



October 1, 2010

**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 Batch Processing Suspension And Web Site Outages October 8-9, 2010 (10/1/10)

As explained in a [March 2010 Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#), we implemented Common Origination and Disbursement (COD) System functionality to support 2010-2011 Award Year processing. During the period October 8-9, 2010, we plan to implement additional COD System functionality for the 2010-2011 Award Year.

COD Batch Processing Suspension and Web Site Outage Information

In order to install the additional COD System functionality, we will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, October 8, 2010. Records submitted after this time will be held and processed after 8:00 P.M. (ET) on Saturday, October 9, 2010.

Note: All actual disbursements with a disbursement date from October 8, 2010 through October 9, 2010 must be received by the COD System ***no later than 9:00 AM (ET) on Friday, October 8, 2010***, and subsequently accepted by the COD System, in order for them to be included in the drawdown prior to the outage. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 9, 2010 will be processed and funded after the outage.

In addition, between 8:00 P.M. (ET) on Friday, October 8, 2010 and 8:00 P.M. on Saturday, October 9, 2010—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
 - Users will not be able to access the COD Reports area of the [COD Web site](#).
 - An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, endorse a Direct PLUS Loan electronically, or view loan correspondence via the [StudentLoans.gov Web site](#).
- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the [TEACH Grant Web site](#).



Additional information about the new functionality will be posted in an Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

Impact on COD Processing October 2-3, 2010 (10/1/10)

As noted in a [September 24, 2010 Electronic Announcement posted on the IFAP Web site](#), during the period October 2-3, 2010, Federal Student Aid plans to execute extended Web site maintenance and operating system upgrades in addition to our routine Web site maintenance that occurs each weekend.

These activities will result in outages of certain COD System functionality for a period of time. Please review this information to determine if processing at your school will be affected.

Extended System Maintenance

From 6:00 P.M. (ET) on Saturday, October 2, 2010 until 11:00 A.M. (ET) on Sunday, October 3, 2010—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, endorse a Direct PLUS Loan electronically or view loan correspondence via the [StudentLoans.gov Web site](#).
- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the [TEACH Grant Web site](#).
- Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System, the StudentLoans.gov Web site, or the TEACH Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.



COD Holiday Schedule For October 11, 2010 (10/01/10)

Monday, October 11, 2010 is the Columbus Day Federal holiday.

- The COD School Relations Center will be open.
- The COD System will accept and process data from schools and send back responses/acknowledgements, 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, October 12, 2010.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday will be posted in an Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

COD Common Record XML Schema Version 3.0d Now Available (09/30/10)

During the period February 18-19, 2011, Federal Student Aid plans to implement Common Origination and Disbursement (COD) System functionality that will support the processing of Federal Pell Grant (Pell Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2011-2012 Award Year. In conjunction with this implementation, we will begin using a new version of the COD Common Record Extensible Markup Language (XML) Schema. The new schema version is 3.0d.

Note: The COD System will not process records for the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs for the 2011-2012 Award Year. However, changes to the COD Common Record XML Schema may still apply to records submitted for these programs for prior award years.

Effective upon completion of the February 18-19, 2011 COD System implementation—

- All 2011-2012 Common Record documents must be sent by schools and will be acknowledged by the COD System using COD Common Record XML Schema Version 3.0d.
- All 2011-2012 unsolicited system-generated responses will be sent by the COD System using COD Common Record XML Schema Version 3.0d.
- COD Web Activity responses for all award years will be sent by the COD System using COD Common Record XML Schema Version 3.0d.
- All available school reports, including data requests, will continue to be sent in formats other than XML.

For complete information about the new schema version, refer to [“COD Common Record XML Schema Version 3.0d.”](#)

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



2010-2011 COD Technical Reference September 2010 Update Now Available (09/30/10)

The [2010-2011 COD Technical Reference September 2010 Update](#) is available on the Information for Financial Aid Professionals (IFAP) Web site. The 2010-2011 COD Technical Reference contains development information for the 2010-2011 Award Year. For a complete list of updates, refer to the “[September 2010 Change Tracking Log](#).” If you have any questions about this material, contact the COD School Relations Center.

2011-2012 COD Technical Reference Draft Now Available (09/30/10)

We are pleased to announce the posting of the [2011-2012 Common Origination and Disbursement \(COD\) Technical Reference Draft](#). The 2011-2012 COD Technical Reference contains development information for the 2010-2011 Award Year. We plan to post the final technical reference in fall 2010.

