The Maryland Higher Education Commission

Office of Student Financial Assistance

GPA Upload Tool Webinar

January 14, 2021

GPA Upload Tool

The Grade Point Average (GPA) Upload Process (GPA Upload Tool) allows high school staff to verify and report directly in the Maryland College Aid Processing System (MDCAPS), all high school seniors cumulative unweighted GPA, from their first semester of their senior year of high school and/or their final cumulative GPA.

WHAT'S THE POINT

GPA Upload Tool

- Current high school students who are applying for various state aid programs like the Teaching Fellows for Maryland Scholarship, Guaranteed Access Grant, or the Maryland Community Promise Scholarship will **no** longer have to submit paper/electronic transcripts to MHEC

- Former students who are applying for state aid programs that require a high school transcript will no longer have to request a paper copy of their transcript. (only applies if the high school still has access to the student's information)

GPA Upload Tool

- Allows high schools to electronically report GPA information for numerous students at one time
- Ensures accurate GPA information is submitted by the application deadline
- Eliminates possible email errors or mail delays
- GPA is updated on each students MDCAPS account **immediately** after the high school reports the GPA information
- Quick and easy process!

How do I participate?

It's as EASY as 1, 2, 3……

1. Send an email request to the Office of Student Financial Assistance at **fafsa.mhec@Maryland.gov**
2. Complete and return the participation agreement
3. Receive your login credentials and begin using the GPA Upload Tool!

UPLOAD

Upload Process

Once a high school has received their login credentials, they will receive the File Layout that must be used when uploading GPA information in MDCAPS

To upload GPA information into MDCAPS the high school must have either the students:

- MHEC ID number; or
- SSN

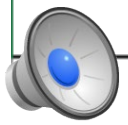
File Layout

Please use the below table to assist in completing your GPA Upload File.

The column headers each contain notes describing the acceptable values that may be uploaded into MDCAPS. To view the notes simply hover over the column header to reveal the note. Additionally, data validation is in place on the cells to be filled in, if the data you are attempting to enter is rejected by the validation, please check the note in the column header to ensure your data matches the requirements. Failure to abide to the data validation in this table will result in your file being rejected in MDCAPS.

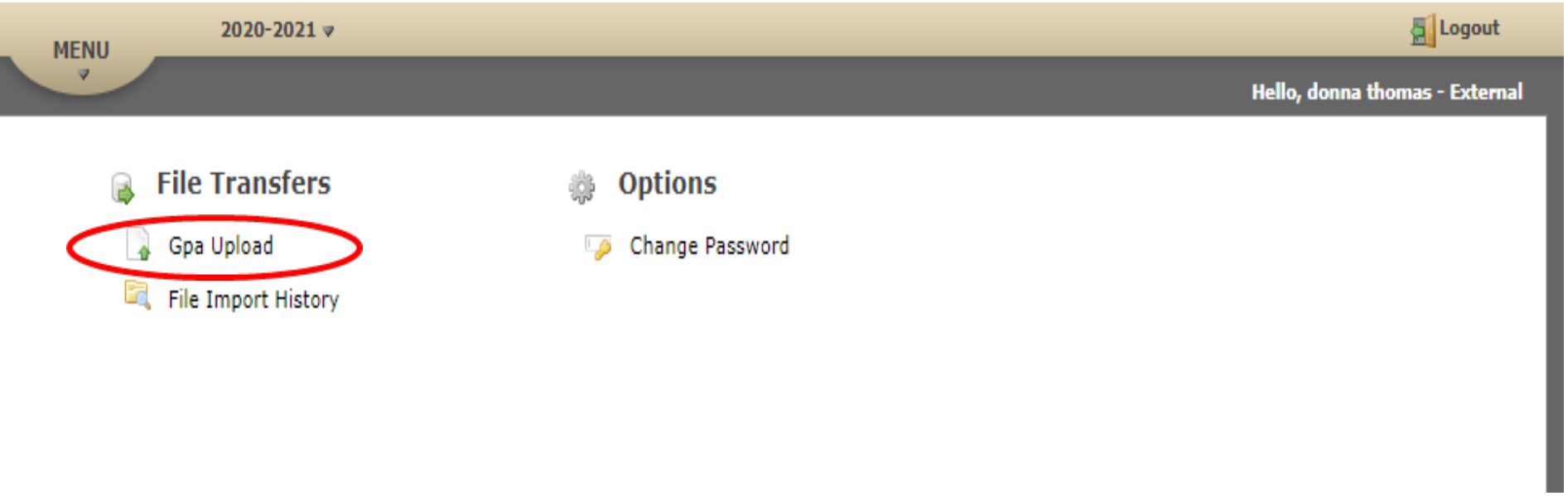
Once complete, delete all rows above the column headers (including these instructions). The first student in your data must be in Row 2. Then save your file as a .CSV so that it may be uploaded into MDCAPS.

