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**November 16, 2007**

\*\*This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.\*\*

## *Direct Loan Program*

### COD News

#### **COD System Maintenance Planned For Sunday, November 18, 2007 (11/14/07)**

The COD System will undergo routine maintenance on Sunday, November 18, 2007 from 1:30 A.M. until 12:00 P.M. (ET). In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. The impact of these overlapping outages is as follows:

- Users will not be able to submit or retrieve data via the COD Web site between 1:30 A.M. and 12:00 P.M. (ET).
- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after COD comes back up at 12:00 P.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.
- Batches submitted by schools via the SAIG between 11:00 A.M. and 12:00 P.M. (ET) will also be held and not acknowledged back to schools until after COD comes back up at 12:00 P.M. (ET).

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

#### **Extended Direct Loan Electronic MPN Web Site Outage For Sunday, November 18, 2007 (11/14/07)**

As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, individuals are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.



Due to the need for additional maintenance on Sunday, November 18, 2007, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 1:30 A.M. until 12:00 P.M. (ET). Individuals starting the process by 12:30 A.M. (ET) on Sunday, November 18, 2007 will be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

Federal Student Aid apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.



**UPDATED!**

### **G5 Phase 1 Implementation and Training Information [9/25/07 (Updated 11/16/2007)]**

In June 2007, the Department of Education (the Department) announced the development of **G5—a state-of-the-industry electronic system for grants management and payments**. G5 will replace the current Grant Administration and Payment System (GAPS), including the e-Payments functionality used by schools to draw down Campus-Based, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Pell Grant (Pell Grant), and William D. Ford Federal Direct Loan (Direct Loan) funds. G5 will provide a number of performance, processing, and customer enhancements.

### **G5 Phase I Implementation Date and Training Opportunities**

As previously explained, the Department will implement G5 in three phases over several years. Phase I of G5 will address e-Payments and provide improved drawdown functionality. **Full implementation of Phase I is planned for December 17, 2007.** This date for Phase I implementation supersedes all preliminary implementation information provided by the Department at earlier points in time.

The Department has posted the December 17, 2007 implementation date as well as an updated “G5 Phase 1 Implementation Overview” presentation on the GAPS [e-Payments Web site](#). In addition, **G5 online training is now available at the following URL:**

<http://www.g5.gov/>

In addition to the online training, the Department’s Office of the Chief Financial Officer will present a one-hour G5 Phase I Implementation Webinar on Thursday, December 6, 2007 from 1:00 P.M. – 2:00 P.M. (ET). Complete information about registration for this webinar is available in [Training Announcement ANN-07-23 posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

**Note:** For those unable to attend the webinar, a recording of the webinar will be available on the on the GAPS [e-Payments Web site](#) and the [G5 Web site](#) shortly after December 6, 2007.

### **G5 Phase I Implementation Impact on Funds Availability**

The service outage associated with the December 17, 2007 G5 Phase 1 implementation will impact how the COD System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:



- **Wednesday, December 12, 2007 through Sunday, December 16, 2007** – The COD System will accept ACG, National SMART Grant, Pell Grant, and Direct Loan disbursements, but Current Funding Level (CFL) changes and funding will not be processed by G5 until Monday, December 17, 2007.

All actual disbursements with a disbursement date from December 12, 2007 through December 17, 2007 must be received and accepted by the COD System **no later than 10:00 P.M. (ET) on Tuesday, December 11, 2007**, in order for them to be included in the drawdown prior to the shutdown. Disbursements submitted after this time and disbursements with a disbursement date after December 17, 2007 will be funded after G5 is implemented on December 17, 2007.

- **7:00 P.M. (ET) on Wednesday, December 12, 2007 through 6:00 A.M. (ET) on Monday, December 17, 2007** – Neither the GAPS [e-Payments Web site](#) nor the new [G5 Web site](#) will be available. Schools will not be able to draw down Campus-Based, ACG, National SMART Grant, Pell Grant, or Direct Loan funds during this period.

**Note:** The new [G5 Web site](#) will be available after 6:00 A.M. (ET) on Monday, December 17, 2007. The Department expects financial processing to be caught up by Thursday, December 20, 2007.

Please share this information, as appropriate, with others at your school/organization.

The most current G5 implementation information is posted on the GAPS [e-Payments Web site](#) and in [a November 7, 2007 Electronic Announcement on the IFAP Web site](#).

### **Contact Information**

If you have any questions about the December 17, 2007 G5 Phase I implementation, the online training, or the webinar, contact the GAPS hotline at 888/336-8930 or e-mail [G5admin@ed.gov](mailto:G5admin@ed.gov).

### **Live Internet Briefings (Webinars) on New Title IV Student Assistance Legislation and Regulations (11/16/07)**

Federal Student Aid is pleased to announce two (2) separate live internet briefings presented by Federal Student Aid's Policy, Liaison and Implementation staff. The first briefing will cover changes made to the Higher Education Act by the College Cost Reduction and Access Act (CCRAA). The second briefing will provide an overview of the recently published final rules covering the Student Assistance General Provisions regulations, the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) regulations, and the Federal student loan program regulations.

- The CCRAA briefing is scheduled for Wednesday, December 5, 2007 from 1:30 P.M. - 3:00 P.M. (ET).
- The final rules briefing is scheduled for Wednesday, December 12, 2007 from 1:30 P.M. - 3:00 P.M. (ET).





