OPERATIONS MEMO
Update from the California Student Aid Commission

August 17, 2022   **GOM 2022-28**

TO: Financial Aid Administrators

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

SUBJECT: **September 2 Community College Entitlement Cal Grant Deadline**

This Operations Memo from the California Student Aid Commission (Commission) reminds California Community Colleges of the 2022-23 September 2 Cal Grant deadline and provides guidance on the Grade Point Average (GPA) and enrollment file submission processes.

The Commission will use 2022-23 GPA and enrollment data to consider California Community College (CCC) students for Community College Entitlement awards.

Cal Grant GPA Submission

- The deadline for GPA submission is **September 2, 2022**. Please refer to the College GPA Calculation instructions for complete details on how to calculate a community college GPA or re-established GPA.

- To identify CCC GPAs as re-established, choose the re-established check box before uploading. Uploading both regular and re-established GPAs requires separate data file uploads.

- GPAs 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.

- Institutions are encouraged to submit verified GPAs by uploading data files through WebGrants. The September 2 option will be pre-selected. Please select the appropriate box for Community College GPA or Re-established GPA. For California Dream Act Application (CADAA) students, please use the student's Dream Act ID in place of an SSN.

- For students with a California Dream Act Application (CADAA), campuses may use the student's Dream Act ID (beginning with 000) to upload GPAs in the same file as students with an SSN. The Dream Act ID is in position 2-10 on the Cal ISIR file.

- For students who have not yet submitted a CADAA (do not have a Dream Act ID), authorized school officials can utilize the 'Add NON-SSN GPAs / Test Scores' option in WebGrants.

Financial Aid Applications

- To be considered for a new 2022-23 Cal Grant award, a student attending a CCC must have a GPA on file with the Commission and must have submitted either a

Free Application for Federal Student Aid (FAFSA) or CADAA by **September 2, 2022**.Students must list a CCC on their FAFSA or CADAA application to be considered for the E3 award.

- Requests for postponement of the September 2, 2022, application deadline for FAFSA or CADAA submissions due to a qualifying event pursuant to [California Education Code Section 69513.2.](#) must be received by October 1, 2022. [An application for deadline postponement](#) is available on the Commission's website.

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 2022, regardless of the number of units in which the student is enrolled.

- The Dream Act ID can also be located on the roster, award summary and detail screens or the Cal Student Aid Report (SAR) 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 Cal Grant Transfer Entitlement and CCC Entitlement cycles.

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