Supplemental Information about Direct PLUS Loan Endorser Processing Released (09/24/10)

An Electronic Announcement was released to schools from the COD School Relations Center on September 24, 2010 and is posted on [the Information for Financial Aid Professionals \(IFAP\) Web site](#). This announcement provides general guidance on the information that is sent to schools by the Common Origination and Disbursement (COD) System when there is an approved endorser for a Direct PLUS Loan

If you would like to be added to or removed from the Direct Loan Electronic Announcement distribution list, please submit an e-mail to CODSupport@acs-inc.com with the subject line of “DL Electronic Announcement Distribution”.

Master Promissory Notes for Direct PLUS Loans (09/23/10)

Federal Student Aid is aware that the current Direct PLUS Loan Application and Master Promissory Note (MPN) has an Office of Management and Budget (OMB) expiration date of 8/31/2010. Federal Student Aid is in the process of clearing a revised Direct PLUS Loan MPN with the OMB and plans to implement the revised form in June 2011. In the meantime, the current MPN form (with an expiration date of 8/31/10 and a revision date of 3/2009) is valid and schools should continue to use it until further notice.

End of Federal Fiscal Year 2010 (09/03/10)

Thursday, September 30, 2010 marks the end of the Federal fiscal year for the Department of Education (the Department). Some of the Department’s core financial systems, including G5, will be on a modified processing schedule while the Department finalizes its processing and accounting for Fiscal Year 2010. These interruptions will impact how the Common Origination and Disbursement (COD) System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:

- **Monday, September 27, 2010 through Monday, October 4, 2010** – The COD System will accept Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) records. However, after 9:00 P.M. (ET) on Monday, September 27, 2010, CFL changes (as a result of actual disbursements) and funding will not be processed by G5 until October 4, 2010.



All actual disbursements with a disbursement date from September 28, 2010 through October 4, 2010 must be received by the COD System *no later than 9:00 P.M. (ET) on Monday, September 27, 2010*, and subsequently accepted by the COD System, in order for them to be included in the funds available for drawdown prior to the shutdown. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after October 4, 2010 will be funded after G5 re-opens on October 4, 2010.

Note: In other Electronic Announcements posted on September 2, 2010, we provide comprehensive information related to activities and deadlines that coincide with the end of the Federal fiscal year. These announcements are about and the deadline for 2009-2010 ACG, National SMART Grant, and Pell Grant awards and the 2009-2010 TEACH Grant Closeout deadline. Schools should also refer to these announcements to ensure that 1) all necessary reports are obtained and 2) all applicable 2009-2010 origination, disbursement, and change records are submitted and accepted prior to the outages.

- **11:59 P.M. (ET) on Thursday, September 30, 2010 through 6:00 A.M. (ET) on Monday, October 4, 2010** – The [G5 Web site](#) will not be available. Schools will not be able to draw down Campus-Based, ACG, National SMART Grant, Pell Grant, TEACH Grant, or Direct Loan funds during this period. Schools will be able to draw down under their existing authorizations after 6:00 A.M. (ET) on Monday, October 4, 2010.

This same information is posted in a [September 2, 2010 Electronic Announcement 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 Monday, October 4, 2010.

Master Promissory Note, Entrance Counseling, and PLUS Search Issues [(4/22/10) Updated 7/30/10]

Federal Student Aid had identified several issues when schools searched for Direct Loan Master Promissory Notes (MPNs), Direct Loan Entrance Counseling results, or Direct PLUS Loan Requests via the [COD Web site](#). On July 25, 2010 and July 27, 2010, Federal Student Aid implemented system updates to resolve most of these search issues.

Issue 1: MPN Search by SSN-The search results do not return all MPNs associated with the student.

The search results should include any MPNs from any school associated with a student. Federal Student Aid has determined that in some cases, a search by student SSN is not pulling all MPNs associated with that student. For example, the search results will not always include a Direct PLUS Loan MPN associated with that student. In other cases, no search results are returned at all, even if an MPN is on file.

RESOLVED-Issue 2: MPN Search by Date Range-The search results of more than 100 records do not display correctly and school cannot move to “Page 2” of the results.

The search results should now correctly display results of more than 100 records and a school can move to subsequent pages.



RESOLVED-Issue 3: Direct Loan Entrance Counseling date range search is unavailable.

