



October 26, 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, October 28, 2007 (10/24/07)

The COD System will undergo routine maintenance on Sunday, October 28, 2007 from 1:30 A.M. until 9:00 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 1:30 A.M. and 9:00 A.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 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 by e-mail at CPSSAIG@ed.gov.

Extended Direct Loan Electronic MPN Web Site Outage For Sunday, October 28, 2007 (10/24/07)

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.

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



Due to the need for additional maintenance on Sunday, October 28, 2007, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 1:30 A.M. until 11:00 A.M. (ET). Individuals starting the process by 12:30 A.M. (ET) on Sunday, October 28, 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.

Data Center Relocation Update # 1 – First Relocation Phase Planned for October 26-29, 2007 (10/22/07)

Federal Student Aid is in the process of relocating the data center that supports numerous systems and Web sites. The data center relocation is scheduled to occur in three phases over the next several months. In [an October 19, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), Federal Student Aid provides information about the implementation of the first phase. Federal Student Aid will provide information about the other phases in forthcoming communications.

Implementation of First Data Center Relocation Phase

Federal Student Aid plans to implement the first data center relocation phase during the period October 26-29, 2007. Below is information about the systems and Web sites that will be affected by this implementation. Federal Student Aid asks that you review this information and evaluate impact to your school or organization during the periods when the affected systems and Web sites will be unavailable.

Web Sites Unavailable from 5:00 P.M. (ET) Friday, October 26, 2007 until 6:00 A.M. (ET) Saturday, October 27, 2007

From 5:00 P.M. (ET) on Friday, October 26, 2007 until 6:00 A.M. (ET) on Saturday, October 27, 2007, the following systems and Web sites will be unavailable:

- Direct Loan Electronic Master Promissory Note (MPN) Web Site
- eZAudit Web Site
- ISIR Analysis Tool
- FAFSA Demo
- FSA Conferences Web Site
- Information for Financial Aid Professionals (IFAP) Web Site

Systems and Web Sites Unavailable from 5:00 P.M. (ET) Friday, October 26, 2007 until 8:00 A.M. (ET) Monday, October 29, 2007

From 5:00 P.M. (ET) on Friday, October 26, 2007 until 8:00 A.M. (ET) on Monday, October 29, 2007, the following systems and Web sites will be unavailable:



- Coalition of Federal Ombudsmen Web Site
- eCampus-Based (eCB) System and Web Site
- EDEExpress Basics
- Experimental Sites Web Site
- Federal Student Aid Ombudsman Web Site
- Financial Aid Professionals Portal
- Financial Partners Datamart
- Financial Partners Portal
- FISAP Tutorial (on eCB Web Site)
- FSA Collections Web Sites
- FSA for Counselors
- Quality Assurance Program Web Site
- Student Aid on the Web Site
- Students.Gov Web Site
- XML Registry and Repository for Education Community Web Site

Federal Student Aid appreciates your patience and understanding as it completes the required activities during the October 26-29, 2007 period.



2008-2009 COD Technical Reference Now Available (10/26/07)

The [2008-2009 COD Technical Reference](#) is now available on the Information for Financial Aid Professionals (IFAP) Web site. The 2008-2009 COD Technical Reference consists of multiple volumes that contain development information for the 2008-2009 Award Year. If you have any questions about this material, contact the COD School Relations Center.

2007-2008 COD Technical Reference October 2007 Updates Now Available (10/24/07)

The [2007-2008 COD Technical Reference October 2007 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The 2007-2008 COD Technical Reference consists of multiple volumes that contain development information for the 2007-2008 Award Year. For a complete list of updates, refer to the "0708 COD Technical Reference October 2007 Change Tracking Log." If you have any questions about this material, contact the COD School Relations Center.

Availability of EDEExpress for Windows 2007-2008, Release 3.1 (10/22/07)

Federal Student Aid is pleased to announce the posting of EDEExpress for Windows 2007-2008, Release 3.1, on the Department's [Federal Student Aid Download \(FSAdownload\) Web site](#).

Release 3.1 incorporates the following two major enhancements to EDEExpress 2007-2008:



- Federal Student Aid modified the Application Processing module to allow alpha-numeric characters in the third position of Student Aid Internet Gateway (SAIG)-assigned TG numbers, such as TGA0001.
- Federal Student Aid adjusted print functionality in the Direct Loan module for the revised Federal Direct PLUS Loan Application and Master Promissory Note (Direct PLUS Loan MPN) (with an expiration date of 08/31/2010) for parent borrowers and graduate and professional student borrowers.

