User Reference Guide

WebGrants 4 Students

Submit a School Change

(Cal Grant)

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COURSE OVERVIEW

School Change Description

Cal Grant students who will be attending a different Cal Grant eligible school, other than the one they are listed as attending in WebGrants 4 Students, must make a school change in order to receive their award at their new school.

1 SUBMIT A SCHOOL CHANGE

Lesson Objectives:

- This user guide will explain how a student will submit a school change.

1.1 'School Change' Menu Access

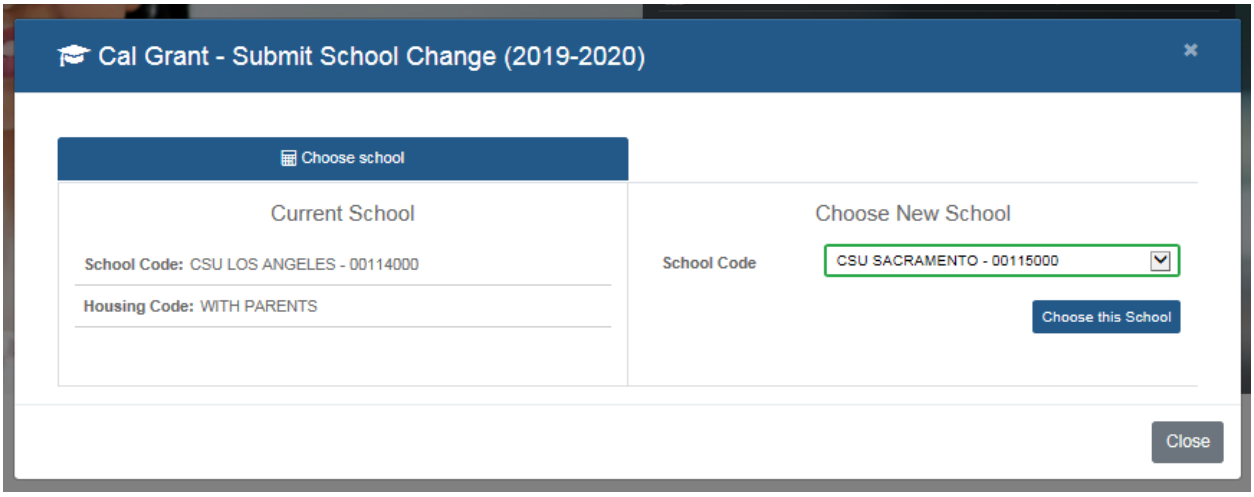
(Figure 1 – WebGrants 4 Students)

Step	Description	Action
1.	When a student logs into their WebGrants 4 Students account, they will have a 'Cal Grant' menu with four cards (Figure 1). In order for a student to make a school change, they must first be 'Awarded' under the 'Award Status' card. If the 'Award Status' card does not display an 'Awarded' status, the student will not be able to make a school change. Students will need to complete all "To-Do" list items in order to obtain an 'Awarded' status.	Complete To-Do list if 'Award Status' is not 'Awarded'
2.	**Note:** While completing all "To-Do" items is required in order to receive Cal Grant consideration, it does not determine Cal Grant eligibility and does not guarantee that a student will be awarded a Cal Grant.	NA
3.	Once the student has the 'Awarded' status they will then click the 'School Change' button under the 'School of Attendance' card.	Click 'School Change'

1.1.1 Key Points

- Log into WebGrants 4 Students and click the 'School Change' button under the 'Cal Grants' panel, 'School of Attendance' card.

