



April 16, 2010

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

Impact on COD Processing April 17-18, 2010 (04/15/10)

Federal Student Aid is planning several system maintenance activities during the period April 17-18, 2010. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) on April 18, 2010 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.

Note: From 12:01 A.M. (ET) on Saturday, April 17, 2010 through 6:00 A.M. (ET) on Monday, April 19, 2010, the [G5 Web site](#) will not be available due to system maintenance. Schools will not be able to draw down Campus-Based, Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) funds during this period.

StudentLoans.gov Web Site Maintenance

On *Saturday, April 17, 2010*, we plan to conduct maintenance on the [StudentLoans.gov Web site](#) from 2:00 A.M. until 7:00 A.M. (ET). While we do not anticipate any disruption to student or parent users during the scheduled maintenance window, there could be very brief interruptions in availability. We regret any inconvenience to our StudentLoans.gov customers.

Routine COD System Maintenance

On *Sunday, April 18, 2010*, we will perform system maintenance on the COD System. The impact to COD users is outlined below.

- 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).
- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, or retrieve an existing



MPN that was completed electronically via the [StudentLoans.gov Web site](http://StudentLoans.gov) between 1:30 A.M. and 11:00 A.M. (ET).

- 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 between 1:30 A.M. and 11:00 A.M. (ET).
- Between 1:30 A.M. and 11:00 A.M. (ET), 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.

Weekly Reminders



COD Computer-Based Training (04/16/10)

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 27, 2009.

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.

Note: With the implementation of the [StudentLoans.gov Web site](http://StudentLoans.gov) at the end of March 2010, the three electronic Master Promissory Note (MPN) simulations no longer reflected the process for electronically completing Direct Loan MPNs and have been removed. We will post updated electronic MPN simulations when we next update the full version of the COD CBT.

The components of the COD CBT are as follows:

COD System Simulations – The COD System Simulations offer lessons that explain the COD Web site screens and functionality available to a school administrator. There are 14 lessons with text to guide a user through each area of the COD Web site. By entering fictitious data, the user can explore basic navigation and functions of the COD Web site and practice locating and creating information in a safe environment that includes tips for assistance.



Direct Loan Reports CBT – The Direct Loan Reports CBT includes several sections that explain the COD reports a school can use to assist with the administration of and reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

Grant Reports CBTs – The Grant Reports CBTs are four separate lessons that explain the COD reports a school can use to assist with the administration of and reconciliation process for Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant awards.

Direct Loan (DL) Tools Simulation – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDEExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDEExpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

TEACH Grant Web Site Simulation – The TEACH Grant Web site Simulation guides the user through the [TEACH Grant Web site](#) and includes a step-by-step walk through of the process for completing TEACH Grant counseling and completing a TEACH Grant Agreement to Serve (ATS).

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



Grant Programs

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

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Revised 2010-2011 Pell Grant Payment And Disbursement Schedules Posted On The IFAP Web Site (04/09/10)

Federal Student Aid has posted [Dear Colleague Letter P-10-03 on the Information for Financial Aid Professionals \(IFAP\) Web site](#). This letter provides *revised* Payment and Disbursement Schedules for determining Federal Pell Grant (Pell Grant) awards for the 2010-2011 Award Year for full-time, three-quarter-time, half-time, and less-than-half-time students. These revised schedules are required because of changes made by the Health Care and Education Reconciliation Act of 2010.

For complete information about the revised 2010-2011 Pell Grant Payment and Disbursement Schedules, refer to [Dear Colleague Letter P-10-03](#).

Note: Federal Student Aid is currently evaluating impact to its systems, software, and Web applications and will post operational implementation guidance and schedules once these plans are finalized.

2009-2010 Verification Status Code “W” Warning Message (04/07/10)

On April 6, 2010, Federal Student Aid began processing a text message (PGTX10OP) as well as a Reconciliation Report (PGRC10OP) to schools that have one or more Federal Pell Grant (Pell Grant) 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 April 20, 2010.

