



**June 6, 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

#### **Corrected COD Common Record XML Schema Version 3.0a Posted (06/05/08)**

During the period June 27-28, 2008, Federal Student Aid will implement COD System functionality that will support the processing of TEACH Grant awards for the 2008-2009 and subsequent award years. In February and March 2008, Federal Student Aid communicated about the implementation of a new version of the COD Common Record Extensible Markup Language (XML) Schema. The new version – 3.0a – of the COD Common Record XML Schema incorporates 1) a new block for TEACH Grant awards and 2) other changes throughout the schema to comply with standards established by the Postsecondary Electronic Standards Council (PESC).

On June 4, 2008, Federal Student Aid superseded the most recent (March 11, 2008) posting of COD Common Record XML Schema Version 3.0a with a corrected posting. For complete information about the correction and the authoritative posting of schema version 3.0a, refer to [“COD Common Record XML Schema Version 3.0a” on the IFAP Web site](#).

As previously explained, Federal Student Aid is phasing in required use of COD Common Record Schema Version 3.0a after its implementation scheduled for June 28, 2008.

- Use of schema version 3.0a for the 2008-2009 Award Year will be required only for Common Record documents that contain TEACH Grant origination and disbursement information.
- Use of schema version 3.0a for all Common Record documents will be required beginning with the 2009-2010 Award Year.

If you have any questions, contact the COD School Relations Center.

#### **Direct Loan Bulletin 08-12 Released (06/02/08)**

Direct Loan Bulletin 08-12 was released to schools from the COD School Relations Center today and will be posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#). This bulletin informs schools that Federal Student Aid has implemented a solution regarding a recent issue with sending Direct Loan Entrance Counseling Reports and Direct Loan Exit Counseling Reports to schools' Student Aid Internet Gateway (SAIG) mailboxes.



At this time, all reports that were pending as of Friday, May 30, 2008 have been sent to schools' SAIG mailboxes. Federal Student Aid has confirmed successful receipt of these reports by a number of schools but will continue to closely monitor the process. From this point forward, Federal Student Aid will resume normal scheduling and sending of Direct Loan Entrance Counseling Reports and Direct Loan Exit Counseling Reports to schools' SAIG mailboxes.

Federal Student Aid apologizes for the inconvenience this issue caused schools and borrowers and appreciates schools' patience and understanding.

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](mailto:CODSupport@acs-inc.com) with the subject line of "DLB Distribution".

### **Direct Loan Bulletin 08-13 Released (06/02/08)**

Direct Loan Bulletin 08-13 was released to schools from the COD School Relations Center today and will be posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#). This bulletin serves as a reminder that, effective July 1, 2008, schools must ensure that entrance counseling is conducted before making the first disbursement of a Direct PLUS Loan to a graduate or professional student who has not received a prior PLUS loan through the Direct Loan Program or the Federal Family Education Loan Program. The information provided in the bulletin will assist schools in evaluating the operational impact of the new counseling requirement.

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](mailto:CODSupport@acs-inc.com) with the subject line of "DLB Distribution".

### **Data Center Relocation Work – Final Implementation Changed to June 20 – 23, 2008 (05/29/08)**

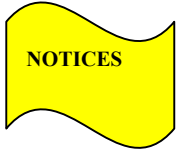
As Federal Student Aid initially informed the community in a [March 28, 2008 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), it will soon implement the Federal Student Aid data center relocation of the Central Processing System (CPS), the National Student Loan Data System (NSLDS), the Student Aid Internet Gateway (SAIG), and several Web sites. To date, Federal Student Aid has communicated July 2008 as its target for this final implementation.

In a [May 28, 2008 Electronic Announcement posted on the IFAP Web site](#), Federal Student Aid informed the community of a change in schedule for the final data center relocation implementation. The test cycles have been very successful, and Federal Student Aid will be ready to complete the final implementation *during the period June 20 – 23, 2008*—two weeks earlier than originally planned.

Federal Student Aid appreciates the community's understanding of this schedule change. Please review the *updated information* in [the May 28<sup>th</sup> Electronic Announcement](#) and evaluate impact to your school or organization during the final implementation period.



## 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.

## Weekly Reminders



### **Computer-Based Training Program for COD System Web Site, COD Reports, and Electronic MPN Web site (06/06/08)**

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.

#### ***Grant Reports CBT***

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.



### ***Direct Loan Reports CBT***

The Direct Loan Reports CBT offers three lessons that explain the COD reports a school can use to assist with the reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

### ***EMPN Online Simulations***

The EMPN Online Simulations serve as a guide for understanding the Direct Loan Electronic MPN Web site. The four simulations are as follows:

- EMPN online Grad PLUS Pnote
- EMPN online Parent PLUS
- EMPN online School Administrator
- 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](mailto:CODSupport@acs-inc.com), please include “CBT Question/Comment” in the subject line.



## *Grant Programs*

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

### COD News

#### **Corrected COD Common Record XML Schema Version 3.0a Posted (06/05/08)**

During the period June 27-28, 2008, Federal Student Aid will implement COD System functionality that will support the processing of TEACH Grant awards for the 2008-2009 and subsequent award years. In February and March 2008, Federal Student Aid communicated about the implementation of a new version of the COD Common Record Extensible Markup Language (XML) Schema. The new version – 3.0a – of the COD Common Record XML Schema incorporates 1) a new block for TEACH Grant awards and 2) other changes throughout the schema to comply with standards established by the Postsecondary Electronic Standards Council (PESC).

On June 4, 2008, Federal Student Aid superseded the most recent (March 11, 2008) posting of COD Common Record XML Schema Version 3.0a with a corrected posting. For complete information about the correction and the authoritative posting of schema version 3.0a, refer to [“COD Common Record XML Schema Version 3.0a” on the IFAP Web site.](#)

As previously explained, Federal Student Aid is phasing in required use of COD Common Record Schema Version 3.0a after its implementation scheduled for June 28, 2008.