Last name	First Name	Zip Code	Unweighted Cumulative GPA	DOB	Semester Reported	SSN	MHECID



Upload Process

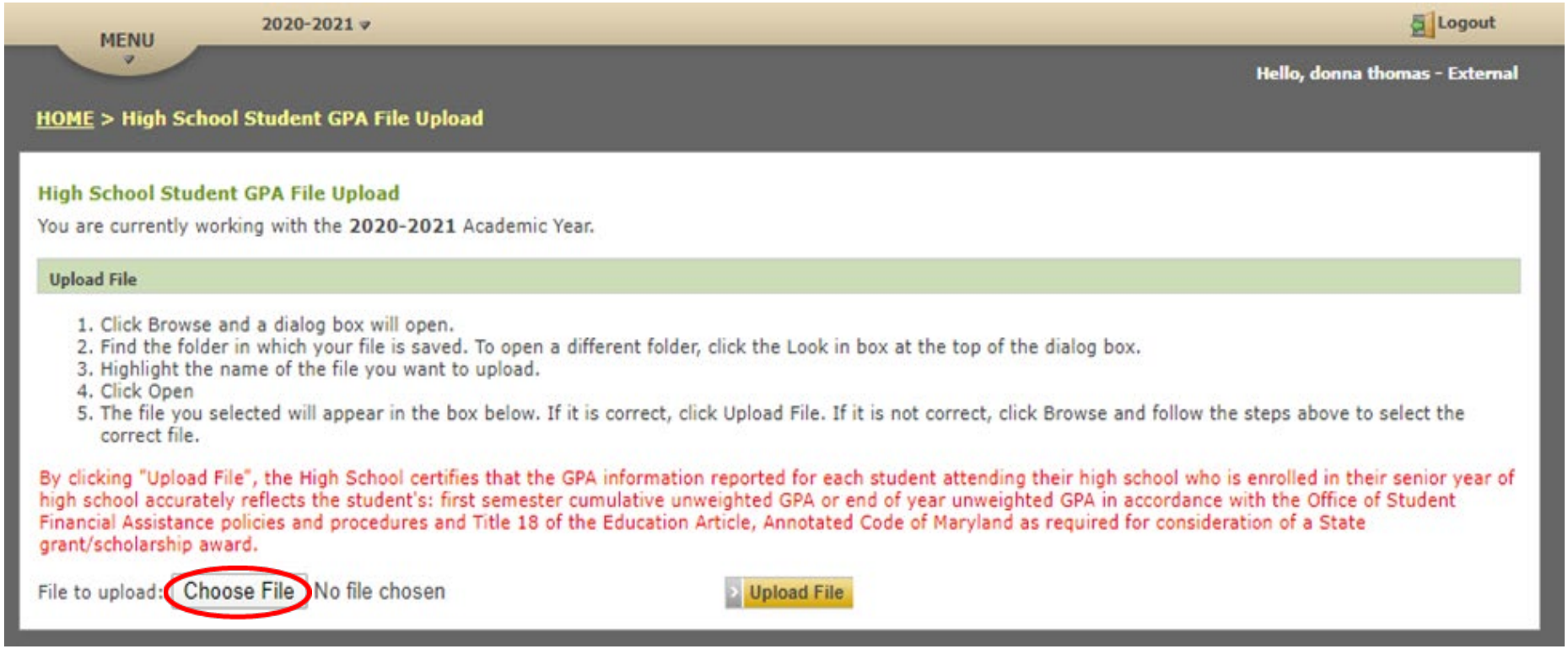
Log into MDCAPS and select the “Gpa Upload” located under the File Transfer section.



This tab will take you to the GPA Upload screen that will allow you to upload your file into MDCAPS for each applicable student at your high school.

