UNIVERSITY OF CALIFORNIA, MERCED

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In order to successfully administer State, Federal and Institutional financial aid programs, UC Merced operates under a variety of policies. Federal and State financial aid program policies are relied upon heavily and institutional policies are developed to supplement and/or clarify those policies when appropriate. As a new institution, UC Merced has been crafting policies and procedures diligently over the last several years. We expect that this process will continue indefinitely as the need for additional policies arise and/or we refine and enhance the existing policies. Following is a sampling of the current policies and procedures in place:

Vision-Mission Statement
Pell Grant
ACG-SMART Grants
Cal Grant
AB205_Domestic Partnership
Document Intake
Education Abroad Program
E-mail
Entrance/Exit Interviews
GRE Fee Waiver
Multi-Year Scholarships
Outside Agency Scholarships
Professional Judgment
Return to Title IV
Satisfactory Academic Progress
Security and Confidentiality
Summer Term
Transfer Monitoring
UCDC/UCSAC
Verification

Attached are the first three policies (Pell, ACG-SMART, Cal Grant) along with the Vision-Mission Statement as samples.

UNIVERSITY OF CALIFORNIA
UCMERCED
Office of Financial Aid and Scholarships

Vision

The Office of Financial Aid and Scholarships promotes a culture that values continuous improvement of policies, procedures and practices as we strive to serve each student, parent, and the greater University community. We will provide an environment that promotes excellent customer service as we implement a student aid delivery system that will serve as a model to other institutions.

Mission

The Office of Financial Aid and Scholarship's mission is to identify available resources, determine students' eligibility for, foster each student's understanding of, and make those resources available to every student in an accurate, efficient and timely manner thus ensuring that each student who is eligible to attend the University, has the financial resources to do so.

Pell Grant Policy and Procedure

UC Merced will award students a Federal PELL grant according to federal guidelines. The Office of Financial Aid and Scholarships has a PELL coordinator assigned to process all PELL grant transactions and inquiries. The PELL coordinator must up keep track of all PELL transactions and maintain constant communication with other departments and outside agencies.

Access Required: UCM PELL Grant Security Role
COD Log In
NSLDS Log In
FAA Access to CPS Log In

Eligibility and Award for PELL Grant

The Office of Financial Aid and Scholarships will assist in determining if a student is eligible for PELL grant. The OFAS is responsible to obtain verification documents from students who are selected for verification and process documents. Once verification is completed by the OFAS, a final eligibility is determined and award PELL accordingly. If a student is eligible the BANNER system will auto package and auto accept the Federal PELL Grant on to the student's record. The verification flag must be checked on ROAPELL once verification is complete.

Adjusting PELL Grant Amounts

If a student's record is selected for verification, once verification documents are reviewed, a possible EFC change may occur. The change in EFC can cause PELL grant eligibility to decrease or increase. When the EFC is updated, the system will automatically recalculate PELL grant amount. However, if the change in EFC is greater than 100, between the previously reported EFC and the new calculated EFC, the PELL grant funds will not disburse until the updated EFC is processed by Common, Origination, and Disbursement department (COD) and matched on the students system. If performing a "manual" adjustment to PELL, it must be performed on the second page of RPAAWRD. Once change has been done, lock PELL amount to prevent any other users to re-change.

***NOTE: To match EFC on BANNER use the RNAOVxx form

Reporting PELL Payment to COD

One week prior to first disbursement, an origination report must be sent to the Common, Origination, and Disbursement (COD) center. A file must be "extracted" and sent to COD. Once and acknowledgement has been received from COD, import

acknowledgement (file) on to BANNER. Review output for any rejected or over award student records. Most common error/reject reason is because "PELL and SYSTEM EFC do not match." Once EFC is matched, re-send a new origination record for that particular student. If there is an over-award on a student's record, resolution must be performed immediately after receiving acknowledgment. If over-award occurs on a student's record the PELL grant coordinator must contact other institution where the over-award has occurred. (usually listed on COD) and work together to resolve over-award.

Once first disbursement is released, a disbursement file must be sent out to COD, to update student's record in COD. Once acknowledgement (file) is received, it must be imported to BANNER and reviewed for all "rejected" or "over-award" student's record. Most common error/rejected reason is because of mismatched EFC and/or disbursement occurring on different transaction than what is listed on COD.

***Files sent to COD must be sent every two-three days (depending on time of academic year).

Reconciliation Process

UCM must conduct a reconciliation process for PELL grant funds. The OFAS in conjunction with the Student Business Service (SBS) department, and cashiers department must reconcile the funds paid and received for the academic year. Any discrepancies must be resolved immediately to update student's records to COD.

Academic Competitiveness and National Smart Grant Policies and Procedures

UC Merced will award Federal AC and SMART Grants to students according to federal guidelines. The Office of Financial Aid and Scholarships (OFAS) will work in conjunction with the Department of Education (DOE) to identify students who meet the guidelines for the ACG and SMART Grants. Once students have been identified the OFAS will award the appropriate grant to each eligible student. UC Merced evaluates all students for eligibility for either program.

The Office of Financial Aid and Scholarships has an ACG/SMART grant coordinator assigned to process all ACG/SMART grant transactions and inquiries. The ACG/SMART coordinator must up keep track of all ACG/SMART transactions and maintain constant communication with other departments and outside agencies.

Eligibility

Policy
The Department of Education will be communicating directly with students asking them to self-identify as eligible to receive either the ACG or SMART Grant. Once students have identified themselves as eligible, the DOE will send flat file lists of these students to the OFAS. It is the job of the OFAS to confirm the eligibility of each student. Below is a chart outlining the criterion for both the ACG and SMART Grant programs.

Eligibility Criterion	**First- Year ACG ($750**	**Second-Year ACG ($1,300)**	**SMART ($4,000)**
Pell Grant Recipient	✓	✓	✓
U.S. citizen	✓	✓	✓
Enrolled in 4 year degree program	✓	✓	✓
Full-time enrollment	✓	✓	✓
Demonstrated Need	✓	✓	✓
Did not receive a grant at the same level in his or her prior academic year	✓	✓	✓
First time as a regular student in an undergraduate program	✓		
In his/her first academic year of an undergraduate program	✓		
In his/her second academic year of an undergraduate program		✓	
In his/her third or fourth academic year of an undergraduate program			✓
Rigorous secondary school curricula	✓	✓	
GPA (3.0)		✓	✓
Eligible Major			✓
AP/IB Course Work and Test Score	✓		

Non-Resident Students Meeting Rigorous Curricula Requirements	✓		
	✓		

The Office of Financial Aid and Scholarships will assist in determining if a student is eligible for ACG and SMART grants. The OFAS is responsible for obtaining verification documents from students who are selected for verification and process documents. Once verification is completed by the OFAS, final eligibility is determined and the ACG or SMART grant is awarded accordingly. If a student is eligible the BANNER system will auto package and auto accept the Federal ACG or SMART Grant on to the student's record. The verification flag must be checked on ROAPELL once verification is complete.

Procedure
The OFAS awards an offer of the ACG and SMART Grant prior to the start of the academic year to all students. Prior to the term beginning the OFAS will confirm students' eligibility for the ACG and SMART Grants by running reports that use the data stored in the student information system (BANNER). These reports will consider all financial aid students for the ACG and SMART grants, not just those that self selected on the FAFSA as meeting the qualifications. Full time enrollment will be verified at the census date (third week of the semester) the same as for Pell Grants.

See appendix for reports run to verify eligibility.

Awarding

Policy
The OFAS will follow all federal guidelines in awarding the ACG and SMART Grants. Students are initially awarded the grants based on the criteria in the chart above. Prior to the beginning of instruction clean up will take place to confirm the students' eligibility.

Procedure-ACG
The OFAS awards ACG grant awards during the automated packaging process that happens when FAFSAs are loaded into Banner. During the process of loading FAFSAs into Banner the state that the student's high school graduation took place in and the date of graduation are populated on ROAHSDT in Banner. In addition, the State Recognized Program of Study is populated. Students are awarded either an FACG1 or FACG2 based on this information during the auto packaging process. For specific awarding rules see the appendix. The automatic process excludes Non-resident students and students who received AP/IB credit.

Procedure- SMART

The OFAS awards SMART grant awards during the automated packaging process that happens when FAFSAs are loaded into Banner. Students are awarded either an FSMT1 or FSMT2 based on the criteria listed in the chart above during the auto packaging process. For specific awarding rules see the appendix. The automatic process excludes Non-resident students and students who received AP/IB credit.

Example:
Student: Joe Noname
Freshman
PC 977
SC 0

Budget: On Campus
Dependent

Name of Award	Original Award Amount	New Award Amount	
Cal Grant A	$6,141	$6,141	
Pell Grant	$3,100	$3,100	
USAP	$1,974	$1,974	
Work-study	$3,000	$3,000	
Student Loans	$2,625	$2,625	
PLUS Loan	$3,875	$3,125	
Unmet Need	$0	$0	
AC Grant	$0	$750	

Example:
Student: Jane Smarty
Junior
PC 0
SC 0

Budget: On Campus
Independent

Name of Award	Original Award Amount	New Award Amount	
Cal Grant A	$6,141	$6,141	
Cal Grant B	$1,551	$1,551	
Pell Grant	$4,050	$4,050	
USAP	$450	$450	
Work-study	$3,000	$1,000	
Student Loans	$5,500	$3,500	
Unmet Need	$1,000	$0	
SMART Grant	$0	$4,000	

Monitoring

Procedure
Eligibility for ACG and SMART grants should be monitored on an on going basis. We award in the spring based on eligibility at that time. Eligibility will be monitored again at census semester to make sure that students have maintained eligibility. This monitoring will be done at throughout the summer and at census for each semester, see chart below for schedule.

