



April 4, 2008

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

Data Center Relocation Work – April 4 – 5, 2008 Outage Reminder [03/31/08 (Updated 04/02/08)]

As Federal Student Aid informed the community in [a March 28, 2008 Electronic Announcement posted on the IFAP Web site](#), it plans to implement the data center relocation of the Central Processing System (CPS), the National Student Loan Data System (NSLDS), the Student Aid Internet Gateway (SAIG), and several Web sites in July 2008. Prior to this implementation, Federal Student Aid will conduct two test cycles—one in April 2008 and one in May 2008.

In [an April 1, 2008 Electronic Announcement posted on the IFAP Web site](#), Federal Student Aid reminded the community that the first outage period associated with this data center relocation work *will occur during the period April 4 – 5, 2008*.

April 4 – 5, 2008 Outage Period

The CPS, the NSLDS, the SAIG, and the Web sites listed in [the April 1st Electronic Announcement](#) *will be unavailable to users from 5:00 P.M. (ET) on Friday, April 4, 2008 until 12:00 A.M. (ET) on Saturday, April 5, 2008*.

Note: After reassessing its schedule, Federal Student Aid has changed the outage start time provided in [the March 28th Electronic Announcement](#). The outage will start at 5:00 P.M. (ET)—two hours later than the initial estimate (3:00 P.M.)

Impact on Web sites, CPS compute processing, and SAIG file submission will be as follows:

- For a list of the Web sites that will be unavailable to users during this outage period, refer to [the April 1st Electronic Announcement](#).
- In conjunction with this outage period, Federal Student Aid will not process application or correction data on Friday, April 4, 2008. As a result, application and correction data sent to the CPS during the period April 3 – 6, 2008 will not be processed until April 7, 2008. There are no known state deadlines that will be affected by the suspended compute date.
- During this outage period, file transmission via the SAIG will be interrupted. Users attempting to transmit files via the SAIG during the outage periods will receive an error



message informing them that the SAIG is unavailable and that data must be transmitted at a later time.

Federal Student Aid appreciates your patience and understanding as it completes the required activities during the April 4 – 5, 2008 period and over the next few months.

COD System Maintenance Planned For Sunday, April 6, 2008 (04/02/08)

The COD System will undergo routine maintenance on Sunday, April 6, 2008 from 4:00 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 4:00 A.M. and 8:00 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, April 6, 2008 (04/02/08)

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, April 6, 2008, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 4:00 A.M. until 11:00 A.M. (ET). Individuals starting the process by 3:00 A.M. (ET) on Sunday, April 6, 2008 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.

Availability of EDEXpress for Windows 2008-2009, Release 2.0 (04/01/08)

The Department of Education (the Department) is pleased to announce the posting of EDEXpress for Windows 2008-2009, Release 2.0, on the Department's [Federal Student Aid Download \(FSAdownload\) Web site](#).

Release 2.0 adds Federal Pell Grant (Pell Grant) Program and William D. Ford Federal Direct Loan (Direct Loan) Program functionality for the 2008-2009 award cycle. The Pell Grant module includes 2008-2009 origination and disbursement functionality for the Academic



Competitiveness Grant (ACG) and the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant).

Release 2.0 also modifies the Package and Repackage processes in the Packaging module to accommodate the 2008-2009 Pell Grant Payment and Disbursement Schedules.

In addition to the Release 2.0 software, the following EDEXpress 2008-2009 documents are now available on the [FSAdownload](#) Web site:

- The EDEXpress for Windows 2008-2009, Release 2.0 Cover Letter
- The EDEXpress for Windows 2008-2009, Release 2.0 Desk Reference (covers Pell Grant and Direct Loan Program processing functionality) and Addendum (covers changes related to the Higher Education Reconciliation Act of 2005 [the HERA], Pub. L. 109-171, such as ACG and National SMART Grant processing)

These documents, along with the Installation Guide for EDEXpress for Windows 2008-2009 (also available on the [FSAdownload](#) Web site), contain important information and guidance regarding EDEXpress 2008-2009 functionality that you should review.

