20 Community College Enrollment File Match and School Changes**

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This Operations Memo from the California Student Aid Commission (Commission) informs Community Colleges of the use of the 2019-20 community college enrollment files to process school changes.

- Through an agreement with the California Community Colleges Chancellor's Office, the Commission will process enrollment files to determine if unpaid Cal Grant students are on the accurate school roster.
- School changes will be processed by **Thursday, November 14, 2019.**
- Beginning Friday, November 15, 2019, Community Colleges are encouraged to view their rosters to identify newly added students.
- Placing unpaid Cal Grant awarded students on the correct roster will:
  - Assist institutions in paying enrolled and eligible Cal Grant students.
  - Reduce the need for institutions to report students that are not attending.

### **Need to contact us?**

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

***Working together to effectively promote education beyond high school!***