Clean Up Reports

Prior to Term Start:	
ACG or SMART – No Pell	Make sure students still have a Pell grant.
ACG SMART- Grade Level Discrepancy	Make sure that students confirmed grade level matched award (i.e. transcripts have been reviewed and student has gone from Junior to Sophomore)
RPRSMRT	Will give you potentially eligible students, showing you major, but not GPA.
AP/IB Clean Up	Report looks for new students that have taken an AP test with a score of 3 or higher or an IB test with a score of 4 or higher. The list then needs to be sent to Admissions to see if the student completed at least two AP or IB courses as appropriate.
SMART Courses (manual list)	Send list of students with SMART grants and courses they are enrolled in to Academic Advisors to make sure students are enrolled in at least one major related course.
ACG Eligible Non-Resident Students	List looks for students that meet ACG criteria, except are non-resident. They need to be individually reviewed to see if they meet the rigorous high school curricula requirement (compare high school course work with list for each state-will need assistance from admissions). DOE list: ://www.ed.gov/admins/finaid/about/ac-smart/state-programs.
Census:	
ACG Summary	Look for students who do not meet criteria and

	are not enrolled in full time units.
SMART Summary	Look for students who do not meet criteria and are not enrolled in full time units.
SMART Courses	Verify that the students with SMART grants are enrolled in at least one major related course from the list the advisors confirmed.

Appendix

ACG Fund Awarding Rules:

FACG1:

```
SELECT DISTINCT(RPRAWRD_PIDM)
FROM RPRAWRD RA
WHERE :PIDM = RPRAWRD_PIDM
AND RPRAWRD_FUND_CODE LIKE 'PELL%'
AND RPRAWRD_AIDY_CODE = :AIDY
AND RPRAWRD_AWST_CODE IN ('O','A')
AND RPRAWRD_ACCEPT_AMT > 0
AND EXISTS (SELECT DISTINCT 'Y'
        FROM RCRAPP3,RCRAPP1
        WHERE RA.RPRAWRD_PIDM = RCRAPP1_PIDM
        AND RA.RPRAWRD_PIDM = RCRAPP3_PIDM
        AND RA.RPRAWRD_AIDY_CODE = RCRAPP1_AIDY_CODE
        AND RA.RPRAWRD_AIDY_CODE = RCRAPP3_AIDY_CODE
        AND RCRAPP1_INFC_CODE = RCRAPP3_INFC_CODE
        AND RCRAPP1_SEQ_NO = RCRAPP3_SEQ_NO
        AND RCRAPP1_CURR_REC_IND = 'Y'
        AND RCRAPP1_CITZ_IND = '1'
        AND RCRAPP3_YR_IN_COLL_2 IN (0,1))
AND (EXISTS (SELECT 'Y'
        FROM SGBSTDN,STVRESD
        WHERE RA.RPRAWRD_PIDM = SGBSTDN_PIDM
        AND SGBSTDN_TERM_CODE_EFF = (SELECT
MAX(SGBSTDN_TERM_CODE_EFF)
                                FROM SGBSTDN
                                WHERE RA.RPRAWRD_PIDM = SGBSTDN_PIDM)
        AND SGBSTDN_LEVL_CODE = 'UG'
        AND SGBSTDN_RESD_CODE = STVRESD_CODE
        AND STVRESD_IN_STATE_IND = 'I'
        AND SGBSTDN_STST_CODE = 'AS')
OR (EXISTS (SELECT 'Y'
        FROM ZAS_ADM_APPBASICS,STVTERM
        WHERE RA.RPRAWRD_PIDM = PIDM_KEY
        AND ADMT_CODE IN ('RA','RE','RC','UD')
        AND RA.RPRAWRD_AIDY_CODE = STVTERM_FA_PROC_YR
        AND TERM_CODE_KEY = STVTERM_CODE)
AND EXISTS (SELECT 'Y'
        FROM ROBUSDF
        WHERE RA.RPRAWRD_PIDM = ROBUSDF_PIDM
```

```
        AND RA.RPRAWRD_AIDY_CODE = ROBUSDF_AIDY_CODE
        AND ROBUSDF_VALUE_11 = 'UG'
        AND ROBUSDF_VALUE_12 = 'R')))
AND EXISTS (SELECT 'Y'
        FROM ZAS_ADM_APPBASICS
        WHERE RA.RPRAWRD_PIDM = PIDM_KEY
        AND ADMT_CODE IN ('RA','RE','RC','UD')
        AND TERM_CODE_KEY = (SELECT MAX(TERM_CODE_KEY)
                             FROM ZAS_ADM_APPBASICS
                             WHERE RA.RPRAWRD_PIDM = PIDM_KEY))
AND DECODE(TO_CHAR(FLOOR(((SELECT
NVL(SUM(SHRTGPA_HOURS_EARNED),0)
        FROM SHRTGPA
        WHERE RA.RPRAWRD_PIDM = SHRTGPA_PIDM) +
(SELECT NVL(SUM(SFRSTCR_CREDIT_HR),0)
        FROM SFRSTCR FA,STVTERM
        WHERE RA.RPRAWRD_PIDM = SFRSTCR_PIDM
        AND SFRSTCR_TERM_CODE = STVTERM_CODE
        AND STVTERM_FA_PROC_YR < RA.RPRAWRD_AIDY_CODE
        AND NOT EXISTS (SELECT 'Y'
                FROM SHRTGPA
                WHERE FA.SFRSTCR_PIDM = SHRTGPA_PIDM
                AND FA.SFRSTCR_TERM_CODE =
SHRTGPA_TERM_CODE)))/30)),'0','FR','1','SO','2','JR','SR') = 'FR'
AND (SELECT COUNT(UNIQUE RPRATRM_TERM_CODE)
        FROM RPRATRM
        WHERE RA.RPRAWRD_PIDM = RPRATRM_PIDM
        AND RPRATRM_FUND_CODE = 'FACG1'
        AND RPRATRM_PAID_AMT > 0) <= 1
```

FACG2:

```
SELECT DISTINCT(RPRAWRD_PIDM)
FROM RPRAWRD RA
WHERE :PIDM = RPRAWRD_PIDM
AND RPRAWRD_FUND_CODE LIKE 'PELL%'
AND RPRAWRD_AIDY_CODE = :AIDY
AND RPRAWRD_AWST_CODE IN ('O','A')
AND RPRAWRD_ACCEPT_AMT > 0
AND EXISTS (SELECT DISTINCT 'Y'
        FROM RCRAPP3,RCRAPP1
        WHERE RA.RPRAWRD_PIDM = RCRAPP1_PIDM
        AND RA.RPRAWRD_PIDM = RCRAPP3_PIDM
        AND RA.RPRAWRD_AIDY_CODE = RCRAPP1_AIDY_CODE
```

```
        AND RA.RPRAWRD_AIDY_CODE = RCRAPP3_AIDY_CODE
        AND RCRAPP1_INFC_CODE = RCRAPP3_INFC_CODE
        AND RCRAPP1_SEQ_NO = RCRAPP3_SEQ_NO
        AND RCRAPP1_CURR_REC_IND = 'Y'
        AND RCRAPP1_CITZ_IND = '1'
        AND RCRAPP3_YR_IN_COLL_2 = 2)
AND ((EXISTS (SELECT 'Y'
        FROM SGBSTDN,STVRESD
        WHERE RA.RPRAWRD_PIDM = SGBSTDN_PIDM
        AND SGBSTDN_TERM_CODE_EFF = (SELECT
MAX(SGBSTDN_TERM_CODE_EFF)
                                FROM SGBSTDN
                                WHERE RA.RPRAWRD_PIDM = SGBSTDN_PIDM)
        AND SGBSTDN_LEVL_CODE = 'UG'
        AND SGBSTDN_RESD_CODE = STVRESD_CODE
        AND STVRESD_IN_STATE_IND = 'I'
        AND SGBSTDN_STST_CODE = 'AS')
AND (SELECT
SUM(SHRTGPA_QUALITY_POINTS)/SUM(SHRTGPA_GPA_HOURS)
        FROM SHRTGPA
        WHERE RA.RPRAWRD_PIDM = SHRTGPA_PIDM
        AND NVL(SHRTGPA_GPA_HOURS,0) > 0) >= 3)
OR ((SELECT MAX(SELF_COLL_GPA)
        FROM ZAS_ADM_APPBASICS,STVTERM
        WHERE RA.RPRAWRD_PIDM = PIDM_KEY
        AND ADMT_CODE IN ('RA','RE','RC','UD')
        AND RA.RPRAWRD_AIDY_CODE = STVTERM_FA_PROC_YR
        AND TERM_CODE_KEY = STVTERM_CODE
        AND TERM_CODE_KEY = (SELECT MAX(TERM_CODE_KEY)
                                FROM ZAS_ADM_APPBASICS
                                WHERE RA.RPRAWRD_PIDM = PIDM_KEY)) >= 3
AND EXISTS (SELECT 'Y'
        FROM ROBUSDF
        WHERE RA.RPRAWRD_PIDM = ROBUSDF_PIDM
        AND RA.RPRAWRD_AIDY_CODE = ROBUSDF_AIDY_CODE
        AND ROBUSDF_VALUE_11 = 'UG'
        AND ROBUSDF_VALUE_12 = 'R')))
AND EXISTS (SELECT 'Y'
        FROM ZAS_ADM_APPBASICS
        WHERE RA.RPRAWRD_PIDM = PIDM_KEY
        AND ADMT_CODE IN ('RA','RE','RC','UD')
        AND TERM_CODE_KEY = (SELECT MAX(TERM_CODE_KEY)
                                FROM ZAS_ADM_APPBASICS
```

```
                                WHERE RA.RPRAWRD_PIDM = PIDM_KEY))
AND DECODE(TO_CHAR(FLOOR(((SELECT
NVL(SUM(SHRTGPA_HOURS_EARNED),0)
        FROM SHRTGPA
        WHERE RA.RPRAWRD_PIDM = SHRTGPA_PIDM) +
(SELECT NVL(SUM(SFRSTCR_CREDIT_HR),0)
        FROM SFRSTCR FA,STVTERM
        WHERE RA.RPRAWRD_PIDM = SFRSTCR_PIDM
        AND SFRSTCR_TERM_CODE = STVTERM_CODE
        AND STVTERM_FA_PROC_YR < RA.RPRAWRD_AIDY_CODE
        AND NOT EXISTS (SELECT 'Y'
                FROM SHRTGPA
                WHERE FA.SFRSTCR_PIDM = SHRTGPA_PIDM
                AND FA.SFRSTCR_TERM_CODE =
SHRTGPA_TERM_CODE)))/30)),'0','FR','1','SO','2','JR','SR') = 'SO'
AND (SELECT COUNT(UNIQUE RPRATRM_TERM_CODE)
        FROM RPRATRM
        WHERE RA.RPRAWRD_PIDM = RPRATRM_PIDM
        AND RPRATRM_FUND_CODE = 'FACG2'
        AND RPRATRM_PAID_AMT > 0) <= 1
```

