



Financial Aid System

FAM Washington College Grant Interim Report

Fall report Due November 6, 2020

Winter report Due February 5, 2021

Spring report Due May 7, 2021

Final report Due July 5, 2021

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Overview

The Washington College Grant Interim Report (WCG-IR) process allows you to produce the report file required by the Washington Student Achievement Council. The WCG-IR is due four times per year, with the final report in July.

The WCG-IR report file provides details for every eligible student awarded WCG, College Bound Scholarship and Passport to College.

The report file is generated using the HPUX batch job SM9739J (WCG Interim Extract/Report). In order for the reporting process to work and to ensure that all data is complete, you must complete some set-up tasks and run some preparatory jobs. Once these tasks are complete, you can run the WCG-IR job as many times as necessary in preliminary mode to clear up any discrepancies in data prior to transmission to WSAC. Once all of the discrepancies have been cleared up you then run SM9739J in final mode to create the extract files to be uploaded to WSAC's secure portal. Once the job is run as a final, the extract file can be downloaded using the HP UX download process ID SM9725. If you do not currently have access to the download process ID, contact your security manager to have it added to your FAS menu. The file is then imported into the WCG Interim/Reconciliation reporting tool available using the WSAC CSAW Portal web site at: <https://portal.wsac.wa.gov/>. This document describes the tasks you need to complete before running the WCG Interim Report, how to review the preliminary report, and producing the final report.

The report requires at least a preliminary reconciliation of records for the Washington College Grant (formerly State Need Grant) (WCG), College Bound Scholarship and Passport to College aid programs. This documentation briefly outlines the reconciliation task using the Preliminary Award Disbursement Reconciliation Report (AG941A); however, your institution may choose to reconcile using the Annual Award Disbursements Report (SM9420J). The difference between these two approaches to reconciliation is that the Award Disbursement Reconciliation Report (AG941A) lists only exceptions, while the Annual Award Disbursements Report (SM9420J) lists the total awards, disbursements by year/session, and the year-end balance for all awards. Either approach is appropriate so long as the awards are reconciled prior to generating the final Washington College Grant (formerly State Need Grant) Interim Report.

What's New for 2020-21

The Workforce Education Investment Act (HB 2158) renames the State Need Grant to the Washington College Grant. WSAC will start using the new name in public facing information (e.g. ReadySetGrad.org) for 2019-20, but will do so in combination with

State Need Grant. For example, the “Washington College Grant, formerly the State Need Grant” or “Washington College Grant (State Need Grant).”

WSAC asks that 2020-21 student facing communication refer to the program as the “Washington College Grant.” This document has been changed to use the new name of Washington College Grant.

The Act also provides expanded eligibility for WCG. It provides funding for all eligible students so you should no longer have unserved students. SM9739J will continue to report any unserved students you may have; however, WSAC’s system will ignore any unserved students submitted.

Additionally, Dependent Care Allowance has been eliminated effective 2019-2020.

Also new is the creation of a new aid program called WCG Apprenticeship. WSAC is not funding this program at this time but this new aid program has been included in SM9739J. You will see new columns on reports and in the file for WCG Apprenticeship.

Served, Unserved WCG, CBS and PTC Students

In order for the WCG-IR to report a student, that student must be tracked as eligible for WCG aid. Specifically the student must have a WA Track Code on the Tracking Tab (FAM505) with an EL (eligible) status for the year/session start you are reporting (for example, C011). The quickest way to completely exclude a student from reporting on the WCG-IR is to change the tracking status for the WA Track Code to IN (ineligible). The student would then not appear on either the **served, unserved, combination, CBS or PTC** reports or in the reporting file.

Students awarded College Bound Scholarship or Passport to College Scholarship also must have the WA Track Code on the Tracking Tab (FAM505) with an EL (eligible) status for the year/session start you are reporting (for example, C011). College Bound Scholarship students do not have to be awarded WCG if funds are not available to be included in the Interim Report file.

