



CALIFORNIA STUDENT AID COMMISSION

PROGRAM ADMINISTRATION & SERVICES
DIVISION

MEMORANDUM

September 19, 2014

TO: University of California Financial Aid Directors
California State University Financial Aid Directors

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

SUBJECT: Middle Class Scholarship – Update III

This memorandum provides information on the Middle Class Scholarship (MCS) award processing and notification. As noted in Cal Grant Special Alert (GSA) [GSA 2014-23](#) dated July 31, 2014, the submission of MCS enrollment data to the California Student Aid Commission (Commission) was completed on September 2, 2014. On September 15, 2014, the Commission notified nearly 73,000 students that they had been awarded an MCS.

Award Notifications

Students attending a UC or CSU were notified of their MCS award via email or, if there was not an email address on file, a hard copy letter. The email message directed them to log-in to their WebGrants for Students account to locate their Middle Class Scholarship California Aid Report (MCSCAR).

Upcoming release for MCS Payment Processing

On September 12, 2014, the Commission released a memo updating CSU and UC campuses on the progress of the MCS project and when various functionalities will be available. The Commission will be providing a weekly MCS Update memo reviewing the upcoming releases and system capabilities.

On Monday, September 22, 2014, campuses will be able to access their MCS Payment file (downloadable report) through WebGrants. To access your report, log-in to your WebGrants account.

Please contact your School's System Administrator if you need access to additional screens.

Portal Menu	Account Information
WebGrants Table Edit California National Guard User Administration CA Dream Act SB 70 Middle Class Scholarship	View Your Account Details Help With Your Account

[Privacy Policy](#) Copyright 2000-2014, California Student Aid Commission [Contact Us](#)

From the "Portal Menu" select the "Middle Class Scholarship" link.

Please contact your School's System Administrator if you need access to additional screens.

Middle Class Scholarship Menu	Account Information
MCS - Data Transfer MCS - Student Info MCS - Roster	View Your Account Details Help With Your Account

Next, select the "MCS – Data Transfer" link.

[MCS - Data Transfer](#) [File Upload](#) [Report Download](#)

MCS - Data Transfer Menu
File Upload Report Download


From the "MCS – Data Transfer Menu" select the "Report Download" link.

MCS - Data Transfer | File Upload | Report Download

Report Download

- To select a report, choose the file type and click retrieve.
- To download the specific report, click the download button.

School ID Acad Year File Type

Month Media 

On the report download page, enter your School ID, Academic Year, File Type (Roster File Report), Month (or all) and Media (data file). Then click on the “Retrieve” button.

MCS - Data Transfer | File Upload | Report Download

Report Download

- To select a report, choose the file type and click retrieve.
- To download the specific report, click the download button.

School ID Acad Year File Type

Month Media

Report Date	Description	File Type	Month	
6/12/2014		Data File	JUN	<input type="button" value="Download"/>

Select the “Download” button.

School ID Acad Year File Type

Month Media

Report Date	Description	File Type	Month	
6/12/2014		Data File	JUN	<input type="button" value="Download"/>

Opening MCRD-2014-00131700-12JUN14-763.TXT

You have chosen to open:

MCRD-2014-00131700-12JUN14-763.TXT
which is: Text Document
from: http://webtest

What should Firefox do with this file?

Open with

Save File

Do this automatically for files like this from now on.

A pop-up box will prompt you to select the program with which you would like to open the report (i.e., Notepad, TextPad, etc).

The data file that is generated for the “Roster File”, will serve as both an input and output file. Campuses can use the output file received from the Commission to assist in the development of their input file. The Roster file layout does not change from input to output. The difference between the two versions is the data reported by a campus to verify a student’s information for payment.

Also beginning on September 22, 2014, campuses will have access to view the on-line payment roster. Initially, the Roster Screen will be in a “read-only” format. Payment functionality will be available beginning Monday, September 29, 2014.

To access your campus roster, follow the steps below.

Please contact your School's System Administrator if you need access to additional screens.

Portal Menu	Account Information
WebGrants Table Edit California National Guard User Administration CA Dream Act SB 70 Middle Class Scholarship	View Your Account Details Help With Your Account

[Privacy Policy](#) Copyright 2000-2014, California Student Aid Commission [Contact Us](#)

From the “Portal Menu” select the “Middle Class Scholarship” link.

Please contact your School's System Administrator if you need access to additional screens.

Middle Class Scholarship Menu	Account Information
MCS - Data Transfer MCS - Student Info MCS - Roster	View Your Account Details Help With Your Account

From the “Middle Class Scholarship Menu” select “MCS – Roster.”

[MCS - Roster](#) [MCS Display Roster](#)

MCS - Roster Menu
MCS Display Roster

Select “MCS Display Roster.”

MCS - Roster MCS Display Roster

Middle Class Scholarship - School Roster

- Enter the SSN/CSAC ID or First Name or Last Name for Search.
- Partial first name with minimum 3 characters.
- Partial last name with minimum 2 characters.