SMART Fund Awarding Rules:
FSMT3:

```
SELECT DISTINCT(RPRAWRD_PIDM)
FROM RPRAWRD RA
WHERE :PIDM = RPRAWRD_PIDM
AND RPRAWRD_FUND_CODE LIKE 'PELL%'
AND RPRAWRD_AIDY_CODE = :AIDY
AND RPRAWRD_AWST_CODE IN ('O','A')
AND RPRAWRD_ACCEPT_AMT > 0
AND EXISTS (SELECT DISTINCT 'Y'
        FROM RCRAPP3,RCRAPP1
        WHERE RA.RPRAWRD_PIDM = RCRAPP1_PIDM
        AND RA.RPRAWRD_PIDM = RCRAPP3_PIDM
        AND RA.RPRAWRD_AIDY_CODE = RCRAPP1_AIDY_CODE
        AND RA.RPRAWRD_AIDY_CODE = RCRAPP3_AIDY_CODE
        AND RCRAPP1_INFC_CODE = RCRAPP3_INFC_CODE
        AND RCRAPP1_SEQ_NO = RCRAPP3_SEQ_NO
        AND RCRAPP1_CURR_REC_IND = 'Y'
        AND RCRAPP1_CITZ_IND = '1'
        AND RCRAPP3_YR_IN_COLL_2 = '3')
AND ((EXISTS (SELECT 'Y'
        FROM SGBSTDN
```

```
        WHERE RA.RPRAWRD_PIDM = SGBSTDN_PIDM
        AND SGBSTDN_TERM_CODE_EFF = (SELECT
MAX(SGBSTDN_TERM_CODE_EFF)
                                FROM SGBSTDN
                                WHERE RA.RPRAWRD_PIDM = SGBSTDN_PIDM)
        AND SGBSTDN_LEVL_CODE = 'UG'
        AND SGBSTDN_STST_CODE = 'AS'
        AND SGBSTDN_MAJR_CODE_1 IN
('BENG','BIOE','CSE','ENVE','ME','MSE','BIOS','HBIO','MATH','ESS','CHEM','PHYS')
)
AND (SELECT
SUM(SHRTGPA_QUALITY_POINTS)/SUM(SHRTGPA_GPA_HOURS)
        FROM SHRTGPA
        WHERE RA.RPRAWRD_PIDM = SHRTGPA_PIDM
        AND NVL(SHRTGPA_GPA_HOURS,0) > 0) >= 3)
OR ((SELECT MAX(SELF_COLL_GPA)
        FROM ZAS_ADM_APPBASICS,STVTERM
        WHERE RA.RPRAWRD_PIDM = PIDM_KEY
        AND ADMT_CODE IN ('RA','RE','RC','UD')
        AND RA.RPRAWRD_AIDY_CODE = STVTERM_FA_PROC_YR
        AND TERM_CODE_KEY = STVTERM_CODE
        AND MAJR_CODE_1 IN
('BENG','BIOE','CSE','ENVE','ME','MSE','BIOS','HBIO','MATH','ESS','CHEM','PHYS')
        AND TERM_CODE_KEY = (SELECT MAX(TERM_CODE_KEY)
                                FROM ZAS_ADM_APPBASICS
                                WHERE RA.RPRAWRD_PIDM = PIDM_KEY)) >= 3
AND EXISTS (SELECT 'Y'
        FROM ROBUSDF
        WHERE RA.RPRAWRD_PIDM = ROBUSDF_PIDM
        AND RA.RPRAWRD_AIDY_CODE = ROBUSDF_AIDY_CODE
        AND ROBUSDF_VALUE_11 = 'UG'
        AND ROBUSDF_VALUE_12 = 'R')))
AND (DECODE(TO_CHAR(FLOOR(((SELECT
NVL(SUM(SHRTGPA_HOURS_EARNED),0)
        FROM SHRTGPA
        WHERE RA.RPRAWRD_PIDM = SHRTGPA_PIDM) +
(SELECT NVL(SUM(SFRSTCR_CREDIT_HR),0)
        FROM SFRSTCR FA,STVTERM
        WHERE RA.RPRAWRD_PIDM = SFRSTCR_PIDM
        AND SFRSTCR_TERM_CODE = STVTERM_CODE
        AND STVTERM_FA_PROC_YR < RA.RPRAWRD_AIDY_CODE
        AND NOT EXISTS (SELECT 'Y'
                FROM SHRTGPA
```

```
                WHERE FA.SFRSTCR_PIDM = SHRTGPA_PIDM
                AND FA.SFRSTCR_TERM_CODE =
SHRTGPA_TERM_CODE)))/30)),'0','FR','1','SO','2','JR','SR') = 'JR'
        OR EXISTS (SELECT DISTINCT 'Y'
                FROM ZARADAP,STVTERM
                WHERE RA.RPRAWRD_PIDM = ZARADAP_PIDM
                AND ZARADAP_APCT_CODE = 'JR'
                AND STVTERM_FA_PROC_YR = RA.RPRAWRD_AIDY_CODE
                AND ZARADAP_TERM_CODE  = STVTERM_CODE))
AND (SELECT COUNT(UNIQUE RPRATRM_TERM_CODE)
        FROM RPRATRM
        WHERE RA.RPRAWRD_PIDM = RPRATRM_PIDM
        AND RPRATRM_FUND_CODE = 'FSMT3'
        AND RPRAWRD_PAID_AMT > 0) <= 1
```

