



COD Processing Update

June 10, 2005

Direct Loan

COD News

COD System Maintenance Planned For Sunday, June 12, 2005 (06/08/05)

The COD System will undergo routine maintenance on Sunday, June 12, 2005 from 2:00 A.M. until 11:00 A.M. (ET). During this period, users will not be able to submit or retrieve data via the COD Web site. Additionally, batches submitted by schools will be held and not processed until after the COD System comes back up. COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

Extended Direct Loan Electronic MPN Web Site Outage For Sunday, June 12, 2005 (06/08/05)

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, borrowers are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to COD System routine maintenance on Sunday, June 12, 2005, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 2:00 A.M. until 11:00 A.M. (ET). As previously noted, borrowers will not be able to complete or retrieve MPNs during this extended period.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

NEW!

Direct Loan Bulletin 05-09 Released (06/10/05)

Direct Loan Bulletin 05-09 was released to schools from the COD School Relations Center on June 9, 2005, and is posted on the IFAP Web site at <http://ifap.ed.gov/dlbulletins/DLB0509.html>. This bulletin provides schools with an updated list of guidelines for paper Master Promissory Notes (MPNs).

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

NEW!

Contacting The Direct Loan Servicing Center For Direct Loan Borrower Account Information (06/10/05)

The COD School Relations Center is experiencing an unusually high call volume from borrowers with inquiries regarding their Direct Loan borrower accounts. Unfortunately, the COD School Relations Center cannot assist borrowers with this information. We encourage



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schools to advise their borrowers to contact the Direct Loan Servicing Center (Borrower Services) (800/848-0979) for assistance with their accounts. Schools can also refer borrowers to the Direct Loan Servicing Web site (<http://www.dl.ed.gov/>) to access borrower account information. If you have questions regarding your Direct Loan processing at COD, please contact the COD School Relations Center.

NEW!

Unlocking And Resetting COD Web Site Passwords (06/10/05)

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, www.cod.ed.gov, 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 Updates" 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/0316UpdateCODWebsiteaccessforschools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at



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<http://www.ifap.ed.gov/eannouncements/0316UpdatedCODWebsiteaccessforthirdpartyserver.html>

FSA's 2005-2006 Online, Instructor-Led Training Sessions For Users Of EDEExpress (06/07/05)

FSA recently announced the 2005-2006 instructor-led online training on Direct Loan Processing using EDEExpress and the COD System. This two-hour session will be offered from early June until mid-August 2005. Further details regarding the instructor-led online training session are available on the IFAP Web site at <http://www.ifap.ed.gov/dpceletters/ANN0505.html>.

All Schools Must Be COD Full Participants Beginning With 2005-2006 Award Year [08/02/04 (Updated 03/21/05)]

Now that the 2005-2006 COD software has been implemented, COD wants to refresh the reminder that *all* schools must be Full Participants beginning with the 2005-2006 Award Year and forward. This means that *all* schools (including COD Phase-In Participants that currently submit and receive information using fixed-length, flat-file record formats) must send and receive 2005-2006 (and subsequent award year) origination and disbursement data for the Pell Grant and/or Direct Loan programs to the COD System using the Extensible Markup Language (XML) Common Record.

As FSA has previously informed schools, if a school submits 2005-2006 Pell Grant and/or Direct Loan data in fixed-length, flat-file record formats, the COD System will reject the data and the school's access to funding will be affected. If your school has not yet signed up as a Full Participant, or is experiencing difficulty with implementing a Full Participant solution, contact the COD School Relations Center immediately for assistance.

Additionally, COD is seeking current Full Participant schools that are willing to serve as mentors to schools new to XML processing. If your school is interested in serving as a mentor, or, if your school is new to XML processing and is interested in working with a mentor, contact the COD School Relations Center. COD will assist in connecting like schools with each other.

Reports and Data Requests



Except as listed below, all Direct Loan reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference posted on the IFAP Web site at www.IFAP.ed.gov/. There are issues with the following Direct Loan reports and/or data requests:

- MPN Discharge Reports— Were sent to some schools containing an incorrect total record byte (length). COD is developing a code fix for this issue and will provide updates as more information becomes available. In the meantime, schools should notify the COD School
- MPNs Due To Expire Reports—
- Expired MPN Reports—



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Relations Center if they suspect that this situation has occurred. [03/31/05 (Updated 05/19/05)]

- Direct Loan Rebuild File— Cannot be requested on the COD Web site. However, schools in need of this file should contact the COD School Relations Center to discuss their options. [08/25/04 (Updated 04/13/05)]
- Duplicate Student Borrower Reports— Have not been sent to schools' SAIG mailboxes. However, these reports are available on the COD Web site. COD is currently researching performance issues related to this report. [02/09/05 (Updated 04/05/05)]

Resolved Issues

Described below are “Current Issues” that have been resolved. A full description of each issue will remain in this section for 7 calendar days following the “Updated” date. If a clean up is required, the title of the issue will then be moved to “Resolved Issues In Clean Up.”