For additional information about these webinars, including registration information, refer to [the November 15, 2007 Training Announcement ANN-07-22 on the Information for Financial Aid Professional \(IFAP\) Web site.](#)

### **Correction to Direct Loan Bulletin 07-21 Posted on the IFAP Web Site (11/14/07)**

As explained in DLB-07-21 posted on the Information for Financial Aid Professionals (IFAP) Web site on October 19, 2007, Federal Student Aid provided updated acceptance guidelines for paper Master Promissory Notes (MPNs). Recently, Federal Student Aid discovered an incorrect detail in the Direct Subsidized Loan and Direct Unsubsidized Loan MPN Review/Acceptance Guidelines. Previously, item #7 of the table on page 2 of 6 incorrectly reflected that two references are not required on the MPN. *Two references are required on all MPNs.*

On November 13, 2007, Federal Student Aid updated [DLB-07-21](#) by replacing both the Microsoft Word and PDF versions of the attachment titled "Guidelines for Paper Master Promissory Notes." Please replace your current copy of [DLB-07-21](#) with the updated posting.

Federal Student Aid apologizes for any confusion the erroneous information may have caused.

### **COD Holiday Schedule For November 21-23, 2007 (11/09/07)**

The COD School Relations Center will close at 3:00 P.M. (ET) on Wednesday, November 21, 2007 and reopen at 8:00 A.M. (ET) on Friday, November 23, 2007.

The COD System will accept and process data from schools and send back responses/acknowledgements on Thursday, November 22, 2007, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Friday, November 23, 2007.

Further information regarding Thanksgiving Day processing, funding impact, and customer service hours for COD and other Federal Student Aid/ED call centers will be available in an Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site.](#)



### **Updating School Contact Information in the COD System (11/16/07)**

Federal Student Aid wants to remind all schools and third party servicers that contact information in the Common Origination and Disbursement (COD) System must be kept current. Contact information is extremely important for the COD School Relations Center. Of utmost importance are e-mail addresses and mailing addresses.

- The e-mail address for the Financial Aid Administrator is used to deliver time-sensitive materials and critical COD processing information to the school.
- For a Direct Loan school, correct mailing address information ensures that Direct Loan closeout letters are delivered timely and to the correct place.

Please ensure that all contact information is updated as needed.

### **Submitting Updates to School Contact Information**

Depending on the type of information to be updated, a school must submit updates in one of the following two ways:



1. In accordance with 34 CFR 600.21, most changes must be reported using the [Electronic Application for Approval to Participate in Federal Student Financial Aid Programs \(E-App\)](#). This includes changes to the following information:

- School name
- School address (including any branches and locations)
- Names of the President (or equivalent title), Chief Financial Officer (or equivalent title), and Financial Aid Administrator (or equivalent title)
- Telephone numbers and e-mail addresses for the above officials

Once the E-App is processed, the [COD Web site](#) is updated within 24 hours. It may take longer if there is additional information required by the School Participation Team (formerly known as the Case Management and Oversight Division).

2. Two specific changes can *only* be made via the [COD Web site](#). These are changes to the Direct Loan Officer contact information/ mailing address and the Pell Grant Officer contact information/ mailing address. To view and/or update the current contact information for these officers, complete the following steps:

- Log in to the [COD Web site](#).
- From the School tab, select the “Financial Aid Contact” link (located under the School Information menu). The School Financial Aid Contact Information screen displays the current information for the school.
- Update or add new contact information by clicking on the “Update” or “Add New” button in the heading for the officer to be updated.
- Complete the new information and submit the changes.

This information will be processed and updated immediately on the [COD Web site](#).

An [Electronic Announcement](#) with this same information is posted on the Information for Financial Aid Professionals (IFAP) Web site. If you have any questions about updating your school’s contact information, contact the COD School Relations Center.

## Reports and Data Requests



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File— Schools in need of this file should contact the COD School Relations Center.



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# *ACG, National SMART Grant, and Pell Grant Programs*

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### **ACG and National SMART Grant Resources (11/16/07)**

As a reminder, the Department of Education (the Department) has posted a number of Dear Colleague Letters and Electronic Announcements that communicate regulatory, policy, and operational information related to the implementation of the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART



Grant) programs. In addition, Federal Student Aid has updated the [2006-2007 COD Technical Reference](#), the [2007-2008 COD Technical Reference](#), and posted the [2008-2009 COD Technical Reference](#). A school should refer to the [communications posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#) and to the 2006-2007, 2007-2008, and 2008-2009 COD technical references for complete information about the ACG and National SMART Grant programs.

More specifically, the 2006-2007, 2007-2008, and 2008-2009 COD technical references cover all aspects of the operational implementation of the ACG and National SMART Grant programs. This includes information on the following key aspects of ACG and National SMART Grant processing:

- Financial Award ID and Financial Award Number (Award Sequence Number)  
Volume II, Section 1 “Implementation Guide”
- Citizenship and Student Level Code  
Volume II, Section 1 “Implementation Guide”
- Message Classes  
Volume II, Section 2 “Message Classes”
- Common Record Layout  
Volume II, Section 3 “Common Record Layout”
- Reports Generated by COD System  
Volume VI, Section 8 “COD Reports”
- Eligibility/Payment Reason and Rigorous High School Program Code for ACG  
Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”
- Major/Classification of Instructional Program (CIP) Code for National SMART Grant  
Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”

If your school needs help locating information related to the operational implementation of the ACG and National SMART Grant programs, contact the COD School Relations Center.

**Note for EDExpress Users:** Volume III of the 2006-2007, 2007-2008, and 2008-2009 COD technical references provides additional guidance for schools that use EDExpress in combination with another system. If your school needs help locating information related to EDExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).