Note: Release 2.0 does not include functionality needed to support recent regulatory changes related to late disbursements and loan period/academic year length or the processing of Teacher Education Assistance for College and Higher Education (TEACH) Grant awards. Federal Student Aid plans to implement the necessary functionality shortly after the COD System implementation in June 2008. We will communicate the details related to Release 2.0 and all subsequent releases in forthcoming Electronic Announcements on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

For complete information about Release 2.0, refer to [the March 31, 2008 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Federal Student Aid Online Training—Improving Direct Loan Processing (03/31/08)

Federal Student Aid has announced online, instructor-led training on Improving Direct Loan Processing. Two Federal Student Aid trainers will provide the training through a one hour and thirty minute session offered twice—*once each day on Tuesday, April 8, 2008 and Tuesday, April 15, 2008*.

The Improving Direct Loan Processing training is for *intermediate level users* of Federal Student Aid's Web sites. The training session will focus on improving processing and resolving issues with Direct Loans using Federal Student Aid's [Direct Loan Electronic Master Promissory Note \(MPN\)](#), [Common Origination and Disbursement \(COD\)](#), and [Direct Loan Servicing Online](#) Web sites. In addition, a brief overview of the Direct Loan (DL) Tools software will be provided. The information presented in the session will assist a school in successfully participating in the Direct Loan Program.

For additional information about this training, including registration information, refer to [Training Announcement ANN-08-04 on the Information for Financial Aid Professionals \(IFAP\) Web site](#).



2008-2009 COD Technical Reference March 2008 Updates Now Available (03/27/08)

The [2008-2009 COD Technical Reference March 2008 Updates](#) are 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. For a complete list of updates, refer to the “0809 COD Technical Reference March 2008 Change Tracking Log.” If you have any questions about this material, contact the COD School Relations Center.

Temporary Suspension of COD System Enhancement Implemented for 2008-2009 Award Year (03/24/08)

As explained in an [Electronic Announcement posted on March 4, 2008 on the Information for Financial Aid Professionals \(IFAP\) Web site](#), during the period March 14-15, 2008, Federal Student Aid implemented additional COD System functionality that supports the processing of 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) awards for the 2008-2009 Award Year. In the attachment to [the March 4th Electronic Announcement](#), Federal Student Aid highlighted processing function enhancements and modifications that it planned to implement.

On March 15, 2008, Federal Student Aid implemented all of the system changes as planned; however, it is temporarily suspending one of the Direct Loan Program enhancements. The affected enhancement involves updating the Master Promissory Note (MPN) expiration date when a Direct Loan award is discharged due to Death (D), Unauthorized Signature/Unauthorized Payment (G), or Identity Theft (I). As explained in [the March 4th Electronic Announcement](#), the enhancement included 1) updating the MPN expiration date on the [COD Web site's](#) Award Promissory screen to reflect the date the loan was discharged and 2) sending an unsolicited system-generated MPN Response with the updated MPN expiration date to all schools associated with the MPN.

Following a one-time update of all MPN expiration dates in the COD System that have been changed due to loan discharge, Federal Student Aid realized that schools are not prepared to receive unsolicited system-generated MPN responses that include the MPN status information applicable in these situations. One problematic status received by schools to date is “I” for “Inactive.” Federal Student Aid needs to research resolution options, and, while doing so, ***will cease sending unsolicited system-generated MPN responses to schools when an MPN expiration date changes due to loan discharge.*** However, when an MPN expiration date changes due to loan discharge, Federal Student Aid will continue to provide the information on the [COD Web site](#).

Federal Student Aid apologizes for the inconvenience the unsolicited system-generated MPN responses have caused schools. If your school has received any of these responses, please refer to the [COD Web site](#) for the updated MPN expiration date and status information.

Federal Student Aid will inform all schools of the results of its research through the “COD Processing Update” and COD Web messages.

This same information is posted in [a March 21, 2008 Electronic Announcement on the IFAP Web site](#). If you have any questions, contact the COD School Relations Center.



TEACH Grant Operational Implementation Guidance – TEACH Grant Implementation and Processing Webinar for Schools and TEACH Grant NPRM [02/12/08 (Updated 03/28/08)]

The College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. This program is effective beginning with the 2008-2009 Award Year and provides up to \$4,000 a year in grant assistance to students who plan on becoming a teacher and meet certain specified requirements. If a student who receives a TEACH Grant does not complete the required teaching, the grant must be repaid as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan Program.

