

**CAL GRANT ENROLLMENT DATA UPLOAD TRAINING**  
**Question and Answer Transcript**  
**July 28, 2004**

**Will a submission extension be granted to a college with a late start semester?**

Yes we will be granting exceptions as we have in the past.

**If the Social Security Number is less than 9 digits, should it be 0 or blank left-filled?**

The SSN field must have a valid nine digit SSN. Any zeros in the SSN should be represented with a 0.

**Does the GPA verification file still require a header?**

If the GPA verification file is uploaded through the WebGrants GPA upload screen, a header is not required.

**How many units does the student need to have to submit a GPA?**

A regular college GPA may be computed for students who have earned or received a minimum of 24 college semester units, or their equivalent.

Students who were previously not eligible to compete for a Cal Grant award because of a low or missing high school GPA may re-establish their GPA. To provide a re-established GPA, a student must have completed at least 16 semester units, but less than 24 semester units, of academic coursework at an accredited California Community College. Submission of a re-established GPA (of a least 2.00) may be used only for Competitive Cal Grant B award.

**Can a student only submit a GPA from college or can they use a high school GPA?**

Just like for the March 2 award cycle, if the student has completed at least 24 semester units or the equivalent, a regular college GPA should be submitted. Otherwise, a student can submit their high school GPA or a re-established GPA.

**Is there a Cal Grant manual available to schools?**

The portions of the new Cal Grant programs manual that are completed are posted on the Commission's website at [www.csac.ca.gov](http://www.csac.ca.gov) - click on Schools > Colleges > Cal Grant Manual. There are still some chapters under development that we are actively working on. The WebGrants User Guides are available for download from the WebGrants Help Page accessible by clicking on the Help link in the upper right corner of any WebGrants screen.

**Will CSAC notify schools if there are concurrent enrollment issues?**

Since a student cannot be paid at two schools, the schools in which the student is concurrently enrolled will have to sort out who will pay the student.

**Did you guys mention if the GPA verification forms (paper) have been sent to the schools? Or do we need to request them?**

Many schools indicated that their campuses do not use the GPA form and that automatic shipment of the forms causes significant waste. As a result, forms have not been shipped automatically, but are available for order. The Commission is using the EdFund online ordering system located here: [http://www.edfund.org:443/pubs\\_order/](http://www.edfund.org:443/pubs_order/) .

**What is the web page address for us to submit this file?**

Contact the CSAC Help Desk at (888) 294-0148 for the correct URL.

**Do we not need to include the Header Record as we used to in previous years?**

No header record is required when uploading through the Enrollment Upload page.

**Will Enrollment file upload eventually assist or eliminate school changes?**

No school change is completed as a result of a student appearing on a Community College Enrollment data file. The student's school of choice is determined from the ISIR record. We can consider this modification as a future WebGrants enhancement.

**Some of our classes begin in October, if student adds before Sep 2, are they considered "enrollments"?**

If the student adds prior to the September 9th deadline you should include them in the Enrollment Upload file.

**Can credit units be counted as part of the 16 to 23 units completed? These are degree applicable but no grade or recorded.**

No. The definition of an applicable GPA is a college GPA must be calculated on a 4.00 maximum scale on the basis of all college work completed, excluding nontransferable units and courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree. "All college work completed" includes all coursework for which grades are known to the reporting official and accepted for credit at the school reporting the GPA regardless of the grade received.

**How many terms back should we be including with the GPA and Re-established GPA?**

The GPAs submitted for Cal Grant consideration are cumulative and should always include all grades known to the reporting institution.

**Can we help you word the non-recipient letters? We always have students who think we are pulling all their aid and they panic.**

We always welcome suggestions from the Financial Aid community on how to improve Commission processes and materials. Send your suggestions to [otdtraining@csac.ca.gov](mailto:otdtraining@csac.ca.gov) and we will forward them to the appropriate individuals or group.

**Can we print a verification of an individual GPA submission?**

Not at this time. You can, however, view or change already submitted GPAs on the Change/View GPA page.

**We always get questions about who is supposed to verify who's GPA. Should other schools be verifying another schools GPA?**

It is always appropriate for a school to calculate a GPA for a student who will be, or who has attended their school. Please refer to our yearly GPA Operations Memo (Grant Operations Memo GOM 2003-09, released October 2003) on how to calculate GPAs.

**Where will the transcript & presentation be posted?**

A copy of the presentation is available on the Commission's website ([www.csac.ca.gov](http://www.csac.ca.gov)) From the home page, click on Schools, Colleges, and Training. The materials and the Q&A will stay out on the CSAC site for a long time. We still have presentations from last year out there!

**Where will the archived presentation be posted?**

The training will appear as an archived presentation on the [www.cccconfer.org](http://www.cccconfer.org) website within one week of the initial training and will be there for 60 days.