A student can appear as **served** for one quarter but **unserved** for another. For example, if a student is enrolled and is awarded Washington College Grant aid for Fall quarter but did not receive Washington College Grant aid for Winter quarter, the student would be considered **served** for Fall and **unserved** for Winter. If a student was **served** for one quarter, but their eligibility changed due to academic termination or the discovery of a loan default status, **do not change the student eligibility on the tracking tab** (FAM505); rather, use a tracking code to denote that the student has the above-mentioned issue. This tracking code would then be entered as a scheduling parameter. In this way, you can list the student as being served for one quarter and also exclude them from being reported as unserved for the ineligible quarter.

Served WCG students

Students are considered and reported as **served** if they have been offered or disbursed Washington College Grant as defined by having an Award Code of 09, with an Award Status of 1 or 2 on the Awards Data Tab (FAM502) in the academic year for which you are reporting (for example, C011-C015).

It is assumed that reconciliation has been completed for all WCG disbursements, and any aid disbursed which remains in an accepted status will be reported as **served** regardless of the final enrollment level on the Academic Data Tab (FAM504). Any student with an accepted award and an enrollment level of less than half-time will be reported with a default enrollment status of 5. If this is not the appropriate enrollment level based on the disbursement, you will need to modify the Attempted field in the Session Unit/Hrs section on the Academic Tab to reflect the correct enrollment. If the default enrollment level is sent, it is recommended that you note the student's file should a question arise.

If a student has a \$0.00 (zero) dollar WCG award or WCG award in the system-defined cancellation statuses of 4 or 5, the student is automatically excluded from reporting as either **served** or **unserved** for that quarter only. Eligible students with WCG awards in statuses other than 1, 2, 4, or 5 will be reported as **unserved** if they are not excluded for any other edit.

Note: Award status codes 4 and 5 should not be used for the No Funds Available status because they will be excluded from reporting as either Served or Unserved for the quarter only on the WCG Interim Report.

Unserviced students

The Workforce Education Investment Act (HB 2158) provides expanded eligibility for WCG. It provides funding for all eligible students so you should no longer have unserved students. SM9739J will continue to report any unserved students you may have; however, WSAC's system will ignore any unserved students submitted.

Washington College Grant eligible students are considered and reported as **unserved** if they have a WA Track Code on the Tracking Data Tab (FAM505) with an EL (eligible) status for the Year/Session Start you are reporting (for example, C011), are identified by have the WCG award in a no-funds or waitlist status or assigned a track code that indicates that the student is ready to be packaged (new method starting Winter 2015) and are **not** excluded for any of the following reasons, as identified in job scheduling parameters for the WCG-IR job SM9739J:

- Valid intent code: the student's quarterly registration record does **not** contain a valid intent code entered for the FA-INT-CD-SEL job scheduling parameter.
 - Typical valid intent codes for colleges are **ABFGIM** (Intent I is used to identify Applied Baccalaureate students if you offer those programs)
- The student has an invalid program code entered in one of the five FA-PRG-CD-SEL1 through FA-PRG-CD-SEL5 job scheduling parameters.
- The student has a tracking code on the Tracking Data Tab (FAM505) entered in the FA-TRK-CD-SEL job scheduling parameter.
- The student has an award code on the Award Data Tab, (FAM502) in an award status that matches the STAT-CD-SEL job scheduling parameter. This parameter is designed to allow colleges to enter any **INVALID** award status codes used to eliminate Unserviced students from the extract. A blank code line may be entered and indicates students will **NOT** be eliminated based on award status codes. Enter up to 10 two-character award status codes, for example, '6 7 8' (without the single quotation marks). Note that the system stores the 1-character award status in a 2-character field with a space in the **second** position.

Identifying Unserviced Students

Prior to the 2015-16 year, you did not need to identify unserved students. Students who were WCG eligible, enrolled and packaged but not awarded WCG were considered unserved. However, students who were awarded scholarship and worker retraining in advance of being eligible to be packaged were being included as unserved students. Because of this, WSAC required that the process be changed.

Unserved students are now identified by two different options. You can also use a combination of both options.

1. Award WCG to unserved student in a no-funds or waitlist award status.
2. Assign a track code that indicates that the student's file is complete and the student is ready to be packaged.

These two methods were approved by the FAST group. Many colleges already do one of these two methods as their standard business practice. If your college does not, please contact SBCTC-IT Legacy Support and we can help you identify your unserved students through one of the two methods.

