August 31, 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.

Direct Loan Program

COD News

COD Holiday Schedule For September 3, 2007 (8/24/07)
The COD School Relations Center will be closed on Monday, September 3, 2007 in observance of the Labor Day Federal holiday. The Common Origination and Disbursement (COD) System will accept and process data from schools and send back responses/acknowledgments on Monday, September 3, 2007, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, September 4, 2007.

Further information regarding Labor Day Federal holiday processing and customer service hours for COD and other Federal Student Aid/ED call centers is posted in an Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site.

Direct Loan Bulletin 07-18 Released (08/31/07)
Direct Loan Bulletin 07-18 was released to schools from the COD School Relations Center on August 30, 2007 and is posted on the Information for Financial Aid Professionals (IFAP) Web site. The bulletin explains that due to the need to make enhancements to the DLSS on the weekend of September 8 and 9, 2007, the DLSS will not report Direct Loan data to the NSLDS that weekend.

The impact of this delay in NSLDS reporting is that Direct Loan data submitted to the Common Origination and Disbursement (COD) System during the period August 30, 2007 through September 5, 2007 will not be available in the NSLDS until Monday, September 17, 2007.

If you have questions about the delay in NSLDS reporting, please contact the Direct Loan Servicing Center's School Services Division at 888/877-7658. 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 with the subject line of "DLB Distribution".

TG Number Format Changes (08/24/07)
Federal Student Aid would like to inform the financial aid community of an upcoming change to the format of TG numbers. A TG number is the identifier for an electronic mailbox on the Student Aid Internet Gateway (SAIG). Currently, TG numbers are assigned to SAIG users in the TGxxxxx format, where "xxxxx" represents five numbers, such as TG50001. Using the current

format, Federal Student Aid expects to assign the last available all-numeric TG number by the end of 2007.

When there are no more all-numeric TG numbers to issue to new SAIG users, new TG numbers will be assigned in the format TGAxxxx, where "A" represents a letter from A-Z in upper case and "xxxx" represents four numbers, such as TGA0001.

This format change will have no impact on current SAIG users who have TG numbers in the all-numeric format. For additional information on how the format change will affect recipients of new TG numbers, refer to the August 23, 2007 Electronic Announcement posted in the IFAP Web site.

Upcoming SAIG Message Class File Update (08/24/07)
On September 1, 2007, Federal Student Aid will send the message class "MESSAGTB" via the Student Aid Internet Gateway (SAIG) to all user mailboxes. The EDconnect transmission software will automatically request, download, and import this new message class table with your next connection to the SAIG network. Once the MESSAGTB file has been imported, the new message class table will be used from that point forward.

The new message class table will add message classes for the Central Processing System (CPS), the Conditional Disability Discharge Tracking System (CDDTS), the Debt Management Collection System (DMCS), and the Direct Loan Servicing System (DLSS).

Detailed information about the new message class table has been sent to schools' SAIG mailboxes and is posted in an August 24, 2007 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site.

End of Federal Fiscal Year 2007 – Impact on Funds Availability (08/14/07)
September 30, 2007 marks the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department's core financial systems, including the Grant Administration and Payment System (GAPS), will be on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2007. These interruptions will impact how the COD System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:

- *Monday, September 17, 2007 through Wednesday, September 26, 2007–* Financial processing between the COD System and EDCAPS/GAPS will be reduced to once every evening (instead of the normal twice-a-day, morning/evening processing). As a result, early morning processing will be completed in the evening. Current Funding Level (CFL) changes and funding could be delayed by a day.

- *Thursday, September 27, 2007 through Monday, October 1, 2007 –* The COD System will accept 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) disbursements, but CFL changes and funding will not be processed by EDCAPS/GAPS until Tuesday, October 2, 2007.

All actual disbursements with a disbursement date from September 27, 2007 through October 2, 2007 must be received and accepted by the COD System *no later than 10:00 A.M. (ET) on Wednesday, September 26, 2007,* in order for them to be included in the drawdown prior to the shutdown. Disbursements submitted after this time and disbursements with a disbursement date after October 2, 2007 will be funded after EDCAPS/GAPS re-opens on October 2, 2007.

- *8:00 P.M. (ET) on Sunday, September 30, 2007 through 6:00 A.M. (ET) on Tuesday, October 2, 2007 –* The GAPS e-Payments Web site will not be available. Schools will not be able to draw down Campus-Based, ACG, National SMART Grant, Pell Grant, or Direct Loan funds during this period.

This same information is posted in an August 13, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site. The Department appreciates your patience and understanding as it completes the required activities during the upcoming period. All financial processing is expected to be caught up by Friday, October 5, 2007.

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 (08/31/07)
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

NEW!

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.

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.

- Direct Loan Rebuild File—   Schools in need of this file should contact the COD School Relations Center.

ACG, National SMART Grant, and Pell Grant Programs

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ACG and National SMART Grant Resources (08/31/07)

NEW!

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, and has posted some volumes of the 2008-2009 COD Technical Reference Draft. 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:

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, 2007-2008, and 2008-2009 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.