OPERATIONS MEMO

Update from the California Student Aid Commission

March 29, 2016   **GOM 2016-07**

TO: Financial Aid Administrators

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

SUBJECT: **WebGrants Community College Enrollment File Upload**

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 2015-16 academic year are only required from participating Cal Grant community college campuses.

- The enrollment file data will be used to process the 2016-17 Transfer Entitlement Cal Grant preliminary award offers.

- Uploading Winter and Spring enrollment files is the same as the Fall term process; 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 various options available to the user. You can delete any erroneous enrollment information for a particular student, but not an entire file, by selecting the "Delete/View Enrollment" link.
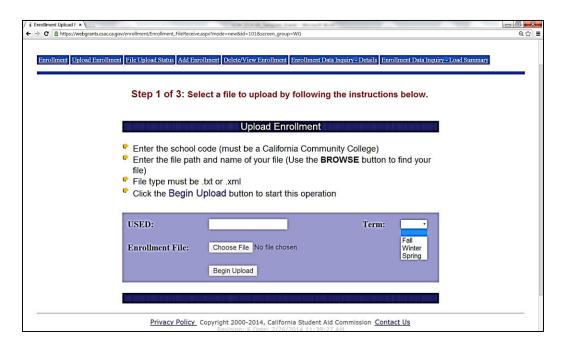
Enrollment Menu
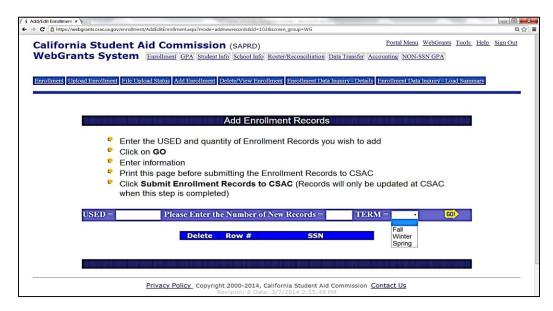
Upload Enrollment

File Upload Status

Add Enrollment

Delete/View Enrollment

P.O. Box 419028, Rancho Cordova, CA 95741-9028   Website: www.csac.ca.gov

The following screen shots show the "Upload Enrollment" features. Be sure to select the correct term for the corresponding enrollment file from the drop down menu as pictured below.

Individual student records can also be added using the "Add Enrollment" option. Be sure to include the correct term from the drop down menu.

Need to contact us?

➢ Institutional Support phone number: (888) 294-0153
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