Upload Process

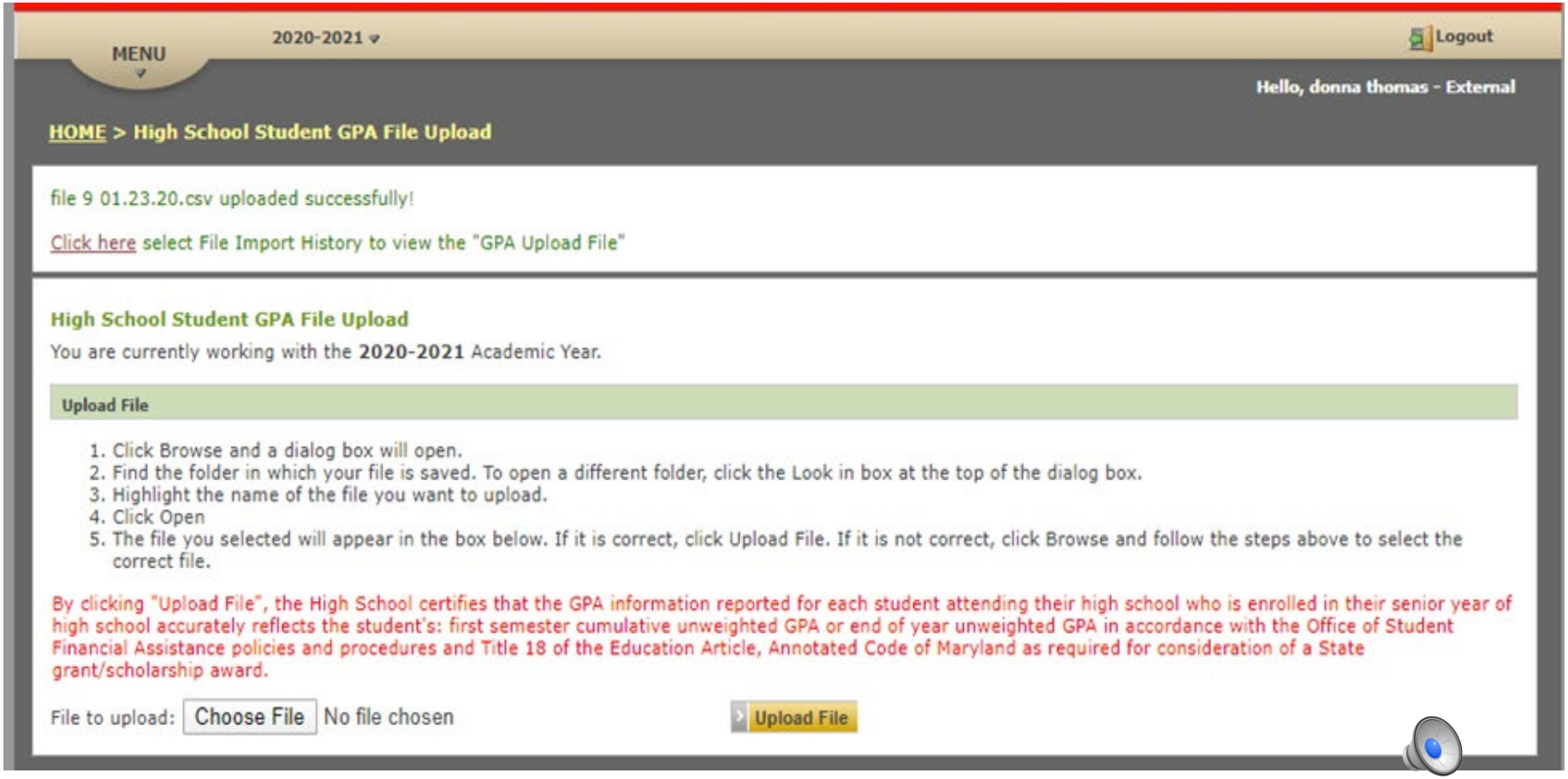
Select Choose file and locate the CSV file saved from Step 1.



Once the file has been selected, click the option for Upload file

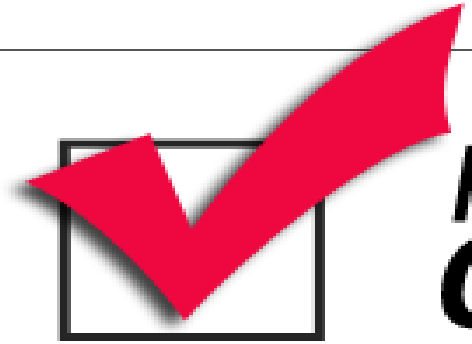
Upload Process

A message appears verifying that the file has been uploaded successfully. To proceed in retrieving your results, select the “Click here” option.



Application Deadlines

FAFSA/MSFAA	March 1, 2021
Teaching Fellows for Maryland	March 15, 2021
Guaranteed Access Grant	April 1, 2021
MD Community College Promise	June 30, 2021



Mark Your Calendar

MARYLAND HIGHER EDUCATION COMMISSION

FAQs

Frequently Asked Questions

Frequently Asked Questions

How Do I create a MDCAPS user account?

