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This edition 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.

COD Processing Update

February 11, 2011

NEWS/UPDATES

- **COD Batch Processing Suspension And Web Site Outages February 18-19, 2011 (02/11/11)**
  During the period February 18-19, 2011, Federal Student Aid plans to implement Common Origination and Disbursement (COD) System functionality that supports the processing of Iraq and Afghanistan Service Grant, Federal Pell Grant (Pell Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2011-2012 Award Year.

  Note: The Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs are no longer available as of the 2011-2012 Award Year. The COD System will not process records for these programs for the 2011-2012 Award Year and forward. The COD System will continue to process ACG and National SMART Grant records for previous award years.

  Federal Student Aid will post an Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site that provides operational implementation guidance related to the new functionality.

  COD Batch Processing Suspension and Web Site Outage Information
  In order to install the additional COD System functionality, Federal Student Aid will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, February 18, 2011. Records submitted after this time will be held and processed after 8:00 P.M. (ET) on Saturday, February 19, 2011.

  Note: All actual disbursements with a disbursement date from February 18, 2011 through February 19, 2011 must be received by the COD System *no later than 9:00 AM (ET) on Friday, February 18, 2011,* and subsequently accepted by the COD System, in order for them to be included in the drawdown prior to the outage. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after February 19, 2011 will be processed and funded after the outage.

  In addition, between 8:00 P.M. (ET) on Friday, February 18, 2011 and 8:00 P.M. (ET) on Saturday, February 19, 2011—

  - Users will not be able to submit or retrieve data via the COD Web site.

  - Users will not be able to access the COD Reports area of the COD Web site.

  - An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, endorse a Direct PLUS Loan electronically, or view loan correspondence via the StudentLoans.gov Web site.

  - An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the TEACH Grant Web site.

  Note: The COD System will undergo routine maintenance on Sunday, February 20, 2011 from 5:00 A.M. (ET) until 11:00 A.M. (ET). During this period, batch processing and Web site availability will again be impacted. In addition, due to the President's Day federal holiday, the COD System will accept and process data from schools and send back responses/acknowledgments on Monday, February 21, 2011, but schools will not be able to receive any federal

funds on that day. Requests for changes in funding levels and for funds for all award years will not be processed until Tuesday, February 22, 2011.

Federal Student Aid apologizes for this inconvenience and appreciates your understanding and patience while it completes this important activity.

- **Direct Loan Closeout Information for 2009-2010 Program Year Electronic Announcement Released (02/08/11)**
  An [Electronic Announcement](#) was released to schools from the COD School Relations Center on February 7, 2011 and is posted on the Information for Financial Aid Professionals (IFAP) Web site. This announcement is the first in a series of Direct Loan closeout announcements that informs schools of the closeout deadline for the 2009-2010 Program Year.

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

- **2010-2011 Pell Grant CFL Reduction To NAPD Warning Message (01/27/11)**
  At this time, the majority of Federal Pell Grant (Pell Grant) funds for the first payment period of the 2010-2011 Award Year should have been disbursed to students. In general, schools are to submit Pell Grant disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, the majority of disbursements for the first payment period of the 2010-2011 Award Year should have already been submitted to the COD System for processing.

  2010-2011 Pell Grant CFL Reduction to NAPD Warning Message Sent on January 26, 2011

  On January 26, 2011, Federal Student Aid sent a message to schools that have a Pell Grant Current Funding Level (CFL) for the 2010-2011 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). The message warns an affected school that its 2010-2011 Pell Grant CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on February 16, 2011. After the reduction, schools that have drawn down funds in G5 but that have not submitted the applicable disbursements to the COD System may be in an excess cash situation and must either return the funds to the Department of Education for the correct program/award year, or submit additional disbursement records to resolve the balance.

  Federal Student Aid sent the January 26, 2011 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class PGTX11OP. A school that received the warning message should review its internal records and submit all outstanding Pell Grant disbursements for the 2010-2011 Award Year to the COD System as soon as possible but before February 16, 2011.

  This same information is posted in [a January 27, Electronic Announcement on the IFAP Web site](#). If you have any questions regarding the 2010-2011 Pell Grant CFL reduction to NAPD, contact the COD School Relations Center.

CURRENT ISSUES

DIRECT LOANS

There are no issues to report at this time.

GRANTS

There are no issues to report at this time.

REMINDERS

Impact on COD Processing February 13, 2011 (02/08/11)

Federal Student Aid is planning several system maintenance activities on February 13, 2011. 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. These activities will result in outages of certain COD System functionality for a period of time.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

Extended COD System Maintenance

From 3:00 A.M. (ET) until 11:00 A.M. (ET) on Sunday, February 13, 2011—

- Users will not be able to submit or retrieve data via the COD Web site.

- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, endorse a Direct PLUS Loan electronically or view loan correspondence via the StudentLoans.gov Web site.

- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the TEACH Grant Web site.

- Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System, the StudentLoans.gov Web site, or the TEACH Grant Web site, 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.

COD Computer-Based Training (02/11/11)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the COD Web site, and associated Web sites and software products through June 26, 2010.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the "Tools for Schools" section on the home page, click on COD Computer-Based Training.

If you have questions or comments about the COD CBT, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@acs-inc.com. If you e-

mail your question or comment, please include "COD CBT Question/Comment" in the subject line.

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (02/11/11)

When submitting student or borrower addresses or address changes to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory or Foreign Country. If these addresses are not submitted correctly, important correspondence from the COD System and the federal loan servicers is delayed or not received.

- When a student or borrower address is located in a U.S. Territory it is considered a domestic address. Do not submit a Country Code.
- When a student or borrower address is located in a Foreign Country, it is treated as a foreign address.

See below for the correct procedures for submitting U.S. Territories and Foreign Country addresses via the Common Record batch submission or COD Web site.

Submitting Addresses for U.S. Territories and Foreign Countries via the Common Record

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	*Included* Tags for Domestic Address, including U.S. Territories	*Excluded* Tags for Domestic Address, including U.S. Territories	Included Tags for Foreign Addresses
3.0c or 3.0d	\<AddressLine\> \<City\> \<StateProvinceCode\> \<PostalCode\>	\<StateProvince\> \<CountryCode\>	\<AddressLine\> \<City\> \<StateProvince\> (Optional) \<PostalCode\> (Optional) \<CountryCode\>

Submitting Addresses for U.S. Territories and Foreign Countries via the COD Web site

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as "Blank".

A complete list of State Codes (including U.S. Territories), Jurisdictions, and Country Codes are provided in Volume VI, Section 4 of the 2010-2011 COD Technical Reference. If you have questions about this information, contact the COD School Relations Center