FSMT4:

```
SELECT DISTINCT(RPRAWRD_PIDM)
FROM RPRAWRD RA
WHERE :PIDM = RPRAWRD_PIDM
AND RPRAWRD_FUND_CODE LIKE 'PELL%'
AND RPRAWRD_AIDY_CODE = :AIDY
AND RPRAWRD_AWST_CODE IN ('O','A')
AND RPRAWRD_ACCEPT_AMT > 0
AND EXISTS (SELECT DISTINCT 'Y'
        FROM RCRAPP3,RCRAPP1
        WHERE RA.RPRAWRD_PIDM = RCRAPP1_PIDM
        AND RA.RPRAWRD_PIDM = RCRAPP3_PIDM
        AND RA.RPRAWRD_AIDY_CODE = RCRAPP1_AIDY_CODE
        AND RA.RPRAWRD_AIDY_CODE = RCRAPP3_AIDY_CODE
        AND RCRAPP1_INFC_CODE = RCRAPP3_INFC_CODE
        AND RCRAPP1_SEQ_NO = RCRAPP3_SEQ_NO
        AND RCRAPP1_CURR_REC_IND = 'Y'
        AND RCRAPP1_CITZ_IND = '1'
        AND RCRAPP3_YR_IN_COLL_2 = '4')
AND ((EXISTS (SELECT 'Y'
        FROM SGBSTDN
        WHERE RA.RPRAWRD_PIDM = SGBSTDN_PIDM
        AND SGBSTDN_TERM_CODE_EFF = (SELECT
MAX(SGBSTDN_TERM_CODE_EFF)
                        FROM SGBSTDN
                        WHERE RA.RPRAWRD_PIDM = SGBSTDN_PIDM)
        AND SGBSTDN_LEVL_CODE = 'UG'
        AND SGBSTDN_STST_CODE = 'AS'
```

```
        AND SGBSTDN_MAJR_CODE_1 IN
('BENG','BIOE','CSE','ENVE','ME','MSE','BIOS','HBIO','MATH','ESS','CHEM','PHYS')
)
AND (SELECT
SUM(SHRTGPA_QUALITY_POINTS)/SUM(SHRTGPA_GPA_HOURS)
        FROM SHRTGPA
        WHERE RA.RPRAWRD_PIDM = SHRTGPA_PIDM
        AND NVL(SHRTGPA_GPA_HOURS,0) > 0) >= 3)
OR ((SELECT MAX(SELF_COLL_GPA)
        FROM ZAS_ADM_APPBASICS,STVTERM
        WHERE RA.RPRAWRD_PIDM = PIDM_KEY
        AND ADMT_CODE IN ('RA','RE','RC','UD')
        AND RA.RPRAWRD_AIDY_CODE = STVTERM_FA_PROC_YR
        AND TERM_CODE_KEY = STVTERM_CODE
        AND MAJR_CODE_1 IN
('BENG','BIOE','CSE','ENVE','ME','MSE','BIOS','HBIO','MATH','ESS','CHEM','PHYS')
        AND TERM_CODE_KEY = (SELECT MAX(TERM_CODE_KEY)
                                FROM ZAS_ADM_APPBASICS
                                WHERE RA.RPRAWRD_PIDM = PIDM_KEY)) >= 3
AND EXISTS (SELECT 'Y'
        FROM ROBUSDF
        WHERE RA.RPRAWRD_PIDM = ROBUSDF_PIDM
        AND RA.RPRAWRD_AIDY_CODE = ROBUSDF_AIDY_CODE
        AND ROBUSDF_VALUE_11 = 'UG'
        AND ROBUSDF_VALUE_12 = 'R')))
AND (DECODE(TO_CHAR(FLOOR(((SELECT
NVL(SUM(SHRTGPA_HOURS_EARNED),0)
        FROM SHRTGPA
        WHERE RA.RPRAWRD_PIDM = SHRTGPA_PIDM) +
(SELECT NVL(SUM(SFRSTCR_CREDIT_HR),0)
        FROM SFRSTCR FA,STVTERM
        WHERE RA.RPRAWRD_PIDM = SFRSTCR_PIDM
        AND SFRSTCR_TERM_CODE = STVTERM_CODE
        AND STVTERM_FA_PROC_YR < RA.RPRAWRD_AIDY_CODE
        AND NOT EXISTS (SELECT 'Y'
                FROM SHRTGPA
                WHERE FA.SFRSTCR_PIDM = SHRTGPA_PIDM
                AND FA.SFRSTCR_TERM_CODE =
SHRTGPA_TERM_CODE)))/30)),'0','FR','1','SO','2','JR','SR') = 'SR'
        OR EXISTS (SELECT DISTINCT 'Y'
                FROM ZARADAP,STVTERM
                WHERE RA.RPRAWRD_PIDM = ZARADAP_PIDM
                AND ZARADAP_APCT_CODE = 'SR'
```

```
                AND STVTERM_FA_PROC_YR = RA.RPRAWRD_AIDY_CODE
                AND ZARADAP_TERM_CODE  = STVTERM_CODE))
AND (SELECT COUNT(UNIQUE RPRATRM_TERM_CODE)
        FROM RPRATRM
        WHERE RA.RPRAWRD_PIDM = RPRATRM_PIDM
        AND RPRATRM_FUND_CODE = 'FSMT4'
        AND RPRAWRD_PAID_AMT > 0) <= 1
```

CSAC Administrator Handbooks

For more detailed information, please refer to the CSAC administrator handbooks. These handbooks should be kept with the Cal Grant coordinator.

CSAC Contact Phone Numbers

888-294-0153
Option 1: Cal Grant Transactions
Prior Year Reconciliation Assistance: (916) 526-7961
2: Specialized Programs
BYRD: (916)526-7953, (916) 526-7977 fax
CHAFEE: (916) 526-6487, (916) 526-7977 fax
3: School Support (GPA Submission Assistance)
4: ITS Help (916) 526-7981
5: Order Forms

Eligibility

UC Merced in coordination with the Financial Aid office must first obtain and complete a Cal Grant Institutional Participation Agreement (IPA) from the California Student Aid Commission (CSAC). UCOP submits the *yearly college cost estimates* for the Commission for all UC campuses. The form is mailed out in October to institutions and due by December of every year for the following academic year.

Webgrants

An Information Security and Confidentiality Agreement and a System Administrator's Access Request Form must be completed and signed by an authorized official in order to obtain access the Webgrants system. The forms must also be completed or updated when a change has occurred with personnel in the Financial Aid Office. The System Administrator will be the designated individual to whom the Commission will identify as the lead person for submitting changes and updates to the Commission.

Types of Cal Grant programs administered at UC Merced

Cal Grant A (Entitlement, Transfer Entitlement, and Competitive)

- *Entitlement:* Graduating High School senior w/ 3.0 or above GPA
- *Transfer Entitlement*: Transfer student w/ 2.4 or above CC GPA, must complete at least 24 CC units, and under the age of 24.
- *Competitive:* Student w/ 3.0 or above GPA

***The Cal Grant A is a grant that covers up to the full amount of system-wide fees for up to four academic years.

Cal Grant B (Entitlement, Transfer Entitlement, and Competitive)

- *Entitlement*: Graduating High School senior w/ 2.0 or above GPA
- *Transfer Entitlement:* Transfer student w/ 2.4 or above GPA, must complete at least 24 CC units, and under the age of 24.
- *Competitive:* Student w/ 2.0 or above GPA

***The Cal Grant B is a grant that covers up to the full amount of system-wide fees, and awards a stipend (access) of $1,551 to help cover additional educational expenses. Cal Grant B is only for students that demonstrate exceptional financial need. Recipients of this award will receive stipend (access) amount only, for the first year. Every year after the student will receive both the stipend (access) as well as the fees portion of the award.

Student Eligibility

Student must meet the following eligibility requirements for the Cal Grant programs at UC Merced:

- Be a matriculated undergraduate student at UC Merced
- Must be enrolled at least half-time status
- Must be a U.S. citizen or eligible non-citizen
- Have a valid social security number
- Be a California resident
- Demonstrate financial need (see student financial need)
- Meet the income ceilings and assets in accordance to CSAC regulations (limits are provided yearly by the Student Aid Commission)
- Maintain satisfactory academic progress according to UC Merced SAP regulations
- Have met the U.S. Selective Service requirements
- Not be in default on any student loan or not be incarcerated

It is the responsibility of the Cal Grant processor at UC Merced to verify that students meet the eligibility requirements prior to disbursing funds. When necessary the Financial Aid Office must submit student records for changes on the FAFSA, and must notify CSAC of any changes affecting the student's Cal Grant eligibility.

Reporting and Receiving Payments

Every academic year (after budget becomes law) CSAC will advance money to UC Merced for payment of the Cal Grant awards. Advances should occur every term during the academic year. Funds should be received at our accounting office through Electronic Funds Transfer (EFT). The funds should be deposited in an account identified as property

of the State of California. Once money is received and posted on students accounts, the Cal Grant processor must validate grant amounts for the Cal Grant recipients prior to disbursement. The accounting office will be responsible for the disbursement of funds to each recipient (10 days prior to term beginning) either EFT or paper checks. Once

disbursement has been made the Cal Grant processor should begin reporting payments to CSAC through the Webgrants system.

Students Financial Need

New Recipients

Eligibility for new recipients is determined by CSAC. Students can be selected into the program, but have no payment eligibility because of other aid they may be receiving. For new cal grant recipients the income/asset ceilings must be verified. Please refer to the CSAC Cal Grant Program Income Ceilings for amounts and limits. *Please note: family income is AGI + worksheet A + worksheet B - worksheet C= Total Family Income. Assets are cash, savings and checking + Investments + and 40% of the Business Value = Total Assets. The total assets can not exceed listed asset ceilings. A Dependent student's family income only includes the parent's portion of income and assets from the FAFSA. An Independent student only considers the students portion of income and assets on FAFSA.*

Renewal Recipients

Students must have a minimum financial "need" to be eligible for a renewal of their Cal Grant. The Cal Grant processor must report the need to the Commission when reporting payment on webgrants. To calculate financial need the following formula is used:

COA
- EFC
- Pell
- Veteran's Benefits
= Unmet Need

The following are minimum requirements for student financial need:

(**New** Cal Grant A recipients) Total Grant amount + $1500 = Minimum Need
Ex. (amount of grant) $5684 + $1500 = $7184

(**Renewal** Cal Grant A recipients) Minimum need = $100

(**New or Renewal** Cal Grant B recipients) Minimum need = $700

* In certain cases, a financial aid advisor is able to make adjustments to a student's budget. The adjustments should be according to federal regulations, which could affect a student's financial need or eligibility.