- You must submit a user account request via the fafsa.mhec@maryland.gov email account. The Maryland College Aid Processing System (MDCAPS) user agreement will be emailed to you. You must complete and return the user agreement for an account to be setup for you.

Frequently Asked Questions

Who is the Employer Representative or Authorized Representative of the Individual User's Employer on the user agreement?

- The employer representative (whose signature is also required on the Agreement) would be the person of authority who by signing, is confirming that the Individual user should be granted access to MDCAPS as doing so is in connection with the user's job duties and terms of the agreement. In most cases, the high school Principal for example is the "employer representative" that may sign the form for a High school counselor requesting access.

Frequently Asked Questions

Do I have to complete a MDCAPS user agreement each year if we did one last year?

- No. If you have an active user account to access the GPA Upload, you do not have to complete a new user agreement each year.

Frequently Asked Questions

What information is required on the GPA Upload file?

- The GPA upload file requires a specific file layout that should include: Last Name, First Name, Zip Code, Unweighted Cumulative GPA, DOB, Semester Reported, SSN, MHEC ID. A GPA Upload template can be provided. Uploaded files must be saved in .CSV format before uploading into the system.
  - A copy of the GPA Upload Guide and example file layout will be emailed when user accounts are created.

Frequently Asked Questions

When should a high school complete the GPA Upload Process?

- A high school should upload the GPA file at the end of the first semester (Quarter 1 & Quarter 2) of the student's senior year in high school. The high school is responsible for reporting the students unweighted cumulative GPA at the end of the first semester.

Frequently Asked Questions

When would a high school upload a students final unweighted cumulative GPA?

- A high school can report the **final** unweighted cumulative GPA for the student to be considered for certain state aid programs like the Maryland Community College Promise Program or the Workforce Shortage Student Assistance Grant Program.
  - For the Maryland Community College Promise Program, if a high school applicant fails to meet the cumulative unweighted GPA of at least a 2.3 at the end of the first semester of their senior year, they may still be eligible for the program if their final cumulative unweighted GPA is at least a 2.3.

Frequently Asked Questions

Do I need to collect both the SSN and MHEC ID number for each student on the file upload?

- No, you do not need both the SSN and MHEC ID number for each student. You only need to report either the SSN or MHEC ID number.

Frequently Asked Questions

What zip code do we report for the student on the file layout?

- On the file layout you report the zip code from the student's home address.

Frequently Asked Questions

How can I collect the MHEC ID number?

- A high school may collect the MHEC ID directly from the student. The student can access there MHEC ID number directly from MDCAPS if they do not have it memorized.

Frequently Asked Questions

Am I able to upload GPA data for all my seniors or just student who are applying for Maryland Institutions?

- It is recommended that you only upload GPA data for students we are requesting GPA information for. Data uploaded in our system for students that are not in our system will go into a suspense folder.

Frequently Asked Questions

Am I required to use the GPA Upload tool each year if I elect to use it for the current year? Can I elect to opt out of the GPA Upload process?

- Use of the GPA Upload tool is voluntary. If you choose not to use the GPA Upload tool in subsequent years, students will be required to mail or email high school transcripts to our office.

Frequently Asked Questions

How long does it take for the MDCAPS system to update a student's record after I have uploaded the GPA file?

- The students account is updated immediately. When you upload the file the student no longer needs to submit a copy of their high school transcript.

Frequently Asked Questions

I received an error message when I uploaded my file, how can I get this resolved?

- First review your file, ensure you saved the file in .CSV format, you reported all information in the right format, and you did not change the headers on the file.
- If you verified that your file format is accurate, and you still get an error message when you upload the file you must submit a copy of the file you are attempting to upload to our office by email at fafsa.mhec@maryland.gov for review.

Students are NOT required to submit official transcripts.

- The Office Of Student Financial Assistance (OSFA) also accepts unofficial transcripts when determining grant and scholarship eligibility.

- If a high school elects to **NOT** participate the GPA Upload Tool, for consideration of the Promise Scholarship, Guaranteed Access Grant, and Teaching Fellows for Maryland Scholarship
  - the student must submit an unofficial or official high school transcript that includes all grades earned up to the first semester (Quarter 1 & Quarter 2) of the student's senior year in high school by the established deadline.
  - the transcript must be emailed to documents.mhec@maryland.gov

- For the Maryland Community College Promise Scholarship, if a high school applicant fails to meet the cumulative unweighted GPA of at least a 2.3 at the end of the first semester of their senior year. The applicant may submit their final high school transcript if the final cumulative unweighted GPA is at least a 2.3.

Should you have any questions please contact us at:

fafsa.mhec@maryland.gov