OPERATIONS MEMO

Update from the California Student Aid Commission

February 15, 2024   **GOM 2024-04**

TO: CCC Financial Aid Administrators

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

SUBJECT: **2024-25 GPA Upload and Community College Enrollment Files**

This Operations Memo from the California Student Aid Commission (Commission) encourages the timely upload of Grade Point Averages (GPAs) for community college students prior to the **March 2, 2024*** priority deadline. Submission of GPAs by this deadline ensures that students receive consideration in all Cal Grant awarding cycles. Additionally, the Commission announces that community college enrollment file upload functionality for the **winter** and **spring** terms is now available in WebGrants.

Community College Grade Point Average (GPA):

- Must be calculated using all coursework completed up to the date of upload (cumulative GPA). Please refer to the [College GPA Calculation](#) webpage for more information. Must be submitted for all students for whom a GPA can be calculated using the instructions.

- Can be uploaded as a batch or added individually by selecting the *GPA* link from the WebGrants Menu. Select *Upload GPAs* for a batch upload or *Add GPAs* for individual records.

- For CADAA applicants, campuses may opt to upload GPAs using the *NON-SSN GPA* option or may use the student's Dream Act ID number (beginning with 000) in place of an SSN for prior year CADAA filers. The Dream Act ID is located in position 2-10 on the 2023-24 Cal ISIR file.

Enrollment Files:

- Are only required from participating Cal Grant community college campuses.

- Must contain fall 2023 enrollment data for students that were not included in the September 2023 upload.

- Follow the same process as the fall term but require users to select the corresponding term (fall, winter, or spring) from the drop-down menu.

- Can be uploaded by selecting *Enrollment > Upload Enrollment* from the WebGrants Menu.

    o For additional help, the Enrollment Data Submission guide is available under the WebGrants *Help* link. Please <u>do not</u> use *Secure File Transfer* to upload the file.

    o Individual student enrollment data can also be added by selecting the *Add Enrollment* option from the *Enrollment* Menu.

- Can only be corrected/deleted for individual records by selecting the *Delete/View Enrollment* link from the *Enrollment* Menu in WebGrants.

- Should be submitted for CADAA applicants using the student's Dream Act ID (beginning with 000) in place of a social security number (SSN) when submitting enrollment data. The Dream Act ID is located in position 2-10 on the 2023-24 Cal ISIR file.

Due to March 2, 2024, falling on a Saturday, Cal Grant GPAs submitted through March 4, 2024, will be considered on-time.

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