1.2 New School Selection



(Figure 2 – WebGrants 4 Students)

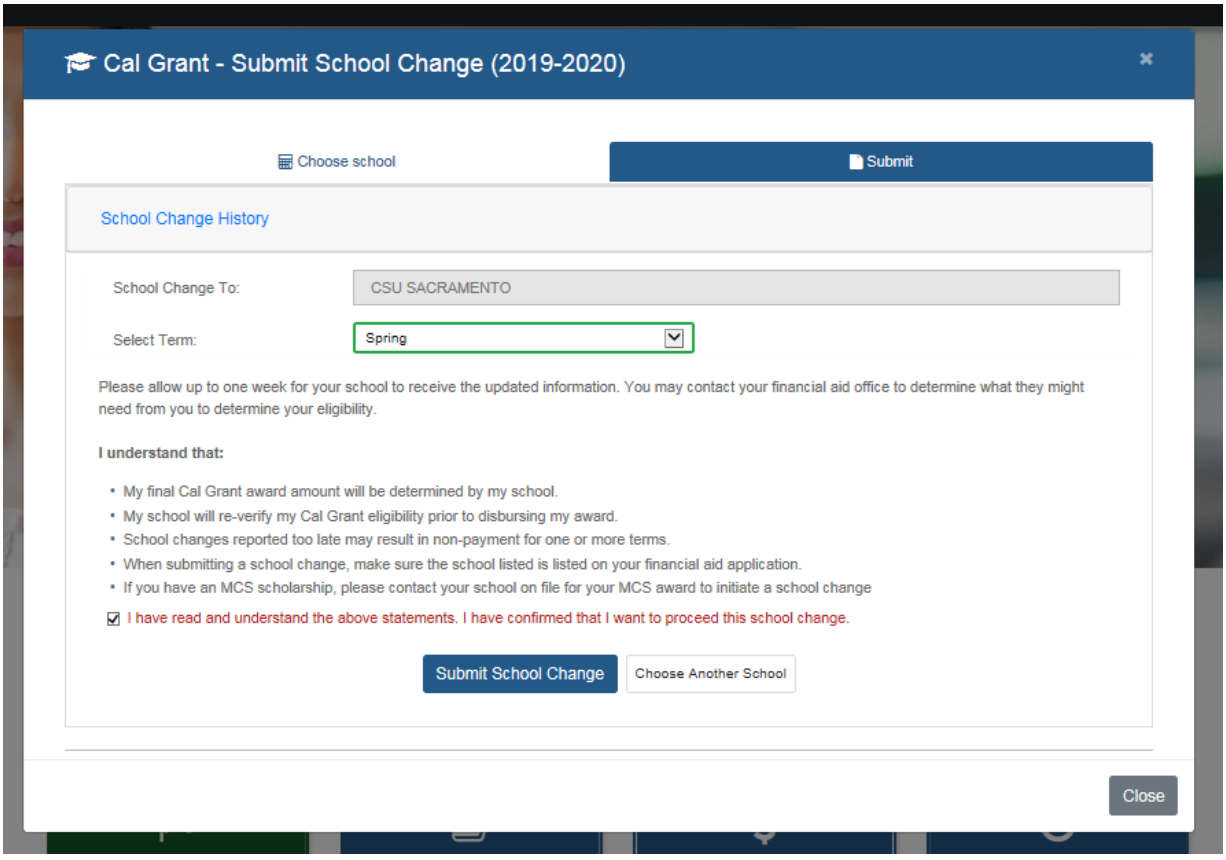
Step	Description	Action
1.	After clicking 'School Change' a pop-up will appear (Figure 2) showing the school the student is currently listed as attending on the left, and a drop-down list of schools on the right. The student	Select the new school of attendance

	must then click on the drop-down arrow and select the school they will be attending.	from the drop-down list
2.	After the student confirms that they selected the correct school, they must select 'Choose this school'.	Click 'Choose this school'
3.	**Note:** Universities of California (UCs) will all be grouped under 'UNIV of …' and many California State Universities (CSUs) will be grouped under 'CSU'.	'NA'

1.2.1 Key Points

- Select the school you plan on attending from the drop-down list.
- Click 'Choose this School'.