For the full description of a resolved issue after it is removed from this section, refer to previous postings of the COD Processing Update on the IFAP Web site, www.IFAP.ed.gov/. The COD Processing Update is posted to the IFAP Web site each Friday.



UPDATED!

COD Rejecting Records Incorrectly For COD Edit 021 [05/18/05 (Updated 06/10/05)]

Previously, some schools submitted 2004-2005 and 2005-2006 records that rejected incorrectly for COD Edit 021 (Address Is Incomplete). This situation was limited to Direct Loan records containing a foreign address. On June 7, 2005, COD implemented a code fix for this issue. Schools may now resubmit their records that previously rejected incorrectly for COD Edit 021. The records will be processed and acknowledged by COD.



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Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.



<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Disbursements Not Displaying On COD Web Site And/Or SAS		√ (06/10/05)

Current Issues

COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 06/01/05)]

COD previously reported three situations in which records were rejecting incorrectly for COD Edit 12 (No Eligible SSN, DOB, and Last Name Combination Match Found on CPS for Student). At this time, two of the three issues are resolved, however, the following issue remains:

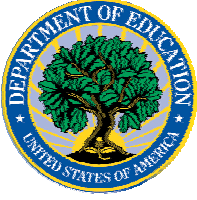
Some schools are receiving COD Edit 12 for students with prior year Direct Loan Awards in the COD System who have since changed their name or require a change to their date of birth. The schools are attempting to submit updates to Direct Loan origination records. In the reported cases, students have updated their SARs appropriately and there are valid CPS transactions on file in the COD System.

COD continues to research a code fix to resolve this situation and will provide updates as more information becomes available. If your school has students affected by this situation, contact the COD School Relations Center to report the affected records.

Issue With Submitting The 2003-2004 Balance Confirmation Form Via Web (05/31/05)

Some COD Web site users are unable to submit the Balance Confirmation Form via the COD Web site's School Balance Confirmation screen. This issue is isolated to users with Netscape Navigator version 7.1 and 8.0 Internet browser. After clicking the "I Agree" tab on the School Balance Confirmation screen, users are redirected to the login page or receive an error message.

COD is researching this issue and will provide updates as more information becomes available. As a workaround, we encourage users to use Internet Explorer as their Internet browser. Furthermore, schools may submit written authorization allowing the COD School Relations Center to perform this activity via the web on their behalf. For detailed information about submitting this authorization, please review the School Online Change Authorization Instructions posted on the COD Web site under the "Click here if you are looking for more information on Common Origination and Disbursement." link.



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COD Incorrectly Rejecting For COD Edit 039 [12/27/04 (Updated 04/15/05)]

COD became aware of an issue that results in schools receiving COD Edit 039 (Incorrect Award Amount) in error. This sometimes occurs when schools submit changes to awards to lower the amount to zero through either batch or online processing.

COD has made significant progress in analyzing the issue and is currently developing a code fix. COD will continue to provide updates as more information becomes available. In the meantime, please do not resubmit your records. We appreciate your patience as we work to resolve this issue.



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Pell Grants

COD News

COD System Maintenance Planned For Sunday, June 12, 2005 (06/08/05)

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2002-2003 Pell Grant CFL Reduction To GAPS Net Drawdown Warning Message (06/09/05)

On June 8, 2005, COD sent a message (PGTX03OP) to most schools that still have a Current Funding Level (CFL) for the 2002-2003 Award Year that is greater than the Net Drawdown amount found in the Grant Administration and Payment System (GAPS). The message warns an affected school that its 2002-2003 CFL will be reduced to the GAPS Net Drawdown if the CFL is still greater than the GAPS Net Drawdown on July 6, 2005. When the actual reduction occurs in July, the school will have a reduced obligation level in the GAPS and will receive an Electronic Statement of Account (ESOA) that reflects the revised obligation amount.

A school that receives the warning message should review its internal records and its CFL, GAPS 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 for the 2002-2003 Award Year from the GAPS as soon as possible but before July 6, 2005.

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

FSA's 2005-2006 Online, Instructor-Led Training Sessions For Users Of EDEExpress (06/07/05)

In April 2005, FSA announced the 2005-2006 instructor-led online training on Pell Grant Processing using EDEExpress and the COD System. This two-hour session will be offered until late July 2005. Further details regarding the instructor-led online training session are available on the IFAP Web site at <http://www.ifap.ed.gov/dpceletters/ANN0504.html>.