Note: For policy information on all of the provisions of the CCRAA, including the TEACH Grant Program, refer to [Dear Colleague Letter GEN-08-01 on the Information for Financial Aid Professionals \(IFAP\) Web site](#). For information on Federal Student Aid's Regulatory and Legislative Update – Spring 2008 training workshops, which will include a CCRAA module, refer to [Dear Colleague Letter ANN-08-02 on the IFAP Web site](#).

April 10, 2008 TEACH Grant Implementation and Processing Webinar for Schools

In [Dear Colleague Letter ANN-08-03 on the IFAP Web site](#), Federal Student Aid announced its first TEACH Grant Implementation and Processing Webinar for school financial aid administrators and their staff. This one hour and thirty minute webinar will be offered on **Thursday, April 10, 2008 from 2:00 – 3:30 P.M. (ET)**.

Federal Student Aid has posted initial communications about the operational implementation of the TEACH Grant Program on the [IFAP Web site](#). As Federal Student Aid works over the next several months to fully implement functionality for processing TEACH Grant awards, it will post additional communications about the necessary updates to systems, software, and technical documentation. In addition to posted communications, Federal Student Aid is presenting this webinar as another opportunity for school financial aid administrators and their staff to learn more about the operational implementation of the TEACH Grant Program and to prepare for that implementation.

Registration is required for this webinar. For complete information about the webinar, including registration information, refer to [ANN-08-03](#).

April 21, 2008 TEACH Grant NPRM Comment Deadline

The Department of Education (the Department) published a Notice of Proposed Rulemaking (NPRM) for the TEACH Grant Program in the [Federal Register](#) on March 21, 2008 (73 FR 15336). Comments on this NPRM must be submitted to the Department on or before April 21, 2008. The [NPRM](#) is available on the IFAP Web site.

Reminders

Federal Student Aid has posted updated sections of the [2008-2009 COD Technical Reference](#) in regard to the processing of TEACH Grant awards and will continue to do so. If you have any questions about these materials, contact the COD School Relations Center.



In addition, Federal Student Aid will post numerous communications about the operational implementation of CCRAA provisions, including the TEACH Grant Program for the 2008-2009 Award Year. All participants in the Federal student aid programs should continue to refer to the [IFAP Web site](#) for applicable guidance and information.

NEW!

Computer-Based Training Program for COD System Web Site, COD Reports, and Electronic MPN Web site (04/04/08)

Federal Student Aid takes this opportunity to remind schools of the availability of an updated Computer-Based Training (CBT) for the [COD System Web site](#). The updated COD CBT includes enhancements that have been made to the COD System from March 2004 through April 14, 2007. Additionally, a new Direct Loan Reports CBT, a new Grant Reports CBT, and new simulations of the [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) have been developed and are available for download.

The electronic files for the CBTs and simulations, as well as instructions for downloading and using these files, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the “Tools for Schools” section, click on [COD Computer-Based Training](#).

The CBTs and simulations are as follows:

COD System Web Site CBT

The COD System Web site CBT simulates the COD System and functionality available to a school administrator. In the updated COD System Web site CBT, there are eight lessons with text and an open format to guide a user through each area of the COD System Web site simulation. The user can explore basic navigation and functions of the COD Web site and practice locating and creating information in a safe environment with tips for assistance.

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The Grant Reports CBT offers three lessons that explain the COD reports a school can use to assist with the reconciliation process for Federal Pell Grant (Pell Grant), Academic Competitiveness Grant (ACG), and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) awards.

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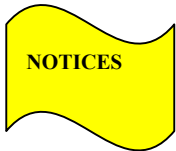
- EMPN online Grad PLUS Pnote
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- EMPN online Subsidized-Unsubsidized

If you have any questions or comments about the CBTs and simulations, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include “CBT Question/Comment” in the subject line.

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.



Grant Programs

ACG, National SMART Grant, Pell Grant, and TEACH Grant

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ACG and National SMART Grant Resources (04/04/08)

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 EExpress Users: Volume III of the 2006-2007, 2007-2008, and 2008-2009 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.