In conjunction with Release 3.1, Federal Student Aid reposted versions of the *EDEExpress 2007-2008 Installation Guide*, *EDEExpress 2007-2008 Release 2.0 Desk Reference – HERA Addendum*, and *Direct Loan (DL) Tools Release 7.0 Installation Guide* to address the TG number or Direct PLUS Loan MPN changes.

For complete information about Release 3.1, refer to [the October 22, 2007 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site.

Direct Loan Bulletin 07-21 Released (10/22/07)

[Direct Loan Bulletin 07-21](#) was released to schools from the COD School Relations Center on October 19, 2007 and is posted on the Information for Financial Aid Professionals (IFAP) Web site. In the past, Federal Student Aid has provided a summary of acceptance guidelines for paper Master Promissory Notes (MPNs). The attachment to this bulletin provides updated guidelines for Direct Subsidized/Unsubsidized Loan MPNs and Direct PLUS Loan MPNs (for both parent borrowers and graduate and professional student borrowers). These guidelines will help you in reviewing your school's MPNs for completeness before mailing them to Federal Student Aid.

Note: The updated Direct PLUS Loan MPN guidelines are based on the revised Direct PLUS Loan MPN (expiration date 08/31/2010). For complete information about the revised Direct PLUS loan MPN, refer to [DLB-07-20](#).

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".

G5 Phase 1 Implementation Overview Now Available (09/25/07)

In June 2007, the Department of Education (the Department) announced the development of **G5—a state-of-the-art electronic system for grants management and payments**. G5 will replace the current Grant Administration and Payments 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.

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 targeted for the last quarter of calendar year 2007—most likely over the Veterans Day holiday weekend (November 8-12, 2007).

Recently, the Department posted a “G5 Phase 1 Implementation Overview” presentation on the GAPS [e-Payments Web site](#). This overview is also available at the following URL:

http://www.g5.gov/PPT_for_G5_v082707.pps

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

As explained in the overview, G5 online training will be available in October 2007. Information about the availability of the online training and other training opportunities will be provided in forthcoming communications. Information about the service outage that will be necessary when Phase 1 is implemented will also be provided in forthcoming communications.

The most current G5 information is posted on the GAPS [e-Payments Web site](#) and in [a September 25, 2007 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

If you have any questions about the status and/or implementation of G5, contact the GAPS hotline at 888/336-8930 or e-mail G5_Admin@ed.gov (G5_Admin@ed.gov).



Updating School Contact Information in the COD System (10/26/07)

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/mailling address and the Pell Grant Officer contact information/mailling 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.



ACG, National SMART Grant, and Pell Grant Programs

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Second 2006-2007 Verification Status Code "W" Warning Message (10/19/07)

With the end of processing for the 2006-2007 Award Year, schools that had made an interim 2006-2007 Federal Pell Grant (Pell Grant) disbursement to a student selected for verification should have concluded verification activities and changed the student's verification status code from "W" to "V" or "S", as appropriate.



On October 18, 2007, Federal Student Aid began processing a message to schools that have one or more 2006-2007 student records still reported with a verification status code of “W”. The message is a warning that disbursements to all students with a verification status code of “W” will be considered overawards and reduced to a zero dollar amount (\$0.00), even though the disbursements were previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on November 5, 2007.

Federal Student Aid will send the October 18, 2007 warning message to affected schools’ Student Aid Internet Gateway (SAIG) mailboxes in the message class PGTX07OP. Additionally, Federal Student Aid will send a file of 2006-2007 student records reported to the COD System with a verification status code of “W” in the Reconciliation Report message class PGRC07OP. A school that receives the warning message should review the accompanying Reconciliation Report and submit appropriate changes to the verification status codes for affected students before November 5, 2007.

Notes:

- As a reminder, Federal Student Aid recently posted updated operational guidance on how to accurately report verification status codes to the COD System. Refer to [the September 28, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#) for the conditions under which each verification status code should be used.
- A school does not need to submit a verification status code and should leave the field blank (nil = “true”) if the student was not selected for verification or if a selected transaction was received by the school after the student was no longer enrolled.

If you have any questions about the warning message or about reporting verification status codes to the COD System, contact the COD School Relations Center.

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ACG and National SMART Grant Resources (10/26/07)

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”



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- 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, 2007-2008, and 2008-2009 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.