



# SPECIAL ALERT

STATE OF CALIFORNIA



## Update from the California Student Aid Commission

October 16, 2023

GSA 2023-56

TO: UC Financial Aid Administrators

FROM: Tae Kang *Tae Kang*  
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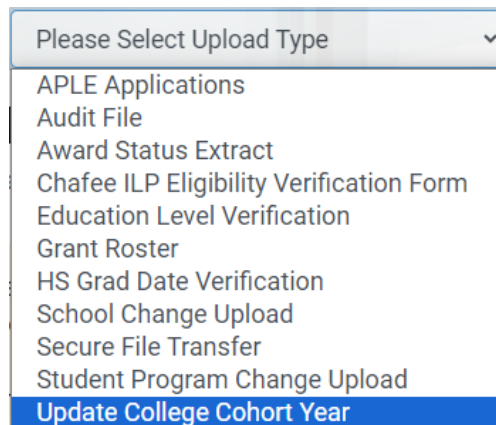
SUBJECT: **New WebGrants Functionality – UC Cohort Year Batch Upload**

The California Student Aid Commission (Commission) is pleased to announce additional functionality on WebGrants which allows UC Campuses to update the cohort year for multiple students simultaneously via a batch upload process.

The UC Cohort Year field is used to ensure a student’s Cal Grant award is set to the appropriate amount based on the system-wide tuition and fees for that cohort year.

### Batch Functionality for UC Cohort Year Changes

- UC Campuses may now upload a batch file with a list of students and their appropriate cohort year. Once the file is processed, each student record will be updated to the indicated cohort year, and their Cal Grant award amounts will be adjusted accordingly.
- To upload the file, go to DATA TRANSFER > FILE UPLOAD in WebGrants, and select the **‘Update College Cohort Year’** for the type of upload.



- File Specifications can be found under the WebGrants Help section. The file will consist of a header section, the students’ SSN/Dream Act ID, and the Cohort Year designated for each student.

- The files will be processed on a weekly basis. Schools may view an Upload Summary report under the *Data Transfer > Report Download* screen the Monday following the upload. Report name = “Update College Cohort Year.”

### **Common Rejection Reasons**

- Invalid SSN – The SSN provided must be nine digits total and contain only numeric values.
  - For California Dream Act applicants, please use the student’s Dream Act ID in place of an SSN.
- Invalid New Cohort Year – The provided cohort year may not be in an academic year that has not yet begun or prior to 2021.
- Student Not on School Roster – Schools may only update the cohort year for students who appear on their roster.

### **Need to contact us?**

- School Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

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