All Schools Must Be COD Full Participants Beginning With 2005-2006 Award Year [08/02/04 (Updated 03/21/05)]

Now that the 2005-2006 COD software has been implemented, COD wants to refresh the reminder that *all* schools must be Full Participants beginning with the 2005-2006 Award Year and forward. This means that *all* schools (including COD Phase-In Participants that currently submit and receive information using fixed-length, flat-file record formats) must send and receive 2005-2006 (and subsequent award year) origination and disbursement data



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for the Pell Grant and/or Direct Loan programs to the COD System using the Extensible Markup Language (XML) Common Record.

As FSA has previously informed schools, if a school submits 2005-2006 Pell Grant and/or Direct Loan data in fixed-length, flat-file record formats, the COD System will reject the data and the school's access to funding will be affected. If your school has not yet signed up as a Full Participant, or is experiencing difficulty with implementing a Full Participant solution, contact the COD School Relations Center immediately for assistance.

Additionally, COD is seeking current Full Participant schools that are willing to serve as mentors to schools new to XML processing. If your school is interested in serving as a mentor, or, if your school is new to XML processing and is interested in working with a mentor, contact the COD School Relations Center. COD will assist in connecting like schools with each other.

Pell Grant Year-To-Date Record In Production [12/01/04 (Updated 02/09/05)]

Pell Grant Year-to-Date (YTD) records (PGYRxxOP) are being generated and sent to schools' SAIG mailboxes. The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes.

Previously, we informed schools of three COD System issues affecting the Pell Grant YTD record and cautioned schools not to use the YTD record for rebuilding a complete student record or Pell database until the issues were resolved. At this time, two of the three issues are no longer affecting the YTD Record.

We regret that the one remaining COD System issue continuing to affect the Pell Grant YTD record has taken longer than initially expected to resolve. We continue to caution schools not to use the YTD record for rebuilding a complete student record or Pell database until the issue is resolved. The issue is as follows:

- In some cases, when we process more than one disbursement transaction for the same disbursement number on the same day, the individual transactions are ***currently not reflected in the YTD record and on the COD Web site***. Instead, one combined disbursement transaction is reflected with the correct disbursement amount, the correct disbursement date, and the highest disbursement sequence number. We are currently researching a code fix and cleanup plan for this issue.

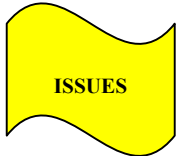
Note: For a disbursement with this issue, if a school encounters difficulty processing further disbursement activity through its software, the activity can be performed on the COD Web site.

Schools should also refer to the Electronic Announcement that was posted on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/1130PellGrantYTDRecord.html>, for additional information on the Pell Grant YTD record. Note: The status of the YTD record will continue to be covered in the Reports and Data Requests section of this document until the COD System issue affecting the YTD record is resolved.



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Reports and Data Requests



Except as listed below, all Pell Grant reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference posted on the IFAP Web site at www.IFAP.ed.gov/. There are issues with the following Pell Grant reports and/or data requests:

- Pell Year-to-Date (YTD) Records— For all award years, are being sent to schools' SAIG mailboxes (Message Class PGYRxxOP). The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes. Until resolution of a current COD System issue affecting the YTD record, we caution a school not to use the current YTD record for rebuilding a complete student record or Pell database. See the “Pell Grant Year-To Date Record Back In Production” item in the COD News section of this document for an explanation of the issue. [10/05/04 (Updated 02/09/05)]

Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.



<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Disbursements Not Displaying On COD Web Site		√ (06/10/05)
Pell Grant Information Not Updated In NSLDS	√	

Current Issues

Schools Unable To Import Response With A Negative Dollar Amount [02/21/05 (Updated 06/03/05)]

As previously reported, COD learned of an issue affecting some Full Participants that have their Pell Grant Error Processing Option set to "Corrected". COD is returning to some Full Participants, Pell Grant responses with a disbursement amount corrected to a negative value in error. As a result, the affected schools are unable to import the responses. At this time,



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COD believes this issue is occurring when a Full Participant submits multiple disbursement adjustments for the same disbursement number within the same batch.

The COD Development team is developing a code fix for this issue and will provide updates as more information becomes available. In the meantime, COD has worked with schools affected by this issue and will continue to do so. If a school suspects that it is experiencing this issue, contact the COD School Relations Center to report the affected Batch ID. COD will then clean up the affected response and resend it to the school.

COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 06/01/05)]

COD previously reported three situations in which records were rejecting incorrectly for COD Edit 12 (No Eligible SSN, DOB, and Last Name Combination Match Found on CPS for Student). At this time, two of the three issues are resolved, however, the following issue remains:

Some schools are receiving COD Edit 12 for students with prior year Pell Awards in the COD System who have since changed their name or require a change to their date of birth. The schools are attempting to submit updates to Pell origination records. In the reported cases, students have updated their SARs appropriately and there are valid CPS transactions on file in the COD System.

COD continues to research a code fix to resolve this situation and will provide updates as more information becomes available. If your school has students affected by this situation, contact the COD School Relations Center to report the affected records.