The unmet need for Renewal Cal Grant recipients is calculated using the Banner student information system. The calculation is stored on Banner form ROAUSDF in field 50. The resulting unmet need value is reported on WebGrants for each student as the Cal Grant award is verified. If the students EFC changes, and the change has an effect on the student's Cal Grant eligibility, then, the calculation as well as the unmet need value will be updated on Banner and on WebGrants as appropriate. *Note: This process was*

implemented as a result of Program Compliance Review #80700131301 in September 2007.

Student Notification

Students are notified by UC Merced of their Cal Grant eligibility in three ways. Students receive an email from the OFAS that includes their Award Information Sheet, then they receive a paper copy of their Award Information Sheet in the mail and finally they receive a postcard in the mail with instructions on how to log into their on-line account and view requirements, accept/decline their awards and view award messages. At the time of award, Cal Grant B stipend recipients are notified that their stipend will be applied towards their account balance unless they request otherwise, see Appendix A.

Disbursement of Funds

The Cal Grant processor must verify that Cal Grant recipients meet the eligibility requirements prior to disbursing the funds. The tuition and fees portion of the grant amount can not exceed the University Fee portion of the tuition and should be adjusted according to the student enrollment status. The fee portion of the grant should be applied to a students account balance, unless the student requests otherwise. The stipend portion of the grant will be applied to the student's account balance unless they notify us otherwise. Payments for the Cal Grant funds can be released 10 days prior to the first day of the term. Disbursement to the students can be made by direct deposit or paper check.

Third Party

If a student is receiving benefits from an outside resource to pay fees, then the fees portion of the Cal Grant amount must be adjusted according to the award amount of the third part payment. Under no circumstances is the fees portion of the Cal Grant disbursed if a student's fees are being paid by an outside resource or third party. However, we should try to preserve Cal Grant eligibility for future semesters. Note: *Stipend awards (access awards) are not affected by third party payments.*

Recovery of Funds

The Financial Aid Office is responsible for recovering funds if the student drops to less than half time enrollment or does not attend at all. Any over awards must be resolved and we must immediately notify CSAC of the change on a student's record. The UC Merced OFAS makes adjustments to students' awards until that academic census date at the third week of the semester. Enrollment is not monitored by the institution after this date. At this point, students' financial aid awards are adjusted to reflect actual enrollment at the census date and if funds need to be returned to CSAC this is done at that point.

Reconciliation of Funds

The Cal Grant processor must maintain accurate reconciliation records of all disbursed amounts with the accounting department and CSAC. Payments for each student should match the Commission's records. Reconciliation should be done on a regular basis throughout the academic year by reviewing certain reports available through webgrants:

- Accept / Reject reports
- Payment activity report
- Webgrants reconciliation report

- Withdrawn student report
- Unclaimed Awards
-Unable to Determine Remaining Eligibility
- Grant Roster – Reports are also available through the Roster:
    - Dropped Records
    - Change Records
    - First Time on Roster

A final reconciliation is preformed at the end of each semester and academic year between the Financial Aid office, Accounting, and CSAC.

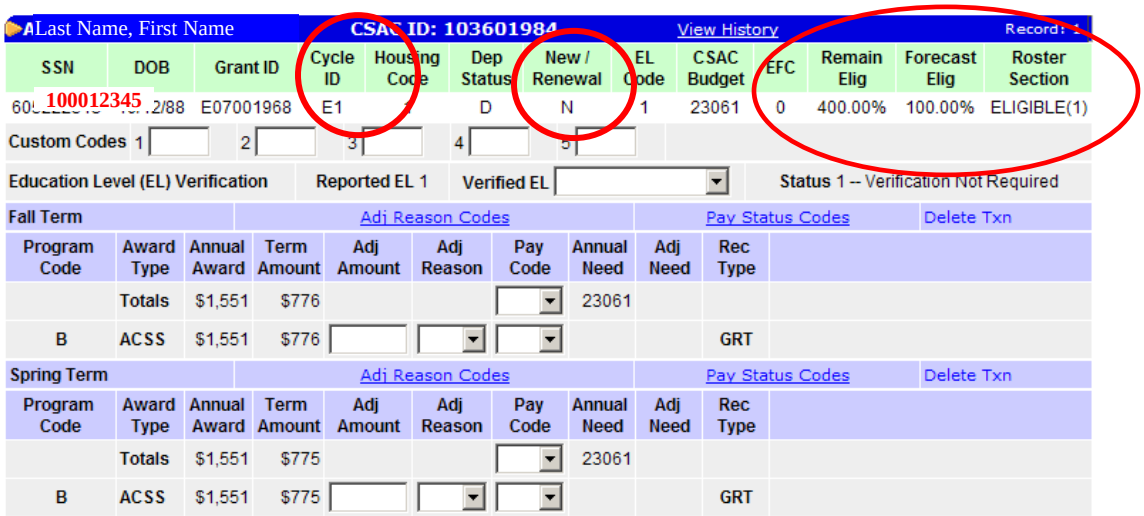
Note: *Records must be maintained for three years for auditing purposes*

Steps to Award Cal Grant

• UC Merced will award estimated Cal Grant awards to fist time freshmen on their initial package. Check the list of all students with estimated Cal Grant awards to verify that each student does have a Cal Grant award with CSAC on WebGrants (://webgrants.csac.ca.gov/logon.). If a student has an estimated award in Banner, but has not been awarded with CSAC, then it would be necessary to cancel the estimated award on the student's record and adjust the award package accordingly.

• Print UC Merced roster through Webgrants to have a reference guide of which students have a Cal Grant award.

1) Verify the student is on the UC Merced Cal Grant Roster, in the eligible section.
- Once the current year roster is printed, go through the Roster and write the Banner Student ID numbers for the students. This will help to compare the student's awards between Banner and WebGrants. Double check students with similar names to ensure you are awarding the correct student.



ALast Name, First Name CSAC ID: 103601984 View History Record:

SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	CSAC Budget	EFC	Remain Elig	Forecast Elig	Roster Section
60[illegible] 100012345	[illegible].2/88	E07001968	E1	[illegible]	D	N	1	23061	0	400.00%	100.00%	ELIGIBLE(1)

Custom Codes 1 2 3 4 5

Education Level (EL) Verification Reported EL 1 Verified EL Status 1 -- Verification Not Required

Fall Term Adj Reason Codes Pay Status Codes Delete Txn

Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Adj Need	Rec Type
	Totals	$1,551	$776				23061		
B	ACSS	$1,551	$776						GRT

Spring Term Adj Reason Codes Pay Status Codes Delete Txn

Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Adj Need	Rec Type
	Totals	$1,551	$775				23061		
B	ACSS	$1,551	$775						GRT

- Next notice their Cycle ID and New/Renewal Status, and Eligibility. This will help to ensure that the Grant is awarded by the correct fund and entered correctly when entering the award in Banner. This is important for the reconciliation process. There are several codes to match the student's Cal Grant status:

Cal Grant A Competitive New (CACN)
Cal Grant A Competitive Renew (CACR)
Cal Grant A Entitlement New (CAEN)
Cal Grant A Entitlement Renew (CAER)
Cal Grant B Fee Competitive New (CBFCN)
Cal Grant B Fee Competitive Renew (CBFCR)
Cal Grant B Fee Entitlement New (CBFEN)
Cal Grant B Fee Entitlement Renew (CBFER)
Cal Grant B Stipend Competitive New (CBSCN)
Cal Grant B Stipend Competitive Renew (CBSCR)
Cal Grant B Stipend Entitlement New (CBSEN)
Cal Grant B Stipend Entitlement Renew (CBSER)

2) If student is selected for verification, make sure the verification process is complete. In Banner, look in RRAAREQ, and verify the requirements have been satisfied. If the student has unsatisfied requirements, leave the Cal Grant award in the "Estimated" status in RPAAWD until verification is complete.

3) Once the verification is complete, make sure the student meets the requirements for the Cal Grant award. (i.e. income, asset, and unmet need) Look in RNANAXX

and verify that the income and asset requirements are met. If the student is Dependent, use parents income and assets only. The Income and Asset Ceilings

are available through the California Student Aid Commissions Website at: ://www.csac.ca.gov/.

- *Income limits:* Look at the number of members in the household and minimum income.
- *Asset limit:* This includes the total between cash/savings/checking, investment, and business asset. Only 40% of the reported Business Value, of a business owned and controlled with 100 or more employees, is the actual amount that should be considered within the limit.

Asset Example:

Checking = 10,000	Checking = 10,000
Investment = 55,500	Investment = 40,000
Business = 150,000 (40%) = 60,000	Business = Owned & controlled with < 100 employees. "0"
TOTAL = 125,500	TOTAL = 50,000
(over the asset limit for Cal Grant according to 2007-2008 Asset Ceiling)	(Student is under the asset ceiling, okay to award)

Unmet Need: COA
-EFC
-Pell
-Veteran's Benefits
= Unmet Need (make sure Unmet Need is more than or equal to the minimum Unmet Need)

In Banner, in the ROAUSDF screen, enter the calculated unmet need in field Number 50.

4) If student is not selected for verification, make sure the requirements are still met according to the information provided in RNANAXX, because in some cases, the student could have made corrections to their FAFSA that could make them ineligible for Cal Grant.

