



## Common Origination and Disbursement COD Processing Update

February 23, 2007

# *Direct Loan Program*

### COD News

#### **COD System Maintenance Planned For Sunday, February 25, 2007 (02/21/07)**

The COD System will undergo routine maintenance on Sunday, February 25, 2007 from 2:00 A.M. until 8:00 A.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 2:00 A.M. and 8:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 2:00 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.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.

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 e-mail [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

#### **Extended Direct Loan Electronic MPN Web Site Outage For Sunday, February 25, 2007 (02/21/07)**

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, February 25, 2007, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 2:00 A.M. until 11:00 A.M. (ET). 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.

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



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### Unlocking and Resetting COD Web Site Passwords (02/23/07)

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the [COD Web site](#) and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common Origination and Disbursement" Link. To access the document *after* you log in to the Web site, click on the "Today's Update" link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.



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## 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*

### COD News

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**NEW!**

#### **ACG And National SMART Grant Resources (02/23/07)**

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, COD has updated the [2006-2007 COD Technical Reference](#) and the [2007-2008 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 and 2007-2008 COD technical references for complete information about the ACG and National SMART Grant programs.

More specifically, the 2006-2007 and 2007-2008 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”



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



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### **2007-2008 Federal Pell Grant Payment And Disbursement Schedules (02/22/07)**

On February 15, 2007, the President signed the Revised Continuing Appropriations Resolution, 2007, (P.L. 110-5) that establishes the maximum Federal Pell Grant (Pell Grant) award for the 2007-2008 Award Year at \$4,310 and, with the minimum award continuing to be \$400, sets the maximum Expected Family Contribution (EFC) that a student may have to be eligible to receive a Pell Grant at 4110. These amounts (and related statutory provisions) were used to develop the Pell Grant payment and disbursement schedules for the 2007-2008 Award Year.

On February 21, 2007, Federal Student Aid posted a [Dear Colleague Letter \(P-07-01\)](#) on the Information for Financial Aid Professionals (IFAP) Web site. The attachments to this letter contain the 2007-2008 Award Year Federal Pell Grant Program Payment and Disbursement Schedules - Regular and Alternate. The letter describes when an institution must determine a student's 2007-2008 Pell Grant award using the Alternate Schedules and when it can use the Regular Schedules.

Federal Student Aid will post information about the operational implementation of the Pell Grant payment and disbursement schedules for the 2007-2008 Award Year in a forthcoming Electronic Announcement on the [IFAP Web site](#).

### **2004-2005 Pell Grant CFL Reduction To GAPS Net Drawdown Warning Message (02/22/07)**

On February 21, 2007, COD sent a message (PGTX05OP) to schools that have a Grant Administration and Payment System (GAPS) Pell Grant authorization, known in the COD System as Current Funding Level (CFL), for the 2004-2005 Award Year that is greater than their Net Drawdown amount reflected in the COD System and in the GAPS. The message



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warns an affected school that its 2004-2005 Pell Grant CFL will be reduced to the GAPS Net Drawdown if the CFL is still greater than the GAPS Net Drawdown on March 19, 2007. When the actual reduction occurs in March, the school will have a reduced authorization in the GAPS and will receive an Electronic Statement of Account (ESOA) that reflects the revised authorization.

A school that receives the warning message should review its internal records and its CFL, GAPS Net Drawdown, and Net Accepted and Posted Disbursements (NAPD) reflected in the COD System as soon as possible. The school should submit all outstanding downward disbursement adjustments to the COD System and/or request any outstanding drawdown from the GAPS for the 2004-2005 Award Year as soon as possible but before March 19, 2007.

An electronic announcement informing schools of the message is posted to the [IFAP Web site](#).

### 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.

- Pell Year-to-Date (YTD) Records—

The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

- For rebuilds for the 2005-2006 and 2006-2007 Award Year, the school can submit the data request via the COD Web site or batch.
- For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone.