



May 4, 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



NEW!

Direct Loan Bulletin 07-08 Released (05/04/07)

Direct Loan Bulletin 07-08 was released to schools from the COD School Relations Center on May 4, 2007 and is posted on the [IFAP Web site](#). This bulletin explains that on April 12, 2007, the Direct Loan Operations Team in cooperation with the National Direct Student Loan Coalition (NDSL) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) conducted a webinar training session.

A copy of the presentation and speaker's notes is available on the [IFAP Web site](#). In addition, the presentation is available in the archive section of the AACRAO Web site until May 30, 2007. You may use the following link and register to view the presentation:
<http://webinar.aacrao.org/loan>.

If you would like to be added to or removed from the Direct Loan Bulletin distribution list, please submit an e-mail to CODSupport@acs-inc.com with the subject line of "DLB Distribution".



NEW!

Unlocking and Resetting COD Web Site Passwords (05/04/07)

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>.

COD Batch Processing Suspension And Web Site Outages May 11-13, 2007 (05/02/07)

As explained in [an Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), during the period May 11-12, 2007, Federal Student Aid plans to implement additional COD System functionality that supports the processing of Federal Pell Grant (Pell Grant) awards for the 2007-2008 Award Year.

Following the Pell Grant-related implementation, the COD System will undergo routine maintenance on Sunday, May 13, 2007. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable for a period of time due to its regular Sunday morning maintenance. The May 11-13, 2007 activities will have the following impact:

Friday, May 11th and Saturday, May 12th

- Federal Student Aid will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, May 11, 2007. Records submitted after 8:00 P.M. (ET) will be held and processed after 1:00 A.M. (ET) on Saturday, May 12, 2007.
- The [COD Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, May 11, 2007 until 1:00 A.M. (ET) on Saturday, May 12, 2007.
- The [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, May 11, 2007 until 1:00 A.M. (ET) on Saturday, May 12, 2007.



Individuals starting the process by 7:00 P.M. (ET) on May 11th 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.

Sunday, May 13th

- Federal Student Aid will suspend COD batch processing beginning at 1:30 A.M. (ET) on Sunday, May 13, 2007. Records submitted after 1:30 A.M. (ET) will be held and processed after 8:00 A.M. (ET) on May 13th.

Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) on May 13th 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) on May 13th will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

- The [COD Web site](#) will be unavailable from 1:30 A.M. until 8:00 A.M. (ET) on Sunday, May 13, 2007.
- The [Direct Loan Electronic MPN Web site](#) will be unavailable from 1:30 A.M. until 11:00 A.M. (ET) on Sunday, May 13, 2007.

Individuals starting the process by 12:30 A.M. (ET) on May 13th 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 the batch processing suspension and web site outages may cause and appreciates your understanding and patience while it completes these important activities.

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.



ACG, National SMART Grant, and Pell Grant Programs

COD News

NEW!

Additional Sessions Available—COD Basics: Resolving Issues with Title IV Grants (05/04/07)

Federal Student Aid has announced that additional sessions are available for its online, instructor-led training on COD Basics: Resolving Issues with Title IV Grants. These additional one hour and thirty minute sessions will begin at 12:00 P.M. Pacific Daylight Savings Time on May 16 and 17, 2007.

The COD Basics: Resolving Issues with Title IV Grants training is for *beginner level users* of the COD System. Aimed specifically toward resolving issues with Federal Pell Grant (Pell Grant), Academic Competitiveness Grant (ACG), and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) awards, this training will provide practical step-by-step guidance on how to research issues via the [COD Web site](#).

For additional information about this training, including registration information, refer to [Training Announcement ANN-07-08 on the Informational for Financial Aid Professionals \(IFAP\) Web site](#).

NEW!

Unlocking and Resetting COD Web Site Passwords (05/04/07)

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>.



ACG and National SMART Grant Resources (05/04/07)

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

COD Batch Processing Suspension And Web Site Outages May 11-13, 2007 (05/02/07)

As explained in [an Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), during the period May 11-12, 2007, Federal Student Aid plans to implement additional COD System functionality that supports the processing of Federal Pell Grant (Pell Grant) awards for the 2007-2008 Award Year.

Following the Pell Grant-related implementation, the COD System will undergo routine maintenance on Sunday, May 13, 2007. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable for a period of time due to its regular Sunday morning maintenance. The May 11-13, 2007 activities will have the following impact:

Friday, May 11th and Saturday, May 12th

- Federal Student Aid will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, May 11, 2007. Records submitted after 8:00 P.M. (ET) will be held and processed after 1:00 A.M. (ET) on Saturday, May 12, 2007.
- The [COD Web site](#) will be unavailable from 8:00 P.M. (ET) on Friday, May 11, 2007 until 1:00 A.M. (ET) on Saturday, May 12, 2007.



Sunday, May 13th

- Federal Student Aid will suspend COD batch processing beginning at 1:30 A.M. (ET) on Sunday, May 13, 2007. Records submitted after 1:30 A.M. (ET) will be held and processed after 8:00 A.M. (ET) on May 13th.

Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) on May 13th 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) on May 13th will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

- The [COD Web site](#) will be unavailable from 1:30 A.M. until 8:00 A.M. (ET) on Sunday, May 13, 2007.

Federal Student Aid apologizes for any inconvenience the batch processing suspension and web site outages may cause and appreciates your understanding and patience while it completes these important activities.

