OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF CALIFORNIA

June 28, 2024   **GOM 2024-27**

TO: Financial Aid Administrators

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

SUBJECT: **Opening of 2024-25 CCC Enrollment Submission**

This Operations Memo from the California Student Aid Commission (Commission) announces the opening of the 2024-25 CCC Enrollment submission window.

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. Please refer to [the California Community College Enrollment File specifications](#).

- CCCs should report all students enrolled for Fall 2024, regardless of the number of units in which the student is enrolled.

- For students with a California Dream Act Application (CADAA), campuses may use the student's Dream Act ID / Social Security Number to upload an enrollment record. The Dream Act ID / Social Security Number is located in position 346 – 354 on the 2024-25 Cal ISIR file. It can also be found on the roster, award summary, and detail screens in WebGrants.

- CCC enrollment files are uploaded by selecting *Enrollment > Upload Enrollment* under the Cal Grant section in WebGrants.

- For additional help, the Enrollment Data Submission guide is available under the WebGrants Help link under *User Guides*. **Please do not use secure file transfer to upload the file.**

- CCC enrollment files will be used in the awarding process for the 2024-25 Transfer Entitlement (E2) cycle, as well as to confirm eligibility for 2024-25 Community College Entitlement (E3) preliminary awards.

Need to contact us?

➢ School Support phone number: (888) 294-0153
➢ E-mail: schoolsupport@csac.ca.gov

Working together to effectively promote education beyond high school!