School ID

Acad Year

Search ID

First Name

Last Name

[Search](#)

Once you are on the “Middle Class Scholarship – School Roster” page, you’ll have a few options to search for and retrieve the students that are rostered to your campus. The “School ID” will be pre-populated based on your user ID.

To retrieve a single student record, you can search by SSN, CSAC ID, First Name, and Last Name.

MCS - Roster MCS Display Roster

Middle Class Scholarship - School Roster

- Enter the SSN/CSAC ID or First Name or Last Name for Search.
- Partial first name with minimum 3 characters.
- Partial last name with minimum 2 characters.

School ID

Acad Year

Search ID

First Name

Last Name

[Search](#)

SSN	CSAC ID	Last Name	First Name	DOB
200001234	101000123	Scholarship	Middle Class	04/01/1996



You can click anywhere along the student record to open the individual student’s roster screen.

MCS - Roster
MCS Display Roster

Middle Class Scholarship - Online Payment Roster

Demographic Information	Annual Data
Scholarship, Middle Class	
CSAC ID: 101000123	Open Terms:
SSN No: XXX-XX-1234	Total Income: \$103,000.00 <input type="text"/>
DOB: 04/01/1996	Federal Aid: \$0.00 <input type="text"/>
Cal Grant Award: \$0.00	Institutional Aid: \$0.00 <input type="text"/>
Annual Award: \$1,632.00	State Aid: \$0.00 <input type="text"/>
Annual Tuition/Fees: \$12,192.00	ISIR Tran #: 01 <input type="text"/>
	Eligibility Change: <input type="text" value="-- SELECT --"/> Payment History

Transaction Type: Correction Payment

FALL TERM	SPRING TERM
Enrollment Status: <input type="text" value="-- SELECT --"/>	Enrollment Status: <input type="text" value="-- SELECT --"/>
Term Award Amount <input type="text" value="\$816.00"/> [\$816.00]	Term Award Amount <input type="text" value="\$816.00"/> [\$816.00]
Adj. Reason Code: <input type="text" value="-- SELECT --"/>	Adj. Reason Code: <input type="text" value="-- SELECT --"/>
Amount Paid/Verified: <input type="text"/>	Amount Paid/Verified: <input type="text"/>
Tuition/Fees <input type="text"/> [\$6,096.00]	Tuition/Fees <input type="text"/> [\$6,096.00]
Federal Aid <input type="text"/> [\$0.00]	Federal Aid <input type="text"/> [\$0.00]
Institutional Aid <input type="text"/> [\$0.00]	Institutional Aid <input type="text"/> [\$0.00]
State Aid <input type="text"/> [\$0.00]	State Aid <input type="text"/> [\$0.00]
Payment Status: Not Reconciled	Payment Status: Not Reconciled

****Please keep in mind that during the week of September 22, 2014, the roster will be "read-only".***

You may also utilize the search function to retrieve multiple records that meet certain criteria. For example, if you search utilizing the first name "MAR," the system will return all students with a first name containing the first three characters "MAR."

MCS - Roster
MCS Display Roster

Middle Class Scholarship - School Roster

- Enter the SSN/CSAC ID or First Name or Last Name for Search.
- Partial first name with minimum 3 characters.
- Partial last name with minimum 2 characters.

Acad Year 2014 - 2015

Search ID SSN

SSN	CSAC ID	Last Name	First Name	DOB
123-45-6789	101000012	Student1	MARIA	01/25/1996
987-65-4321	101000034	Student2	MARGARET	06/25/1996

The same methodology can be used to search for students by last name, which requires a minimum of two characters.

Payment Processing and Correction Submission Timeline

MCS WebGrants functionality is being rolled out in phases. The first phase, discussed above, will notify students of their award and allow for student information to be viewed through WebGrants and WGS. Below is a timeline of the remaining releases and the increased functionality associated with each release.

Monday, September 29, 2014

- MCS Award Roster will be made available with limited functionality (payment transactions only)
- Payment transactions may also be uploaded through the batch file upload process
- Commission will process all payment transactions at the end of the week

NOTE: Once the initial payment transactions have been submitted, the Commission will submit the information to the State Controller's Office the following week. Delivery of funds to each campus should mirror the timeline for Cal Grant funds being delivered.

Monday, October 6, 2014

- "Student History Screen" will be available in WebGrants tracking student payment history
- Campuses will be able to download reports for their MCS payment processing

Monday, October 13, 2014

- Campuses may begin to submit additional enrollment files as well as continue submission of payment files
- School changes will be allowed. (Details on how to complete a school change will be addressed within the MCS Payment Guide)

Monday, October 20, 2014

- Campuses will be able to submit eligibility changes and adjustment codes utilizing both the batch file upload process and the on-line roster
- Payment Guide will be updated to include descriptions and examples of how to complete Correction transactions

If you have any questions regarding the information in this memo, please contact the Commission's School Support Services staff via e-mail at schoolsupport@csac.ca.gov or at (888) 294-0153.