Less than Half-time WCG Students

The Washington College Grant Interim Report (WCG-IR) includes both Served and Unserved student data for students enrolled in 3, 4 and 5 credits. These students enrolled in 3, 4 and 5 credits are reported with an enrollment status of 5. An alternate award code is no longer necessary for less than half-time students. There is no longer an option to enter an alternate WCG award code in the ALT-AWD-CDE job scheduling parameter. That job scheduling parameter has been removed.

College Bound Scholarship Students

The Washington College Grant Interim Report (WCG-IR) also includes student data for students awarded College Bound Scholarship. The amount of the quarterly College Bound Scholarship is reported.

Students awarded College Bound Scholarship also must have the WA Track Code on the Tracking Tab (FAM505) with an EL (eligible) status for the year/session start you are reporting (for example, C011). Starting with the 2015-16 year, College Bound Scholarship students do have to be awarded WCG. If not, these students will encounter an edit at WSAC.

Applied Baccalaureate Students

WSAC is also asking for additional information from colleges that offer Applied Baccalaureate programs. The Washington College Grant Interim Report (WCG-IR) identifies Applied Baccalaureate students by their Student Intent. Students with a Student Intent of 'I' (Applied Bachelor Prog) who meet the other WCG Interim Report criteria

will be reported as Applied Baccalaureate Students for every quarter they have a Student Intent of I during the reported year.

If the student is in an Applied Baccalaureate program, there will be a 'Y' in the APPLIED BACLEAT column on the WCG Interim Report Served/Unserved/College Bound Scholarship report (SM9739C).

Passport to College Scholarship Students

The Washington College Grant Interim Report includes student data for students awarded Passport to College Scholarship. The amount of the quarterly Passport to College Scholarship is reported.

Students awarded Passport to College Scholarship also must have the WA Track Code on the Tracking Tab (FAM505) with an EL (eligible) status for the year/session start you are reporting (for example, C011).

Before Running the WCG Interim Report (SM9739)

Before producing the WCG-IR, the expenditures for WCG and College Bound Scholarship need to be reconciled with the awards. The WCG-IR report extracts awards, not the expenditure amounts in the FAEXP database. You will also need to update table data and student data.

Reconciling Expenditures

To reconcile the expenditures for WCG, College Bound Scholarship and Passport to College Scholarship with awards, use the following steps:

1. To review the differences between the awards and disbursements, run job group AG941A (Preliminary Award Disbursement Reconciliation) for FAPC 009 (WCG), FAPC 01C (CBS), and FAPC 01P (PTC).
2. You may optionally run AG942A (Final Award Disbursement Reconciliation/Update) for the WCG & College Bound Scholarship related FAPC's to overlay the awards with actual disbursements, or you can choose to manually correct the award amounts on the Award Data Tab (FAM502).

Note: The Final Award Disbursement Reconciliation/Update Report (AG942A) automatically updates awards to match the disbursements recorded in the Financial Aid Expenditure (FAEXP) database. If a specific expenditure is in error, it must be reversed with a General Accounting Transfer (GAT) entry prior to running the update job group.

Updating Enrollment Data by Running SM9110J

You will need to update student enrollments from SMS to FAM (Academic Tab). To do this, schedule the job SM9110J once for each year/session that you have awards and enrollments, for example, C011, C012, C013, C014, and C015 (if you awarded in C015). This step is necessary even if you posted attempted hours when checks were calculated. Check calculation only updates the records of students receiving checks; SM9110J updates all the records of all applicants. If a student reduced credits after a check was calculated or enrolled credits were posted, SM9110J will not post the lower amount. **You may need to manually reduce the number of credits in the Attempted field if appropriate.**

SM9110J will post enrolled hours for students enrolled in courses that are fully state funded, except for ABE, ESL, developmental skills, grant or contract, or community service classes. Students are excluded if their fee pay status is coded as high school, apprentice, EMT, parent education/family life, or retirement. Students with student class status of **0** (not reported to SBCTC) are also excluded. Also, the student must have a record on the Financial Aid Tab to be updated by this job.

The specific enrollment levels reported to the WSAC are based on the way the credits are defined in the value ENROLL-LEVEL1 and ENROLL-LEVEL2 on the CIS WCC Processing Table.