- Use of schema version 3.0a for the 2008-2009 Award Year will be required only for Common Record documents that contain TEACH Grant origination and disbursement information.
- Use of schema version 3.0a for all Common Record documents will be required beginning with the 2009-2010 Award Year.

If you have any questions, contact the COD School Relations Center.

#### **TEACH Grant Operational Implementation Guidance – Institutional Eligibility Dear Colleague Letter Posted [02/12/08 (Updated 06/04/08)]**

The College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to \$4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant 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](#).

### ***Institutional Eligibility for TEACH Grant Program***

On June 3, 2008, the Department of Education posted [Dear Colleague Letter GEN-08-07 on the IFAP Web site](#). This Dear Colleague Letter clarifies how an institution will establish eligibility to participate in the TEACH Grant Program.

For complete information, refer to [Dear Colleague Letter GEN-08-07](#).

- Questions about the issues discussed in the letter should be directed to Gail McLarnon by e-mail at [gail.mclarnon@ed.gov](mailto:gail.mclarnon@ed.gov) or by phone at 202/219-7048.
- Questions about the participation request process should be directed to the School Participation Team for a school's state. Contact information is available on the [Electronic Application for Approval to Participate in Federal Student Financial Aid Programs \(E-App\) Web site](#).

**Note:** In a forthcoming Electronic Announcement that provides additional/updated TEACH Grant operational implementation information, Federal Student Aid will provide COD System guidance that relates to school eligibility and participation. Please monitor the [IFAP Web site](#) for this and other TEACH Grant operational guidance that Federal Student Aid will post prior to the June 27-28, 2008 implementation of COD System functionality. The June 27-28, 2008 implementation will support the processing of TEACH Grant awards for the 2008-2009 and subsequent award years.

### **2007-2008 ACG Deobligation Due to No Corresponding Pell Grant Warning Message (05/30/08)**

On May 29, 2008, Federal Student Aid began processing a message to schools that have reported 2007-2008 Academic Competitiveness Grant (ACG) actual disbursements for a student who does not have a 2007-2008 Federal Pell Grant (Pell Grant) actual disbursement recorded in the COD System. The message is a warning that these disbursements will be considered overawards and reduced to a zero dollar amount (\$0.00), even if the disbursements were previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on June 16, 2008.

Federal Student Aid sent the May 29, 2008 warning message to schools' Student Aid Internet Gateway (SAIG) mailboxes in the message class AGTX08OP. Additionally, Federal Student Aid sent a file of student records reported to the COD System that do not have a corresponding 2007-2008 Pell Grant actual disbursement in the Reconciliation Report message class AGRC08OP. Schools that receive the warning message should review the accompanying Reconciliation Report and, if applicable, report 2007-2008 Pell Grant disbursements for affected students before June 16, 2008.



---

### ***Note Regarding Exception Process for No Corresponding 2007-2008 Pell Grant Due to R2T4 Calculation:***

Some of the student records included in the Reconciliation Report may be for students who do not have a corresponding Pell Grant for the 2007-2008 Award Year due to the documented full repayment of the Pell Grant as a result of a Return of Title IV Funds (R2T4) calculation. A school can inform Federal Student Aid of the student records to which this exception applies by calling the COD School Relations Center by June 13, 2008. A customer service representative will collect the following information from the school via the phone:

- School's Name
- School's Pell ID and G5 Award Number
- Student's First and Last Names
- Student's Social Security Number (SSN)
- Student's Grade Level
- ACG Award ID
- ACG Award Amount
- ACG Award Year-to-Date Disbursement Amount

Upon notification that an R2T4 exception applies, Federal Student Aid will exclude the applicable student records from the reduction scheduled for June 16, 2008.

For complete information, refer to [the Electronic Announcement that will be posted on the IFAP Web site](#). If you have questions about the warning message or need to report an R2T4 exception (by June 13, 2008 as explained above) contact the COD School Relations Center.

### **Data Center Relocation Work – Final Implementation Changed to June 20 – 23, 2008 (05/29/08)**

As Federal Student Aid initially informed the community in [a March 28, 2008 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), it will soon implement the Federal Student Aid 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. To date, Federal Student Aid has communicated July 2008 as its target for this final implementation.

In [a May 28, 2008 Electronic Announcement posted on the IFAP Web site](#), Federal Student Aid informed the community of a change in schedule for the final data center relocation implementation. The test cycles have been very successful, and Federal Student Aid will be ready to complete the final implementation *during the period June 20 – 23, 2008*—two weeks earlier than originally planned.

Federal Student Aid appreciates the community's understanding of this schedule change. Please review the *updated information* in [the May 28<sup>th</sup> Electronic Announcement](#) and evaluate impact to your school or organization during the final implementation period.





## Weekly Reminders



### **Computer-Based Training Program for COD System Web Site, COD Reports, and Electronic MPN Web site (06/06/08)**

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.

#### ***Grant Reports CBT***

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.

#### ***Direct Loan Reports CBT***

The Direct Loan Reports CBT offers three lessons that explain the COD reports a school can use to assist with the reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

#### ***EMPN Online Simulations***

The EMPN Online Simulations serve as a guide for understanding the Direct Loan Electronic MPN Web site. The four simulations are as follows:

- EMPN online Grad PLUS Pnote
- EMPN online Parent PLUS
- EMPN online School Administrator






- 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](mailto:CODSupport@acs-inc.com), please include “CBT Question/Comment” in the subject line.

### **ACG and National SMART Grant Resources (06/06/08)**

 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](mailto:CPSSAIG@ed.gov).