The date range search functionality for Direct Loan Entrance Counseling is now available. In order to return the best results when performing a date range search, the maximum search period is 7 days.

RESOLVED-Issue 4: Direct PLUS Loan Request (PLUS Acknowledgement) date range search is unavailable.

The date range search functionality for Direct PLUS Loan Requests is now available. In order to return the best results when performing a date range search, the maximum search period is 7 days.

RESOLVED-Issue 5: Person Search by SSN-No search results returned, but batch search by SSN does return results

The search results should now return information related to the person (student/borrower).

Federal Student Aid is continuing its work to resolve the remaining search issue as soon as possible and will provide updates as more information becomes available. These updates will be posted in the COD Processing Update.

While most search functionality is restored, as an alternative, schools can continue to use the Batch Search page to locate the desired information. When using this workaround, a school should perform a general date range search (up to 60 days) for ALL batches. After the results are displayed, the school can filter the results for the specific batch type: “EC” for Entrance Counseling batches, “PN” for MPN batches, and “SP” for PLUS Request Acknowledgement batches.

Federal Student Aid apologizes for any inconvenience these issues cause schools and appreciates your patience. If you have questions, contact the COD School Relations Center.

Reminder of Origination Fee Reduction for Direct Subsidized Loans and Direct Unsubsidized Loans (05/14/10)

As explained in a [February 4, 2010 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site, the origination fee for Direct Subsidized Loans and Direct Unsubsidized Loans was reduced for 2010-2011. This announcement provides operational guidance for schools and third party software providers on implementing these latest reductions in the origination fee.

Last year, many Direct Subsidized Loan and Direct Unsubsidized Loan awards rejected because the correct origination fee was not included with the award and/or was not used to calculate the award and its disbursements. For this reason, we want to remind schools of the previously provided guidance that is critical to successfully implementing the origination fee reduction for Direct Subsidized Loan and Direct Unsubsidized Loan awards.

Schools should refer to [the February 4, 2010 Electronic Announcement](#) for complete information about the origination fee reduction.



If your school needs assistance with COD System processing, including making changes to origination fees, contact the COD School Relations Center.

Weekly Reminders



COD Computer-Based Training (10/01/10)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the [COD Web site](#), and associated Web sites and software products through June 27, 2009.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the “Tools for Schools” section on the home page, click on [COD Computer-Based Training](#).

Note: With the implementation of the [StudentLoans.gov Web site](#) at the end of March 2010, the three electronic Master Promissory Note (MPN) simulations no longer reflected the process for electronically completing Direct Loan MPNs and have been removed. We will post updated electronic MPN simulations when we next update the full version of the COD CBT.

The components of the COD CBT are as follows:

COD System Simulations – The COD System Simulations offer lessons that explain the [COD Web site](#) screens and functionality available to a school administrator. There are 14 lessons with text to guide a user through each area of the [COD Web site](#). By entering fictitious data, the user can explore basic navigation and functions of the [COD Web site](#) and practice locating and creating information in a safe environment that includes tips for assistance.

Direct Loan Reports CBT – The Direct Loan Reports CBT includes several sections that explain the COD reports a school can use to assist with the administration of and reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

Grant Reports CBTs – The Grant Reports CBTs are four separate lessons that explain the COD reports a school can use to assist with the administration of and reconciliation process for Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant awards.

Direct Loan (DL) Tools Simulation – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDEExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDEExpress software on a regular basis but are interested in a Direct Loan reconciliation resource.



TEACH Grant Web Site Simulation – The TEACH Grant Web site Simulation guides the user through the [TEACH Grant Web site](#) and includes a step-by-step walk through of the process for completing TEACH Grant counseling and completing a TEACH Grant Agreement to Serve (ATS).

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to CODSupport@acs-inc.com, please include “COD CBT Question/Comment” in the subject line.



Grant Programs

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

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2010-2011 Pell Grant Multiple Reporting Records (MRR) (09/27/10)

Federal Student Aid has determined that 2010-2011 Pell Grant MRR files sent to schools had an incorrect record length field in the header and trailer records (positions 11-14). The record length was displayed as ‘457’ when the actual length of the record is ‘458.’

Federal Student Aid corrected the record length field on Friday, September 24, 2010. If a school is unable to import the report, it can request a new one via the data request process on the COD Web site or contact the COD School Relations Center.

End of Federal Fiscal Year 2010 (09/03/10)

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