May 11, 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.

ACG, National SMART Grant, and Pell Grant Programs

COD News

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.

2006-2007 National SMART Grant CFL Reduction to NAPD Warning Message (05/11/07)
At this time, the majority of National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) funds for the first and second payment periods of the 2006-2007 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, the majority of disbursements for the first and second payment periods of the 2006-2007 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

2006-2007 National SMART Grant CFL Reduction to NAPD Warning Message Sent on May 10, 2007

On May 10, 2007, Federal Student Aid sent a message to most schools that have a National SMART Grant Current Funding Level (CFL) for the 2006-2007 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). (Schools that have received a National SMART Grant CFL increase within the past 60 days will not receive this message.) The message warns an affected school that its 2006-2007 National SMART Grant CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on May 25, 2007. After the reduction, schools that have drawn down funds in the Grant Administration and Payment System (GAPS) but that have not submitted the applicable disbursements to the COD System may be in an excess cash situation and must rectify the situation as soon as possible.

Federal Student Aid sent the May 10, 2007 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class SGTX07OP. A school that receives the warning message should review its internal records and submit all outstanding National SMART Grant disbursements for the 2006-2007 Award Year to the COD System as soon as possible but before May 25, 2007.

This information is also posted in a Electronic Announcement on the IFAP Web site. If you have any questions about the warning message or about submitting disbursements to the COD System, contact the COD School Relations Center.

2006-2007 ACG CFL Reduction to NAPD Warning Message (05/10/07)
At this time, the majority of Academic Competitiveness Grant (ACG) funds for the first and second payment periods of the 2006-2007 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, the majority of disbursements for the first and second payment periods of the 2006-2007 Award Year should

have already been submitted to the Common Origination and Disbursement (COD) System for processing.

2006-2007 ACG CFL Reduction to NAPD Warning Message Sent on May 9, 2007

On May 9, 2007, Federal Student Aid sent a message to most schools that have an ACG Current Funding Level (CFL) for the 2006-2007 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). (Schools that have received an ACG CFL increase within the past 60 days will not receive this message.) The message warns an affected school that its 2006-2007 ACG CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on May 29, 2007. After the reduction, schools that have drawn down funds in the Grant Administration and Payment System (GAPS) but that have not submitted the applicable disbursements to the COD System may be in an excess cash situation and must rectify the situation as soon as possible.

Federal Student Aid sent the May 9, 2007 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class AGTX07OP. A school that receives the warning message should review its internal records and submit all outstanding ACG disbursements for the 2006-2007 Award Year to the COD System as soon as possible but before May 29, 2007.

This information is also posted in a Electronic Announcement on the IFAP Web site. If you have any questions about the warning message or about submitting disbursements to the COD System, contact the COD School Relations Center.

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.

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**

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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 EDExpress 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 EDExpress with the 2007-2008 Pell Grant amounts. As explained in the April 25th announcement, the EDExpress 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 EDExpress 2007-2008, Release 3.0, an upgrade version that will incorporate the 2007-2008 Pell Grant changes into EDExpress 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 EDExpress 2007-2008*. For complete information about how to better prepare for the implementation of Release 3.0, refer to the April 25th announcement.

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NEW!

Unlocking and Resetting COD Web Site Passwords (05/11/07)
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.

NEW!

ACG and National SMART Grant Resources (05/11/07)
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:

o Financial Award ID and Financial Award Number (Award Sequence Number)
   Volume II, Section 1 "Implementation Guide"

o Citizenship and Student Level Code
   Volume II, Section 1 "Implementation Guide"

o Message Classes
   Volume II, Section 2 "Message Classes"

o Common Record Layout
   Volume II, Section 3 "Common Record Layout"

o Reports Generated by COD System
   Volume VI, Section 8 "COD Reports"

o Eligibility/Payment Reason and Rigorous High School Program Code for ACG
   Volume VI, Section 9 "Rigorous Secondary School Programs of Study, and Eligible Majors"

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

Reports And Data Requests

NOTICES

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:

- 2006-2007 Pell Verification Status Reports—

On May 7, 2007, the COD System sent duplicate 2006-2007 Pell Verification Status reports to some schools' Student Aid Internet Gateway (SAIG) mailboxes. Specifically, the version of the report that includes Reporting School and Attended School information was duplicated. COD apologizes for any inconvenience this may have caused schools. (05/09/07)

- 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.