1.3 Term Selection



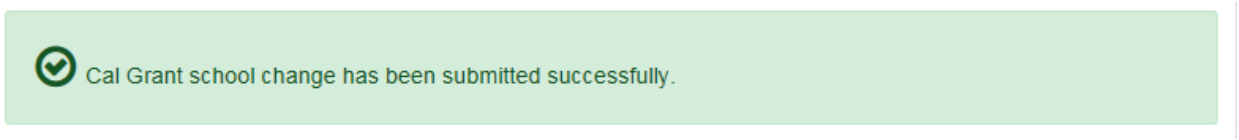
(Figure 3 – WebGrants 4 Students)

Step	Description	Action
1.	After selecting 'Choose this School' the student will be presented with the 'Select Term' option (Figure 3). The student must select the term for which they will begin attending the newly selected school for.	Select the term of attendance at the new school
2.	**Note:** If a student has not received a disbursement or another qualifying transaction (i.e., a leave of absence) for the prior semester, a school change will not be permitted.	'NA'
3.	The student should read over the disclaimer explaining the impact processing a school change may have.	Read disclaimer
4.	The student must then click the 'read, understand, and wish to proceed' disclaimer box, followed by 'Submit School Change'.	Click disclaimer check box and click 'Submit School Change'
5.	**Note:** It may take up to a week for the new school to receive the updated school change information.	'NA'

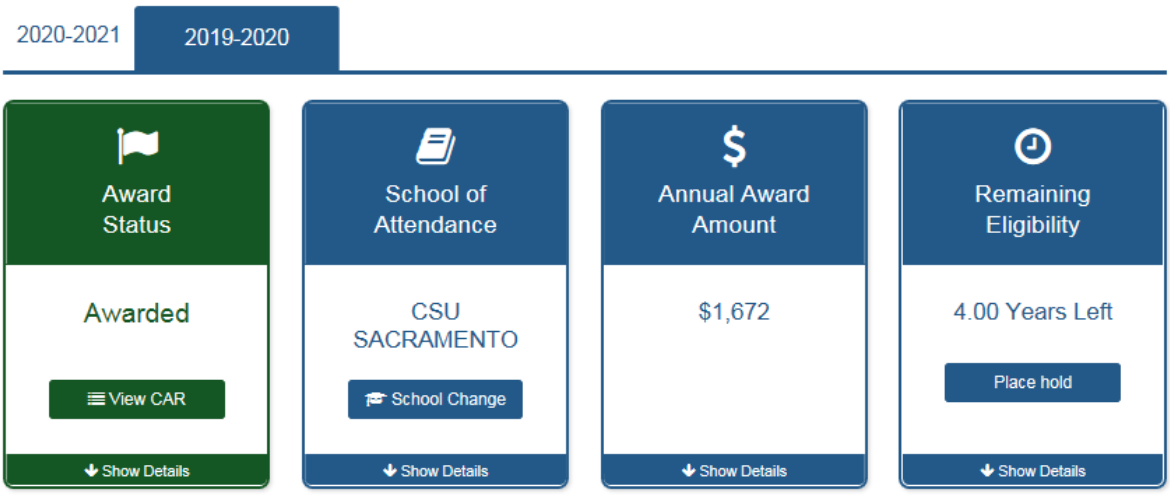
1.3.1 Key Points

- Select the term you plan to begin enrollment at the new school.
- Click disclaimer checkbox, then click 'Submit School Change'.

1.4 Confirmation of School Change



(Figure 4 – WebGrants 4 Students)



(Figure 5 – WebGrants 4 Students)

Step	Description	Action
1	After the student clicks 'Submit School Change' they will be presented with a green message stating, 'Cal Grant school change has been submitted successfully' (Figure 4).	Ensure the success message displays.
2	**Note:** If the student returns to the Cal Grant menu (Figure 5) they should see their updated school of attendance. * If the cost of tuition and fees at the new school of attendance is different than the cost of tuition and fees at the former school, the Cal Grant award amount will also be updated. This is because the Cal Grant pays tuition and fees that corresponds to the college segment (CA community college, CA State University, University of CA, and private). ** If a school change causes the "unmet need" to drop below the required minimum, the award offer will be rescinded.	'NA'

1.4.1 Key Points

- Make sure school change was successful.