Application Setup → Processing Config → Processing Table





System: CIS

Table ID: WCC

Value: ENROLL-LEVEL1 and ENROLL-LEVEL2

Description: 000-059=05 060-089=02 090-119=03 and 120-999=01:

Sample: CIS WCC Processing Table

ENROLL-LEVEL1	000-059=05 060-089=02 090-119=03		
ENROLL-LEVEL2	120-999=01		

The enrollment data is taken from the Attempted field on the Session Unit/Hrs section on the Academic Data Tab (FAM504). If the Attempted field is blank or less than 3 (three) credit hours, an asterisk is placed after the enrollment code. It is important that the data being reported has been reconciled to expenditures prior to reporting. For **unserved** students, if the Attempted field is blank or less than 3 (three) credit hours, the student will be excluded from the **unserved** file. ***Be sure that any student listed on the served report with an asterisk was in fact enrolled at an eligible enrollment level at the time of disbursement. Make sure that enrollment level is correctly reported by adjusting the Attempted field on the Academic Tab.***

Schedule SM9110J for each year/session for which you have awards and for each quarter that you intend to report enrollment data for **served** and **unserved** students. It is best to schedule each job at a separate process level (for example, A, B, C) so they do not

conflict with each other. **DO NOT** schedule SM9110J for future quarter where there is no enrollments yet.

Note: If you recently ran SM9110J for Pell or Direct Loan reporting for the current or past quarters, you do not need to run this job again.

Reviewing Washington Washington College Grant (formerly State Need Grant) Set Up

In order to accurately report the figures for students, the MFI cutoffs must be added to the N21 Agency Processing table up to the new 100%.

Understanding WCG Values on the N21 Agency Processing Table



WCG key values are made up of the following:

- WA-GRANT controls the grant amounts posted to the Comment field on the Tracking Data Tab (FAM505) opposite the WA tracking code.
- *WAnn* controls the amount cutoffs for Median Family Income (MFI) when FAF Load/Create FA Students is run.

Grant amounts controlled by WA-GRANT

WA-GRANT is comprised of eight (8) sets of figures separated by dashes:

Sample: N21 Agency Processing Table

WA-GRANT	0422-1034-2110-2531-2953-4219-0000-10		
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The first six sets of figures are the 55%, 60%, 65%, 70%, 75% and 100% grant amounts, in that order.

The seventh set of figures should be zeros, **-0000**. **This entry used to** represents the dependent care allowance grant which is no longer available.

The eighth set of figures, **-10**, refers to the maximum family size listed in the table. You may choose to add all twenty (20) provided by the WSAC.

MFI cutoff amounts controlled by Value WAnn

The Value WAnn denotes the family size and related Median Family Income (MFI) cutoff amounts for each family size.

Sample: N21 Agency Processing Table

WA01	038000-035000-032500-030000-027500		
WA01-100PCT-CUTOFF	050500		
WA02	049500-046000-043000-039500-036000		
WA02-100PCT-CUTOFF	066000		
WA03	061000-057000-053000-049000-044500		
WA03-100PCT-CUTOFF	081500		
WA04	072500-068000-063000-058000-053000		
WA04-100PCT-CUTOFF	097000		
WA05	084000-078500-073000-067500-062000		
WA05-100PCT-CUTOFF	112500		
WA06	096000-089500-083000-076500-070500		
WA06-100PCT-CUTOFF	128000		
WA07	098000-091500-085000-078500-072000		
WA07-100PCT-CUTOFF	130500		
WA08	100000-093500-087000-080000-073500		
WA08-100PCT-CUTOFF	133500		
WA09	102500-095500-088500-082000-075000		
WA09-100PCT-CUTOFF	136500		
WA10	104500-097500-090500-083500-076500		
WA10-100PCT-CUTOFF	139500		

The first set of figures applies to the MFI between 66% and 70%.

The second set of figures applies to the MFI between 61% and 65%.

The third set of figures applies to the MFI between 56% and 60%.

The fourth set of figures applies to the MFI between 51% and 55%.

The fifth set of figures applies to the MFI below 51%.

The first column listed above is the WAnn Value entries denoting the family size. Currently, most colleges list WA01 – WA10. However, if you have students who have a family size larger than 10 you will want to add additional entries to the WAnn up to and including their family size.