Note Regarding Verification Deadline:

Some of the student records included in the Reconciliation Report may be for students who are still within the allowable timeframe for submitting verification documentation/completing the verification process as will be specified in a forthcoming “Notice of Deadline Dates for Receipt of Applications, Reports, and Other Records for the 2009-2010 Award Year.” This notice will be published in the [Federal Register](#) and subsequently posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).



Following the April 20, 2010 reduction, if a school needs additional time to complete verification for an individual student in accordance with the allowable timeframe in the Federal Register notice, the school may resubmit a disbursement record with a value greater than zero (\$0.00) until September 30, 2010. After September 30, 2010, the COD System will no longer accept “W” as a valid verification status code for 2009-2010 Pell Grant awards.

For complete information, refer to [the April 7, 2010 Electronic Announcement posted on the IFAP Web site](#). If you have questions about the warning message or about reporting verification status codes to the COD System, contact the COD School Relations Center.

2007-2008 National SMART Grant CFL Reduction To G5 Net Drawdown Warning Message (03/29/10)

At this time, all National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) funds for the 2007-2008 Award Year should have been disbursed to students. In general, schools are to submit National SMART 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, disbursements and disbursement adjustments for the 2007-2008 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

2007-2008 CFL Reduction to G5 Net Drawdown Warning Message Sent on March 25, 2010

On March 25, 2010, Federal Student Aid sent a message to schools that have a G5 National SMART Grant authorization, known in the COD System as Current Funding Level (CFL), for the 2007-2008 Award Year that is greater than their Net Drawdown amount reflected in the COD System and in G5. The message warns an affected school that its 2007-2008 National SMART Grant CFL will be reduced to the G5 Net Drawdown if the CFL is still greater than the G5 Net Drawdown on April 28, 2010. When the actual reduction occurs on April 28th, the school will have a reduced authorization in G5 and will receive an Electronic Statement of Account (ESOA) that reflects the revised authorization.

Federal Student Aid sent the March 25, 2010 warning message to an affected school’s Student Aid Internet Gateway (SAIG) mailbox in the message class SGTX08OP. A school that receives the warning message should review its internal records and its CFL, G5 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 G5 for the 2007-2008 Award Year as soon as possible but before April 28, 2010.

This same information is posted in [a March 26, 2010 Electronic Announcement on the IFAP Web site](#). If you have questions about the 2007-2008 National SMART Grant CFL reduction to G5 Net Drawdown, contact the COD School Relations Center.

2007-2008 ACG CFL Reduction To G5 Net Drawdown Warning Message (03/12/10)

At this time, all Academic Competitiveness Grant (ACG) funds for the 2007-2008 Award Year should have been disbursed to students. In general, schools are to submit ACG 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, disbursements and disbursement adjustments for the 2007-2008 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

2007-2008 CFL Reduction to G5 Net Drawdown Warning Message Sent on March 11, 2010

On March 11, 2010, Federal Student Aid sent a message to schools that have a G5 ACG authorization, known in the COD System as Current Funding Level (CFL), for the 2007-2008 Award Year that is greater than their Net Drawdown amount reflected in the COD System and in G5. The message warns an affected school that its 2007-2008 ACG CFL will be reduced to the G5 Net Drawdown if the CFL is still greater than the G5 Net Drawdown on April 21, 2010. When the actual reduction occurs on April 21st, the school will have a reduced authorization in G5 and will receive an Electronic Statement of Account (ESOA) that reflects the revised authorization.

Federal Student Aid sent the March 11, 2010 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class AGTX08OP. A school that receives the warning message should review its internal records and its CFL, G5 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 G5 for the 2007-2008 Award Year as soon as possible but before April 21, 2010.

This same information is posted in [a March 12, 2010 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). If you have questions about the 2007-2008 ACG CFL reduction to G5 Net Drawdown, contact the COD School Relations Center.

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