July 27, 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

2007-2008 COD Technical Reference July 2007 Updates Now Available (07/25/07)
The 2007-2008 COD Technical Reference July 2007 Updates are available on the Information for Financial Aid Professionals (IFAP) Web site. The 2007-2008 COD Technical Reference consists of multiple volumes that contain development information for the 2007-2008 Award Year. For a complete list of updates, refer to the "0708 COD Technical Reference July 2007 Change Tracking Log." If you have any questions regarding information contained in this document, contact the COD School Relations Center.

2008-2009 COD Technical Reference Draft Now Available (07/25/07)
The first installment of the 2008-2009 COD Technical Reference Draft is 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. Federal Student Aid plans to post other draft volumes in August and September 2007.

Updated COD Frequently Asked Questions (FAQs) Available (7/24/07)
COD has updated the FAQs on the COD Web site. The FAQs are available on the COD Web site by clicking on the "Click here if you are looking for more information on Common Origination and Disbursement." link at the bottom of the page. The updated FAQs are also available in a July 23, 2007 Electronic Announcement posted on the IFAP Web site.

If you have any questions about the document, or would like to see anything added, please contact the COD School Relations Center at CODSupport@acs-inc.com with the subject line of "FAQ".

Questions and Answers Document for COD Basics: Resolving Issues with Title IV Grants Webinar (07/23/07)
As announced through ANN 07-05 and ANN 07-08, Federal Student Aid offered a COD Basics: Resolving Issues with Title IV Grants webinar during the period May 15-17, 2007. This training for beginner level users of the COD System was 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. The training provided practical step-by-step guidance on how to research issues via the COD Web site.

During the webinar, Federal Student Aid informed attendees that it would post a "Questions and Answers" document on the Information for Financial Aid Professionals (IFAP) Web site. To view the document that contains the questions received during the webinar, as well as the answers to these questions, refer to the July 20, 2007 Electronic Announcement posted on the IFAP Web site.

COD System Customer Satisfaction Survey (07/12/07)
As explained in a July 12, 2007 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site, it is time for the annual COD System Customer Satisfaction Survey. Discovery Research Group, an independent contractor, will begin conducting the telephone survey within the next two weeks. A random sample of schools will be contacted and asked to complete the survey. If your school is contacted, the survey should take no more than 10 minutes to complete.

Federal Student Aid realizes that this is a busy time of year at your school, but feedback from customers is important for improving the quality of COD System products and services. Federal Student Aid appreciates the assistance of all schools that complete the survey and thanks you in advance for taking the time to help.

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

G5 Implementation Coming Soon (06/29/07)
Recently, the Department of Education (the Department) announced the development of *G5—a state-of-the-art electronic system for grants management and payments.* G5 will replace the current Grant Administration and Payments System (GAPS), including the e-Payments functionality used by schools to draw down Campus-Based, 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) funds. G5 will provide a number of performance, processing, and customer enhancements.

The Department will implement G5 in three phases over several years. Phase I of G5 will address e-Payments and provide improved drawdown functionality. Full implementation of Phase I is currently targeted for the last quarter of calendar year 2007—most likely over the Veterans Day holiday weekend (November 8-12, 2007).

Over the next several months, the Department will provide additional information about Phase I of G5. This information will usually be posted first on the GAPS e-Payments Web site and then will be followed by an Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site, an update to this item in the COD Processing Update, and a message on the COD Web site. Please monitor these communications and share the information, as appropriate, with others at your school/organization.

The most current G5 information is posted on the GAPS e-Payments Web site and in a June 28, 2007 Electronic Announcement on the IFAP Web site.

If you have any questions about the status and/or implementation of G5, you may e-mail G5_Admin@ed.gov (G5_Admin@ed.gov).

Updating School Contact Information in the COD System (06/26/07)
Federal Student Aid wants to remind all schools and third party servicers that contact information in the Common Origination and Disbursement (COD) System must be kept current. Contact information is extremely important for the COD School Relations Center. Of utmost importance are e-mail addresses and mailing addresses.

- The e-mail address for the Financial Aid Administrator is used to deliver time-sensitive materials and critical COD processing information to the school.

- For a Direct Loan school, correct mailing address information ensures that Direct Loan closeout letters are delivered timely and to the correct place.

Please ensure that all contact information is updated as needed.

Submitting Updates to School Contact Information

Depending on the type of information to be updated, a school must submit updates in one of the following two ways:

1. In accordance with 34 CFR 600.21, most changes must be reported using the Electronic Application for Approval to Participate in Federal Student Financial Aid Programs (E-App). This includes changes to the following information:

   - School name

   - School address (including any branches and locations)

   - Names of the President (or equivalent title), Chief Financial Officer (or equivalent title), and Financial Aid Administrator (or equivalent title)

   - Telephone numbers and e-mail addresses for the above officials

   Once the E-App is processed, the COD Web site is updated within 24 hours. It may take longer if there is additional information required by the School Participation Team (formerly known as the Case Management and Oversight Division).

2. Two specific changes can *only* be made via the COD Web site. These are changes to the Direct Loan Officer contact information/mailing address and the Pell Grant Officer contact information/mailing address. To view and/or update the current contact information for these officers, complete the following steps:

   - Log in to the COD Web site.

   - From the School tab, select the "Financial Aid Contact" link (located under the School Information menu). The School Financial Aid Contact Information screen displays the current information for the school.

   - Update or add new contact information by clicking on the "Update" or "Add New" button in the heading for the officer to be updated.

   - Complete the new information and submit the changes.

This information will be processed and updated immediately on the COD Web site.

An Electronic Announcement with this same information is posted on the Information for Financial Aid Professionals (IFAP) Web site. If you have any questions about updating your school's contact information, contact the COD School Relations Center.

NEW!

ACG and National SMART Grant Resources (07/27/07)
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, Federal Student Aid 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.