If you do add additional WAnn’s you will also need to increase the family size number in the WA-GRANT Value to match the highest number you have for the WAnn entries.

WA-GRANT	0422-1034-2110-2531-2953-4219-0000-15		
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Reviewing Processing Table Values

On the SAF/AGENCY Processing Table, review and update the OPT-610-STATE value if needed.. The Description should be WA-09-2, where:



- WA = Tracking code the program will use when looking for the annual grant amount
- 09 = Award code that packaging will use to identify the WCG award
- 2 = Award status that the WCG awards are posted packaging will use when awarding WCG

Sample: SAF/AGENCY Processing Table

OPT-610-STATE	WA-09-2		
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The student's WCG repayment status is not longer reported in the WCG Interim file. You can still designate a track code to indicate the students is in repayment for college use. Please note that RP (tracking code for WCG Repayment Status) is the default. However, you can use any code as long as you use it only for the purpose of designating WCG Repayment Status. The Description defines what will appear on the Tracking Data Tab (FAM505) when the tracking code is entered.



Sample: SAF_TRACK_CODE Validation Table Application Setup → Validation Config Table Name: SAF_TRACK_CODE

RP	SNG REPAYM	SNG REPAYMENT STATUS		
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In addition, review the repayment status code key value RP-ssss, where:

- RP = Tracking code for WCG REPAYMENT STATUS
- ssss = Year/session to which the RP code is assigned (for example, 0000 or C011)

Sample: CIS/WCC Processing Table



SNG-REPAY-CD	RP-B891		
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Note: Entering student-in-repayment data. Assign tracking code RP in year/session 0000 (or the current year session, for example C011) to all students who owe a repayment on a WCG.

You should review and update, as needed, the key value indicating which institution code is reported when the Washington College Grant (formerly State Need Grant) reconciliation program is completed. The complete list of institution codes provided by the WSAC is available in Appendix A.

Sample: CIS/WCC Processing Table

The value needs to be WCG-INST-CD and the Description is the WSAC Washington College Grant (formerly State Need Grant) Program 4-digit code assigned to your institution.

SNG-INST-CD	4560		
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College Bound Scholarship Processing Table Entry

This processing table entry is **required** to identify the award code for College Bound Scholarship. SM9739J will fail if this entry is not added.

System: CIS
Table Id: WCC
Value: COLBOUND AWD
Description: 1C

Sample: CIS/WCC Processing Table

COLBOUND AWD	1C		
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Passport to College Scholarship Processing Table Entry

This processing table entry is **required** to identify the award code for Passport to College Scholarship. SM9739J will fail if this entry is not added.

System: CIS
Table Id: WCC
Value: PASSPORT AWD
Description: 1P

Sample: CIS/WCC Processing Table

PASSPORT AWD	1P		
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Best Practices Recommended by FAST

The Financial Aid System Technology (FAST) group has listed a series of recommended *best practices* to ensure that the Washington College Grant (formerly State Need Grant) Interim Report is as clean as possible. This section lists the FAST recommendations. Some of these have been detailed in the set-up sections of this document.

1. Upload all ISIR data.
Impact: Students without a valid Need record will be indicated by an error on the WCG report.
2. When WCG is awarded, enter the received date on the WA Track Item.
Impact: This prevents the amount in the WA Track Item Comment field from changing on a subsequent Need calculation
3. If a student is not eligible based or exhausted eligibility, change the EL (eligible) tracking status in the Tracking Data Tab (FAM505) to IN (ineligible) and enter the received date on WA Track Code. This will prevent awarding and will prevent the student from being picked up and reported.
5. When scheduling the jobs, identify and utilize the track items that prevent a student from receiving WCG aid (for example, terminated).
6. Check the Washington College Grant Archive process on the WSAC website on a regular basis. Colleges are updating WSAC with repayment data and that will assist in the absence of financial aid transcripts. If a student who was previously eligible appears on the archive report, verify the student's eligibility on the WSAC website.

Repayments may be turned over to the WSAC at the 30-day mark, when you may also turn over federal repayments. The best practice recommendation is to turn over both federal and state repayments at the same time. The sooner the WSAC has the information, the better it is for the greater financial aid community.