5) Once all verification is done, change the estimated amount to the actual Cal-Grant award on RPAAWRD. Award according to the forecasted eligibility for the current academic year. If the student has less than 100% forecasted eligibility; then adjust the award accordingly. CSAC pays $1 more in the Fall, so if a situation arises, make sure to double check the award amount with CSAC if you are unsure. In situations where the student has less than 50% remaining eligibility, the student may be awarded $1 more than the allowable reconcilable amount with CSAC. It is important to go

through the Reports that CSAC generates on a weekly basis to catch any discrepancies in a timely manner.

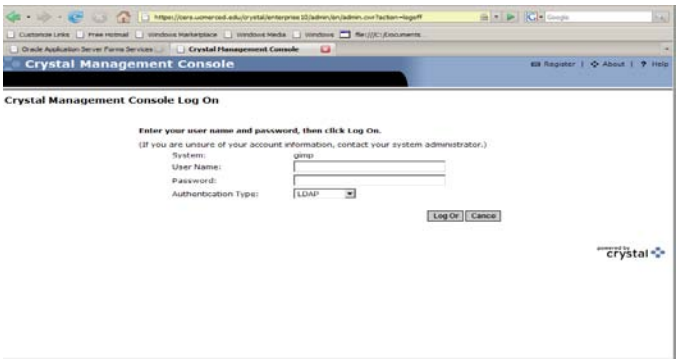
Cleaning Up Cal Grants

Not all students who have been awarded an estimated Cal Grant on BANNER will be listed on your roster. This can be due to several reasons; mostly the student never performed a school change, was not awarded a Cal Grant per CSAC, or BANNER estimated incorrectly and the student is not eligible. It is very important to try to catch these students to ensure that their awards are accurate. The weekly reports available through WebGrants can assist with maintaining an accurate roster.

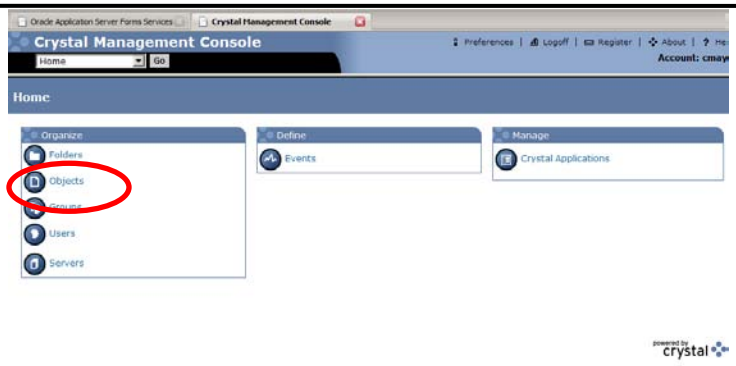
A clean up list can also be utilized with Crystal Reports to help adjust any students' awards that have an offered Cal Grant Estimate, and have been verified. You can access this report by logging into Crystal Reports, and selecting the report titled "Calgrant Verified Estimates." Select the academic year you wish to work with, and utilize the Excel data report to view the output in Excel.

Crystal Management: To access these reports, log into Crystal Management Console.

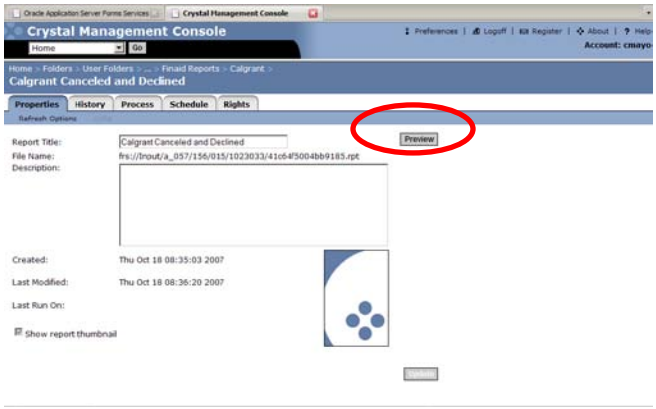
> Make sure to encrypt any data that contains student social security numbers, and hard delete them off of your desktop once you are done with the report. Saving reports on the shared drive is also a safe store and utilize Cal Grant data.



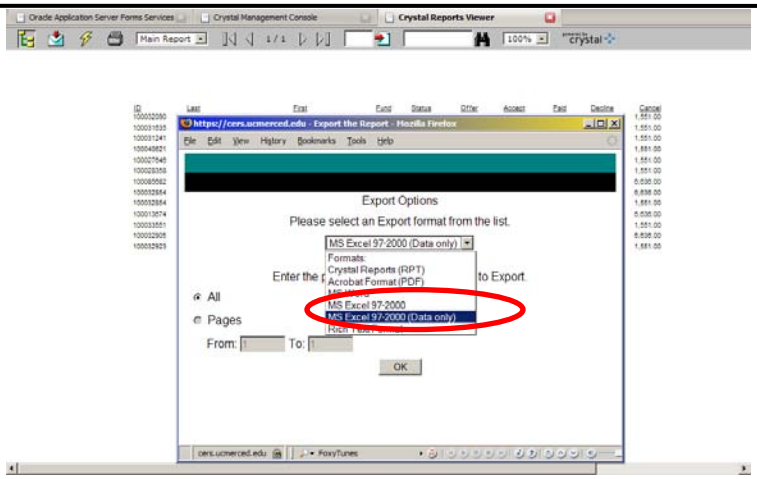
Select the "Objects" link.



Click on the "Object Title" of the Report you wish to work with. Once the report is generated, then click on Preview.



Enter the academic year you wish to work with, and click on "OK". Click on the envelope, and select the format you wish to work with. ("Excel Data Only" works well with Cal Grant data.) This will produce an Excel Spread Sheet for you to work with in cleaning up Cal Grant awards.



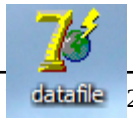
WebGrants

To access these reports, log into Web Grants. Click on Data Transfer, and then Report Download.

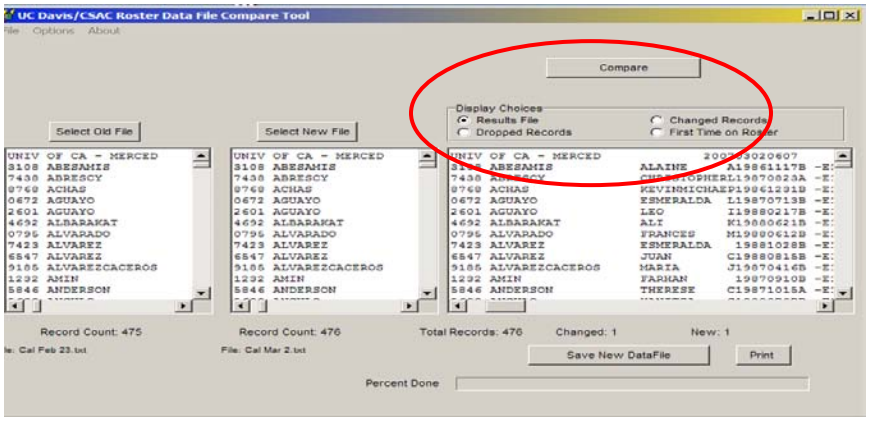
> Make sure to encrypt any data that contains student social security numbers, and hard delete them off of your desktop once you are done with the report. Saving reports on the shared drive is also a safe location to store and utilize Cal Grant data.

Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into **Notepad. S**ave the file in a secure manner; either in Cryptainer or on the Shared Drive. (WordPad does not work with the 7datafile program).

Use the 7datafile program to compare the two most recent files. This software is available for download through WebGrants. Click into the Tools section of WebGrants to access the file to download.



This updated report can provide a list of the student's records that have been dropped from the Roster, have had a Changed Record, or are appearing on the UC Merced Cal Grant Roster for the First Time. CSAC produces a Production Schedule that informs you when there is updated Roster information. This schedule can be accessed through WebGrants. Print out each report to update the roster. There is a section in the Cal Grant binder to file each report.



IMPORTANT: <u>If the file is saved to your computer, it is very important to save the file into Cryptainer or on the shared drive, to protect the student's personal information. If you delete the file, make sure you hard delete the file by using "**shift + delete**".</u>

Note: There are also other reports that can be accessed through Data Transfer, and need to be maintained on a weekly/regular basis. You can also select the moth you wish to print, or select "All" to receive the reports in order of production. These reports can be printed from WebGrants. Make sure you are looking in the correct academic year when accessing the reports.