2007-2008 Federal Pell Grant Payment And Disbursement Schedules [02/22/07 (Updated 05/02/07)]

As explained previously in a number of Electronic Announcements posted on the [IFAP Web site](#), the Revised Continuing Appropriations Resolution, 2007, (P.L. 110-5) established the minimum and maximum Pell Grant amounts for the 2007-2008 Award Year. Most recently, in [an Electronic Announcement posted on May 1, 2007](#), Federal Student Aid informed schools *that it plans to update the 2007-2008 COD System with the Pell Grant payment and disbursement schedules during the period May 11-12, 2007.*

While this approach temporarily delays schools in the submission of 2007-2008 Pell Grant origination and anticipated disbursement records to the COD System, it does eliminate the need for resubmission of 2007-2008 Pell Grant origination and anticipated disbursement records.

- ***Until Federal Student Aid updates the 2007-2008 COD System with the Pell Grant payment and disbursement schedules during the period May 11-12, 2007***, the COD System will ***reject*** origination and anticipated disbursement records for 2007-2008 Pell Grant awards.
- ***After Federal Student Aid completes the May 11-12, 2007 update to the 2007-2008 COD System***, the COD System will ***accept*** origination and anticipated disbursement records for 2007-2008 Pell Grant awards.

Notes:

- 1) It is not necessary for the COD System to accept a 2007-2008 Pell Grant record for a student before it can accept a 2007-2008 ACG or National SMART Grant record for that student. (Federal Student Aid will perform a COD System-wide job to check for a corresponding Pell Grant award later in the award year.) Therefore, a school that wishes to submit 2007-2008 ACG and/or National SMART Grant origination and anticipated disbursement records to the COD System before the COD System begins accepting 2007-2008 Pell Grant origination and anticipated disbursement records may do so.



- 2) When a school submits a 2007-2008 Pell Grant origination or anticipated disbursement record to the COD System on or after May 12, 2007, the record must include a Central Processing System (CPS) transaction number for a transaction that has been designated as "Pell Grant Eligible." If the record does not include a CPS transaction number for a transaction that has been designated as "Pell Grant Eligible," the COD System will reject the record.

Information for EDEExpress 2007-2008 Users:

On April 25, 2007, Federal Student Aid posted [an Electronic Announcement](#) that provides schools with the details related to its plans for updating the appropriate modules in EDEExpress with the 2007-2008 Pell Grant amounts. As explained in the [April 25th announcement](#), the EDEExpress 2007-2008, Release 2.0 Pell module will not calculate Pell Grant awards according to the updated 2007-2008 Pell Grant payment and disbursement schedules. On May 18, 2007, Federal Student Aid plans to post EDEExpress 2007-2008, Release 3.0, an upgrade version that will incorporate the 2007-2008 Pell Grant changes into EDEExpress Global, Packaging, and Pell functionality.

Until a school has upgraded to Release 3.0, ***a school should delay its creation and submission of Pell Grant origination (and corresponding anticipated disbursement) records in EDEExpress 2007-2008.*** For complete information about how to better prepare for the implementation of Release 3.0, refer to the [April 25th announcement](#).

2006-2007 ACG and National SMART Grant Reconciliation Reports Sent to Reporting Schools on April 28, 2007 [04/23/07 (Updated 04/30/07)]

As Federal Student Aid previously informed schools, it wants to assist schools with the reconciliation of Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) award data that schools have submitted to the COD System since ACG and National SMART Grant award processing began in December 2006.

To do this, on April 28, 2007, Federal Student Aid sent a 2006-2007 ACG Reconciliation Report to the Student Aid Internet Gateway (SAIG) mailboxes of all reporting schools with at least one funded 2006-2007 ACG disbursement and a 2006-2007 National SMART Grant Reconciliation Report to the SAIG mailboxes of all reporting schools with at least one funded 2006-2007 National SMART Grant disbursement.

Complete details regarding the automatic release of 2006-2007 ACG Reconciliation Reports and 2006-2007 National SMART Grant Reconciliation Reports to schools are available in the [April 23, 2007 Electronic Announcement that was posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Note: Due to the mass generation of these ACG and National SMART Grant reconciliation reports, the Pell ID in the header and trailer of each file is not necessarily associated with the school that receives the report. If a school is unable to download and then view, print, or import a report into a spreadsheet as explained in the [April 23rd Electronic Announcement](#), the school can request the report via the [COD Web site](#) or by submitting the batch data request for the appropriate program/award year message class via the SAIG. For information about how to request these reports, refer to Volume VI, Section 8 of the [2006-2007 COD Technical Reference](#).



**2007-2008 ACG and National SMART Grant Award Amounts and Approved Majors
(04/30/07)**

On April 27, 2007, the Department of Education (the Department) posted [Dear Colleague Letter GEN-07-02 on the Information for Financial Aid Professionals \(IFAP\) Web site](#). In this letter, the Department announced the maximum award amounts for the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs for the 2007-2008 Award Year. The maximum award amounts for the 2007-2008 Award Year will be as follows:

- Year 1 ACG – \$750
- Year 2 ACG – \$1,300
- Year 3 National SMART Grant – \$4,000
- Year 4 National SMART Grant – \$4,000

In [GEN-07-02](#), the Department also informed schools that the 2007-2008 list of National SMART Grant approved major Classification of Instructional Program (CIP) codes will be the same as the list used for the 2006-2007 Award Year.

For complete information about 2007-2008 award amounts and approved majors, refer to [GEN-07-02](#).

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. 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.