Running the WCG Interim Report (SM9739J)

After you have reconciled expenditures and made updates to table and student data, you are ready to run the preliminary WCG-IR job, SM9739J. You may run as many preliminary reports as needed to clean up your data before running the final report.

The job scheduling parameters for SM9739J allow colleges to:

- Run a Preliminary (report only) or Final (report and extract file).
- Specify **valid** Intent Codes to exclude **unserved** students with invalid quarterly intent.
- Specify **invalid** Program Codes (up to six per line) to exclude **unserved** students in invalid programs.
- Specify Track Codes to exclude **unserved** students with eligibility issues (for example, terminated).
- Specify Award Status(es) to identify **unserved** students and/or
- Specify Track Code(s) to identify **unserved** students

Running the Preliminary WCG-IR Report

Run SM9739J as Preliminary (FA-FILE-OPT of 1) for sessions **C011 – C014** or **C011 – C015**. The Session Begin and Session End need to match the values on the Financial Aid Tab. WSAC wants all quarters included so they can see the full dollar amount that a college is expecting to spend for the full academic year. This will produce the following reports listing all **served** and **unserved** WCG and College Bound Scholarship students. Resolve any discrepancies and clean up all errors on the following reports before scheduling the final:

- SM9739A (WCG Interim Served Students Report)
- SM9739B (WCG Interim Unserved Students Report)
- SM9739C (WCG Interim Combined WCG Served, WCG Unserved and CBS Students Report)
- SM9739D (CBS Interim Students Report)
- SM9739F (Passport To College Scholarship Report)
- SM9739E (WCG Interim Error Report)

The error report lists the following errors:

- **DCA NOT NUMERIC** - the student has non-numeric data in the WA Tracking Code Comment field for DCA.

- **DCA NOT NUMERIC, AND STD HAS CBS AWD** -the student has no-numeric data in the WA tracking Code Comment field for DCA and has been awarded CBS
- **NO ISIR – NOT ON NEED DB** - the student does not have an ISIR record for the current year.
- **NO ISIR (NOT ON NEED DB), HAS CBS AWD** - the student does not have an ISIR record for the current year but has been awarded CBS.
Note: Awarding WCG and College Bound Scholarship requires that a federal needs analysis be completed:
 - Students who do not have an ISIR record for the current year and are considered as **served** will appear on the error report.
 - Students who do not have an ISIR record for the current year and are considered as **unserved** will be bypassed.
- **EXCL'D UNSERVED SNG STD HAS CBS AWD** – the student has a WA track code in ‘EL’ status and has been awarded CBS but has been excluded due to one of the following:
 - Student does not have an ISIR record
 - Student has no Attempted Hours for any of the quarters in the selected year
 - Student has WCG award in an excluded award status
 - Student’s enrolled program code is excluded
 - Student has no need
 - Student has a track code that excludes unserved students
 - Student does not have a crosswalk in SMS
- **EXCL'D UNSERVED SNG QTR HAS CBS AWD** – the student has a WA track in ‘EL’ status and has been awarded CBS but has been excluded for a quarter because of the following reasons:
 - Student has a quarterly Intent that was excluded
 - Student’s enrolled program code is excluded
 - Student has no Attempted Hours for the quarters
- **EXCL'D QTR W/NO SEM HRS HAS CBS AWD** – the student has a WA track in ‘EL’ status and has been awarded CBS but has been excluded for a quarter
 - Student is not enrolled that quarter
 - Student is enrolled for less than 3 credits
- **EXCL'D QTR W/NO NEED HAS CBS AWD** – the student has a WA track in ‘EL’ status and has been awarded CBS but has been excluded for a quarter
 - Student does not have an ISIR record

- Student has no need
 - Student has a quarterly Intent that was excluded
 - Student's enrolled program code is excluded
 - Student has no Attempted Hours for the quarters
- **EXCL'D STD <1/2TM, HRS <3 HAS CBS AWARD** - the student has a WA track in 'EL' status and has been awarded CBS but has been excluded for a quarter
 - Student is enrolled in less than 3 credits
 - Student has a half time enrollment status
 - **STD SERVED SNG AFTER GRADUATING/STD SERVED WCG/CBS AFTER GRADUATING** – student has an Associate degree posted in SMS for the same quarter and may no longer be eligible for WCG or CBS.
 - Associate degree is designated with with an Exit Code of '1', or 'A' through 'Y'.
 - **STD IS MISSING A SSN/SID CROSSWALK** – student does not have a crosswalk record in SMS so enrollment records cannot be found
 - **STD HAS NO STU-YRQ-M FOR THIS YR/SES** – student does not have an enrollment record for the session

Note: Students with errors will not be included in either the served or the unserved files for the quarter the error has occurred.