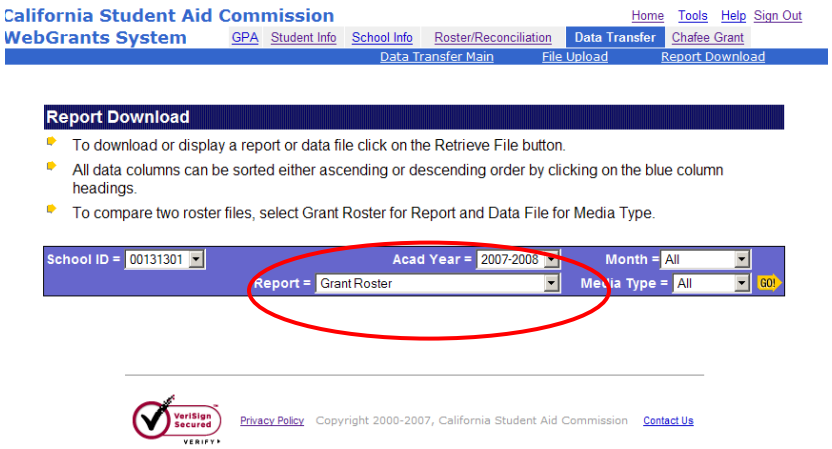
The following is a list of the reports that should be maintained weekly:

- Accept/Reject Report
- E2 Verification
- Education Level Verification
- Education Level Verification Accept/Reject
- Education Level Upload Summary
- Registered Domestic Partner

- Unable to Determine Remaining Eligibility
- Unclaimed Awards

The following is a list of the reports that should be maintained on a regular basis:

- Automatic Leave
- Award Status Extract – Awarded, Non-Awarded, & Upload Summary
- GPA Summary (Yearly)
- Monthly Payment Activity (Bimonthly)
- School Change Upload
- Student Overlap Report
- Student Program Change AR Report



There are also CHAFEE reports that are accessed though this area to print for processing awards:

- Chafee ILP Eligibility Verification Form
- Chafee Needs Analysis Report
- Chafee Status Roster by School

Periodically there are other reports that need to be accessed for information or awards purposes. All necessary reports can be accessed through WebGrants.

<u>Accept/Reject Report</u>

To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year. Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into Word and print the report. Store the report in the Reconciliation Binder.

Automatic Leave

To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year. Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into Word and print the report. Store the report in the Weekly Report Binder.

Award Status Extract - Awarded /Award Status Extract - Non-Awarded

The Commission has developed a new data file extract that will assist schools in tracking award status information for Cal Grant applicants. The Commission developed this functionality to allow schools to match students who are enrolled on their campus with the Cal Grant database. The Award Status Extract process allows schools to submit to the Commission a formatted list of student Social Security Numbers which will result in the Commission returning two data files with award status information for each student listed on the submitted list. At this time, the results are only available in data file format. The resulting data files can be used to assist schools in identifying students on their campus who may be eligible for Cal Grant payments but do not appear on their current payment roster.

Award Status Extract - Upload Summary

This report shows the details of the Upload Summary of the submitted Award Status Extract Report. Keep the printed reports in the Cal Grant Binder for the correct academic year. Select all of the text and copy the information into Word and print the report. Store the report in the Weekly Report Binder.

E2 Verification

Assembly Bill (AB) 840, passed in 2006, requiring the Commission to make preliminary awards to all applicants currently eligible for a Transfer Entitlement award and required each person who receives a preliminary award to affirm in writing, under penalty of

perjury, that he or she meets the eligibility requirements for the program. The Transfer Entitlement Cal Grant Certification Form (G-6) is used for this purpose.

In addition, AB 840 also requires that the Commission randomly select prior to disbursement a minimum of 10% of the new and renewal Transfer Entitlement awards for verification by the institution that the student meets the specified requirements for eligibility in the program.

The E2 Report gives a listing of the students selected for verification of graduation from a California high school or equivalent during or after the 2000-01 academic year, or that the student who could not satisfy this criteria, graduated from a high school outside of California due solely to military orders that required the student or the student's parent to be out of the state at the time of high school graduation. The second item to verify is the student was a California resident at the time of high school graduation or equivalent; and

for purposes of verification, schools must obtain documentation that verifies a student's eligibility for the award.

Education Level Verification

To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year. Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into **Notepad** and save the file (WordPad does not work with the 7datafile program).

Education Level Verification Accept/Reject

To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year. Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into **Notepad** and save the file (WordPad does not work with the 7datafile program).

Education Level Upload Summary

To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year. Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into **Notepad** and save the file (WordPad does not work with the 7datafile program).

GPA Summary

The GPA area of WebGrants allows schools to securely upload and submit verified GPAs directly to the Commission either in batch files or for individual students. In addition, changes can be made to previously submitted GPA records that have not been run through weekly processing. The GPA Summary Report displays the data that has been submitted to CSCAC for the GPA Submission process. Keep the printed reports in the Cal Grant Binder for the correct academic year.

Monthly Payment Activity

To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year. Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into **Notepad** and save the file (WordPad does not work with the 7datafile program).

Registered Domestic Partner

To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year.

Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into **Notepad** and save the file (WordPad does not work with the 7datafile program).

School Change Upload

The Commission has developed a new data file extract that will assist schools in tracking School Change submissions for Cal Grant applicants. The Commission developed this functionality to allow schools to submit School Changes for students who are enrolled on their campus with the Cal Grant database. The School Change Upload process allows schools to submit to the Commission a formatted list of student Social Security Numbers which will result in the Commission returning a data file with School Change information for each student listed on the submitted list. At this time, the results are only available in data file format. The resulting data files can be used to assist schools in submitting a list of School Changes for students eligible at their institution, instead of completing a single School Change on every student on their campus but do not appear on their current payment roster.

Student Overlap Report

The Student Overlap Report shows all of the students who are in overlap (i.e. Auto Accepted for a Cal Grant program and Qualified for another program; like Cal Grant A & B). The report excludes any E2 (Transfer Entitlement) students with an award on hold flag equal to 'Y' or 'V' on the Cal Grant Roster. The Student Overlap Report can be downloaded from WebGrants just like any other report. In addition, a new report entitled Student Program Change ACCEPT/REJECT Report will also be available from WebGrants so that schools will be able to see a report showing which students' program codes were changed or which ones were rejected with the reason stated. Schools can also upload a Student Program Change Upload file which contains all of the students for which that school intends to change the program code.

Student Program Change A/R Report

This report allows the students on the Overlap Report, who have changed their award, to have the transactions reconciled. This report will show the Accept/Reject Report of the Student Program Changes.

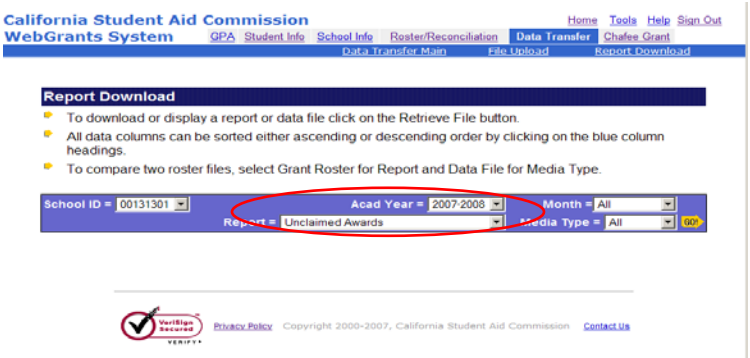
Unable to Determine Remaining Eligibility

To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year. Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into **Notepad** and save the file (WordPad does not work with the 7datafile program).

Unclaimed Awards

The Unclaimed Awards report is reconciled throughout the academic year. A good in depth reconciliation should be completed at the end of the academic year. To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year.

Retrieve the updated "Report" (The Report is more user friendly than the "Data File"), and click on "Display/Download." Select all of the text and copy the information into **Notepad** and save the file. Print and file the report into the Cal Grant binder.



Once you have printed the list, each student on the list would need to be reconciled with Banner. Write the student ID's and the reason why they did not receive payment for the academic year. If any students on the list have been paid in Banner, and the paid amount is not showing in WebGrants, the file needs to accurately reflect the student paid status.

Awarding Cal Grant

Use the WebGrants Roster of UC Merced Cal Grant students, and the Crystal/Banner clean up lists to award your students Cal Grant. In Banner, go to RPAAWRD. Make sure the Verification Process has been completed. If the student is on the Roster, and the file has been verified, award the Cal Grant according to the correct fund code. Adjust the awards as needed to award Cal Grant. Make a comment in RHACOMM of the actions taken to the student's award.

Reconciling Cal Grant

The Cal Grant processor must maintain accurate reconciliation records of all disbursed amounts with the accounting department and CSAC. Payments for each student should match the Commission's records per semester and fund disbursed. Reconciliation should be done on a weekly basis throughout the academic year by reviewing certain reports available through WebGrants:

Weekly Reconciliation:

- Accept / Reject reports
- Monthly Payment activity report (Bi Weekly)
- Grant Roster – Reports are also available through the Roster:
    - Dropped Records
    - Change Records

- First Time on Roster

Monthly Reconciliation Reports:
- E2 Verification
- Education Level Verification
- Education Level Verification Accept/Reject
- Education Level Upload Summary
- Registered Domestic Partner

Year End Reconciliation Reports:
- Unable to Determine Remaining Eligibility
- Unclaimed Awards
- Automatic Leave
- Award Status Extract – Awarded, Non-Awarded, & Upload Summary
- GPA Summary (Yearly)
- School Change Upload
- Student Overlap Report
- Student Program Change AR Report

A final reconciliation is preformed at the end of each semester and academic year between the Financial Aid office, Accounting, and CSAC.

Note: *Records must be maintained for three years for auditing purposes*

The Cal Grant payment transactions need to be reconciled every week. This will ensure the accuracy of the awards, and year end reconciliation. CSAC produces weekly reports that can be utilized for the Reconciliation process. There is a Production Schedule available in WebGrants under the Help Menu that lists the schedule for reports for the academic year. There is a Binder that contains the Reconcliation Reports for the year. There are also sign off sheets that the Assistant Director/Director will sign off on once they have reviewed the weekly updates.

