User Reference Guide

WebGrants 4 Students
Transfer Entitlement (E2)

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COURSE OVERVIEW

Program Description

The Cal Grant Transfer Entitlement Award is for students who were not awarded a High School Entitlement Award but are now transferring from a California Community College to an eligible bachelor degree granting institution in California. Award requirements include:

- Filing of a FAFSA or California Dream Act Application by March 2nd of the award year
- Meeting financial eligibility and basic eligibility
- Being under the age of 28 by December 31 of the award year
- Having a verified GPA electronically reported from a California Community College of 2.4 reported by March 2 of award year.
- Completion of the Transfer Entitlement Verification Form in WebGrants for Students
- Graduation from a California high school after June 30, 2000; and have California residency at the time of high school graduation **OR** If not a high school graduate, was a California resident on 18th birthday

1 TRANSFER ENTITLEMENT (E2)

Lesson Objectives:

- In this lesson the student will be shown how to complete the 'Transfer Entilement Verification Form' in WebGrants 4 Students.

1.1 Accessing the Transfer Entitlement Form

(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' panel with four cards (Figure 1). If the student is preliminarily eligible for the Transfer Entitlement Award, they will have a 'To-Do' button within an orange 'Award Status' card. The student needs to click the 'To-Do' button.	Log into WebGrants 4 Students and click the 'To-Do' button

1.1.1 Key Points

- Once you are logged into WebGrants 4 Students, open the Cal Grant panel and click the 'To-Do' button within the orange 'Award Status' card.

1.2 Completing the Transfer Entitlement Form

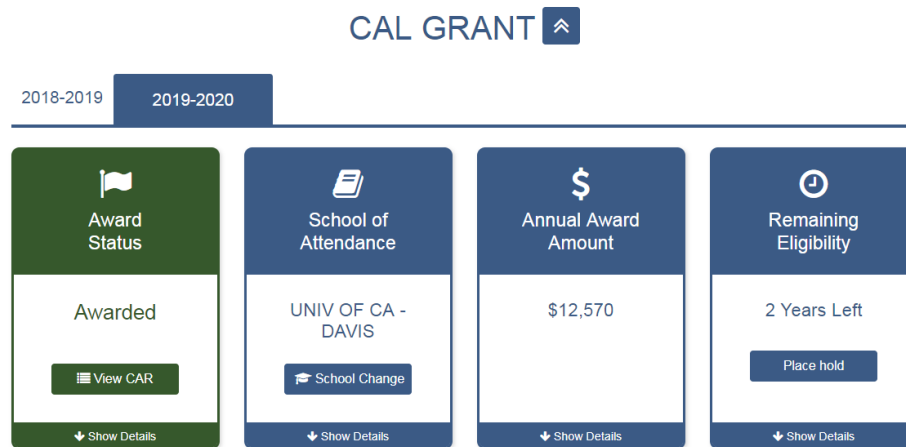(Figure 2 – WebGrants 4 Students)

Step	Description	Action
1.	Once the student clicks the 'To-Do' button a form titled 'E2 Transfer Entitlement' (Figure 2) will pop-up in a modal window. The student will be able to certify that they are indeed transferring from a California Community College (CCC) to a bachelor's degree Granting Institution (BDGI), on the field listed as 'BA School of Choice'.	Certify transfer from CCC to BDGI
2.	In order for the student to complete this form they must first submit a FAFSA or CA Dream Act Application (CADAA), and they must have a submitted GPA record.	Submit FAFSA/CADAA and ensure GPA is submitted.
3.	The student must also enter their 'Date of CA residence', with their current 'State and City' of residence, their 'High School Graduation Date', and their 'BA School of Choice'.	Complete fields on form.

4.	The student then needs to certify that all information is correct by checking the check box next to the certification statement and clicking 'submit'.	Certify and submit form.
5.	**Note:** While most CA Community Colleges will automatically upload students' GPAs, it is the student's responsibility to reach out to their college advisor to request a GPA upload.	'NA'

1.2.1 Key Points
- You should have already submitted your FAFSA/CADAA.
- Make sure your GPA is uploaded from your CCC.
- Complete the Transfer Entitlement Form.

1.3 Viewing the Updated 'Award Status'

(Figure 3 – WebGrants 4 Students)

Step	Description	Action
1.	After the student completes the Transfer Entitlement form their 'Award Status' card (Figure 3) should change to either 'Awarded' of 'Not Awarded'.	Check the status of your award
2.	**Note:** If the student is not awarded, they can view the reason why they were not awarded by clicking the 'More Details' option at the bottom of the 'Award Status' card.	'NA'

1.3.1 Key Points
- You should always verify that the transaction processed and should confirm your award status.