To view the documentation for this job, go to the SBCTC-IT web site at <http://apps.sbctc.edu/jobdoc/>

Producing the Final WCG-IR Reports and File

When your data is accurate, you will schedule a final run of the WCG-IR (SM9739J). This generates one extract file on the HP-UX, which you will download to your PC to upload to the WSAC website. Keep in mind that if you have run the final, downloaded the file, and still find additional errors requiring correction, you can run another final report and download the updated file to upload to the WSAC website.

After you have completed all the necessary reconciliation and cleanup, run SM9739J as a Final (FA-FILE-OPT of 2). The following reports are generated when the job is scheduled as a Final:

- SM9739A (WCG Interim Served Students Report)
- SM9739B (WCG Interim Unserved Students Report)
- SM9739C (WCG Interim Combined WCG Served, WCG Unserved and CBS Students Report)
- SM9739D (CBS Interim Students Report)
- SM9739E (WCG Interim Error Report)
There should be no errors on this report when run as a Final.
- SM9739F (Passport to College Scholarship Report)
- WCG Served, WCG Unserved and CBS CSAW report file

Once the Final has completed, the next step will be to download the extract file from the HP-UX to your PC or network drive.

Downloading the extract file

After running SM9739J in final mode, follow these steps to download the file to be saved on your PC or network drive: **The file must be saved with a CSV extension.**

1. Log on to the FAID menu from a PC using the HP-UX Reflections or MiniSoft software.
2. Select process SM9725 (SNG Interim CSAW File Download).
3. Respond to the following prompts:

Enter Options (U=Upload,D=Download,P=Purge,E=Exit): **D**

Enter PC Filename to Download to: **C:\WCG\SM9739S3.CSV** (this is an **example** only)

OK to purge download file from the HP3000 (N/Y)?: **N**

Enter Options (U=Upload,D=Download,P=Purge,E=Exit): **E**

The message “Transfer in progress” is displayed. When the transfer is completed, you are prompted to purge the file. It is advisable to type **N** to not purge the file in case you need to download it again. At the next prompt type **E** to exit the download screen and return to the FAID menu.

Note: You may need to download the file to a specified folder on your PC or network drive.

Transmitting the files to WSAC

Once you have downloaded the extract file, transmit it to WSAC using the CSAW Portal web site at: <https://portal.wsac.wa.gov/>

If you have difficulty uploading the file to WSAC's CSAW Portal web site or encounter other problems, please contact the WCG team at WSAC at WCG@wsac.wa.gov.

Appendix A: WSAC Institution Codes for WCG

Washington Washington College Grant (formerly State Need Grant) Program Institution Codes

5700	Bates Technical College
4300	Bellevue College
5710	Bellingham Technical College
4310	Big Bend Community College
4580	Cascadia College
4320	Centralia College
4330	Clark College
5720	Clover Park Technical College
4340	Columbia Basin College
4350	Edmonds Community College
4360	Everett Community College
4380	Grays Harbor College
4390	Green River College
4400	Highline Community College
5730	Lake Washington Institute of Technology
4410	Lower Columbia College
4460	North Seattle College
4430	Olympic College
4440	Peninsula College
4370	Pierce College
5740	Renton Technical College
4450	Seattle Central College
5750	Seattle Vocational Institute
4480	Shoreline Community College
4490	Skagit Valley College
4420	South Puget Sound Community College
4470	South Seattle College
4500	Spokane Community College
4510	Spokane Falls Community College
4520	Tacoma Community College
4530	Walla Walla Community College
4540	Wenatchee Valley College
4550	Whatcom Community College
4560	Yakima Valley College