Accept/Reject Report

To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year. Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into Word and print the report. Store the report in the Reconciliation Binder.

Once there have been payments reported to CSAC, an Accept/Reject Report will be generated the following week for the payments that were posted. Use the Accept/Reject Report to make sure CSAC has accepted the payments for the students that were reported on. Update the roster to indicate the payment had been reconciled and accepted by CSAC. If there are any payments that CSAC rejects, then you will need to review why the student's transaction rejected and clear the payment and/or reported payment code

reported to CSAC. The adjustment will be available for review in the following weekly Accept/ Reject Report.

Monthly Payment Activity

To access this report, you will need to log into Web Grants. Click on Data Transfer, and then Report Download. Make sure you are accessing the correct academic year. Retrieve the updated file, and click on "Display/Download." Select all of the text and copy the information into Word and print the report. Store the report in the Reconciliation Binder.

This report helps to match totals funds disbursed through BANNER and CSAC. It is important to note that there may be a two week delay with matching funds. This is due to the multiple transactions that occur with Cal Grant (i.e. awards that affect the amount of Cal Grant to disburse, SAP, R2T4, a student being enrolled in less then full time, etc.). The report provides all payment activities, current and year to date reconciled activity, current and year to date accepted payments not reconciled, and the number of payment transactions reconciled and accepted but not yet reconciled.

In BANNER, log into RFIBUGD. Make sure you are logged into the correct academic year. Enter the fund code to reconcile:
Cal Grant A Competitive New (CACN)
Cal Grant A Competitive Renew (CACR)
Cal Grant A Entitlement New (CAEN)
Cal Grant A Entitlement Renew (CAER)
Cal Grant B Fee Competitive New (CBFCN)
Cal Grant B Fee Competitive Renew (CBFCR)
Cal Grant B Fee Entitlement New (CBFEN)
Cal Grant B Fee Entitlement Renew (CBFER)
Cal Grant B Stipend Competitive New (CBSCN)
Cal Grant B Stipend Competitive Renew (CBSCR)
Cal Grant B Stipend Entitlement New (CBSEN)
Cal Grant B Stipend Entitlement Renew (CBSER)

You will need to Control + Page Down twice to review the Term Summary Award. The amount listed as "Paid" will provide the total amount disbursed for the semester.
There is a spread sheet available that contains the totals per fund code for BANNER, and the Cal Grant Award totals for CSAC. This spread sheet should be updated and printed with each Monthly Payment Activity Report and placed in the front of the Reconciliation Binder. The results from the updates should be shared with the Funds Management Officer and the Students Business Services Office. The Spread Sheet is saved as Cal Grant Reconciliation Total AY Date.

RFIBUDG					Last updated:		AY		
BANNER Grant - Fund code	$ Paid	Fall	Spring	CSAC Total Paid	Fall	Spring	CSAC minus Banner (Difference; negative amounts in red)	Fall	Spring
Cal A Comp New (CACN)									
Cal A Comp Renew (CACR)									
Cal Grant A Entitlement New (CAEN)									
Cal Grant A Entitlement Renew (CAER)									
Total Cal A paid:	$0	$0	$0	$0			$0	$0	$0
Cal B Fees Comp New (CBFCN)									
Cal B Fees Comp Renew (CBFCR)									
Cal B Fees Entitlement New (CBFEN)									
Cal B Fees Entitlement Renew (CBFER)									
Total Cal B Fees:	$0	$0	$0	$0			$0	$0	$0
Cal B Stipend Comp New (CBSCN)									
Cal B Stipend Comp Renew (CBSCR)									
Cal B Stipend Entitlement New (CBSEN)									
Cal B Stipend Entitlement Renew (CBSER)									
Total Cal B Stippend:	$0	$0	$0	$0			$0	$0	$0
Cal B Stipend only:	$0	$0	$0						
Cal B Fee & Stipend:	$0	$0	$0						
Total Cal B paid:	$0	$0	$0	$0			$0	$0	$0
Banner Total Cal Grant Paid:	$0	$0	$0	$0	$0	$0	$0	$0	$0
CSAC Total:	$0								
Total Difference:	$0								

BANNER Cleanup

After you have awarded all the students on your roster, you can run the following job to identify any students who have an estimated Cal Grant award. You may then go through the list to verify if these students are in fact eligible for a Cal Grant recipient and fix their

records. If you find students who are not eligible for a Cal Grant, you will need to cancel their estimated Cal Grant award and adjust their awards according to our packaging rules.

Step 1- GLBDATA (Process)

Within the GLBDATA form, the parameters are as follows:

01	Selection Identifier 1	**HAS_EST_CALGRANT**
02	Selection Identifier 2	**Blank**
03	New Selection Identifier	**Blank**
04	Description for new selection	**Blank**
05	Union/Intersection/Minus	**Blank**
06	Application Code	**FINAID**
07	Creator ID of Selection ID	**DRALLS**
08	Detail Execution Report	**Blank**

-page down, tab over, commit

Dynamic Parameters:

88	aidy code	**Enter the current aid year**

-page down, tab over, commit

The GLBDATA process will only produce a .log file. Select the Options menu – Review Output (GJIREVO) – the sequence number will appear in the Number field – Tab to the File Name field and double click to review the .lis file.

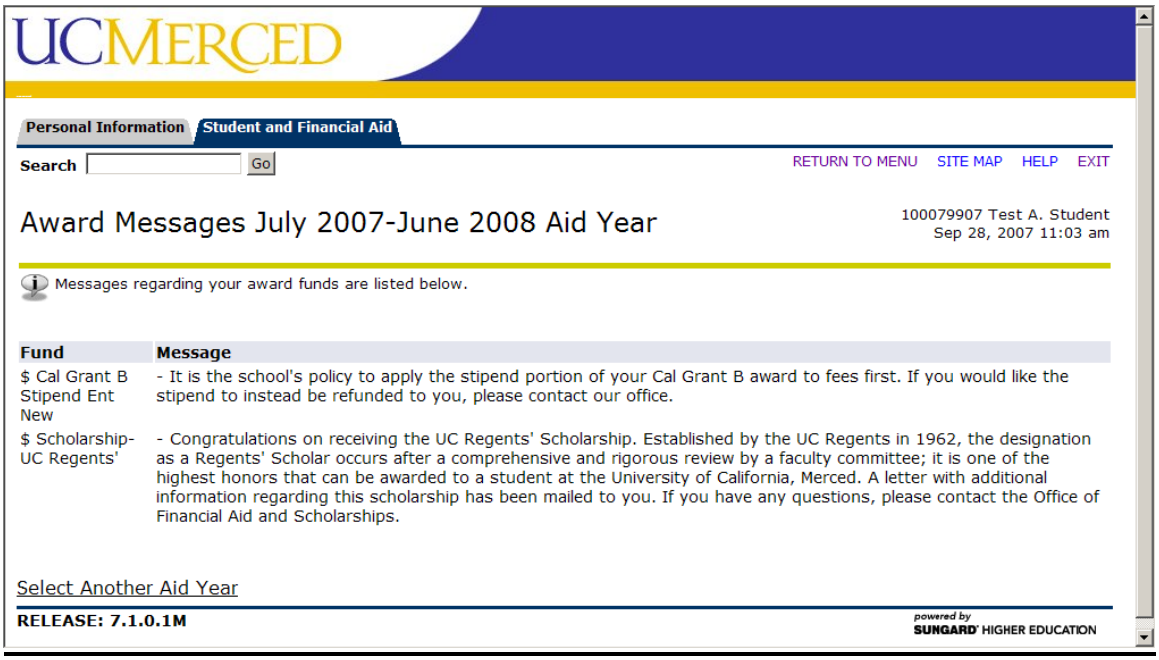
Step 2- GLAEXTR
Once your job has completed, this form will retrieve the ID numbers and names of all students who remain with an estimated Cal Grant award for the current year.

Application: FINAID
Selection ID: HAS_EST_CALGRANT
Creator ID: DRALLS
User ID: Your ID

-page down, list should appear

Step 3- Print List
After you list of students has been generated on GLAEXTR, click on the top menu item "Help". Click on "Extract Data with Key" while holding down the Ctrl button. Excel should appear with a spread sheet list of your students ready to print.

Appendix A



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RETURN TO MENU SITE MAP HELP EXIT

Award Messages July 2007-June 2008 Aid Year

100079907 Test A. Student
Sep 28, 2007 11:03 am

Messages regarding your award funds are listed below.

Fund	Message
$ Cal Grant B Stipend Ent New	- It is the school's policy to apply the stipend portion of your Cal Grant B award to fees first. If you would like the stipend to instead be refunded to you, please contact our office.
$ Scholarship-UC Regents'	- Congratulations on receiving the UC Regents' Scholarship. Established by the UC Regents in 1962, the designation as a Regents' Scholar occurs after a comprehensive and rigorous review by a faculty committee; it is one of the highest honors that can be awarded to a student at the University of California, Merced. A letter with additional information regarding this scholarship has been mailed to you. If you have any questions, please contact the Office of Financial Aid and Scholarships.

Select Another Aid Year

RELEASE: 7.1.0.1M

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