December 7, 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

Impact on COD Processing December 7-10, 2007 (12/05/07)
Federal Student Aid is planning to execute Common Origination and Disbursement (COD) System maintenance activities during the period December 7, 2007 through December 10, 2007. These activities will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience and understanding as it completes these important activities.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

Friday, December 7, 2007 through Monday, December 10, 2007

Users will not be able to submit or retrieve data via the COD Web site between 8: 00 P.M. (ET) on Friday, December 7, 2007 and 3:00 A.M. (ET) on Monday, December 10, 2007.

Sunday, December 9, 2007

- Federal Student Aid will suspend COD batch processing beginning at 1:30 A.M. (ET) on Sunday, December 9, 2007. Records submitted after 1:30 A.M. (ET) will be held and processed after 12:00 P.M. (ET) on Sunday, December 9, 2007.

- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after COD comes back up at 12:00 P.M. (ET).

- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

- Batches submitted by schools via the SAIG between 11:00 A.M. and 12:00 P.M. (ET) will also be held and not acknowledged back to schools until after COD comes back up at 12:00 P.M. (ET).

- For Direct Loan Participants—

  The Direct Loan Electronic Master Promissory Note (MPN) Web site will be unavailable for an extended period of time from 1:30 A.M. until 12:00 P.M. (ET). During this

extended period, individuals will not be able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Individuals starting the process by 12:30 A.M. (ET) will be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, 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.

UPDATED!

G5 Phase 1 Implementation and Training Information [9/25/07 (Updated 12/07/07)]
In June 2007, the Department of Education (the Department) announced the development of *G5—a state-of-the-industry electronic system for grants management and payments.* G5 will replace the current Grant Administration and Payment 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.

G5 Phase I Implementation Date and Training Opportunities

As previously explained, 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 planned for December 17, 2007.*** This date for Phase I implementation supersedes all preliminary implementation information provided by the Department at earlier points in time.

The Department has posted the December 17, 2007 implementation date as well as an updated "G5 Phase 1 Implementation Overview" presentation on the GAPS e-Payments Web site. In addition, *G5 online training is available at the following URL:*

http://www.g5.gov/

Note: A recording of the December 6, 2007 G5 Phase 1 Implementation Webinar presented by the Department's office of the Chief Financial Officer will be available on the on the GAPS e-Payments Web site and the G5 Web site shortly.

G5 Phase I Implementation Impact on Funds Availability

The service outage associated with the December 17, 2007 G5 Phase 1 implementation will impact how the COD System will process financial data and when schools can obtain funds for the Federal student aid programs as follows:

- ***Wednesday, December 12, 2007 through Sunday, December 16, 2007 –*** The COD System will accept ACG, National SMART Grant, Pell Grant, and Direct Loan disbursements, but Current Funding Level (CFL) changes and funding will not be processed by G5 until Monday, December 17, 2007.

All actual disbursements with a disbursement date from December 12, 2007 through December 17, 2007 must be received and accepted by the COD System *no later than 10:00 P.M. (ET) on Tuesday, December 11, 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 December 17, 2007 will be funded after G5 is implemented on December 17, 2007.

- *7:00 P.M. (ET) on Wednesday, December 12, 2007 through 6:00 A.M. (ET) on Monday, December 17, 2007* – Neither the GAPS e-Payments Web site nor the new G5 Web site will 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.

Note: The new G5 Web site will be available after 6:00 A.M. (ET) on Monday, December 17, 2007. The Department expects financial processing to be caught up by Thursday, December 20, 2007.

Please share this information, as appropriate, with others at your school/organization.

The most current G5 implementation information is posted on the GAPS e-Payments Web site and in a November 7, 2007 Electronic Announcement on the IFAP Web site.

Contact Information

If you have any questions about the December 17, 2007 G5 Phase I implementation, the online training, or the webinar, contact the GAPS hotline at 888/336-8930 or e-mail G5admin@ed.gov.

Updating School Contact Information in the COD System (12/07/07)

NEW!

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)

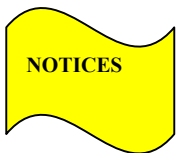- Telephone numbers and e-mail addresses for the above officials

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.

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

COD News

Impact on COD Processing December 7-10, 2007 (12/05/07)
Federal Student Aid is planning to execute Common Origination and Disbursement (COD) System maintenance activities during the period December 7, 2007 through December 10, 2007. These activities will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience and understanding as it completes these important activities.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

Friday, December 7, 2007 through Monday, December 10, 2007

Users will not be able to submit or retrieve data via the COD Web site between 8: 00 P.M. (ET) on Friday, December 7, 2007 and 3:00 A.M. (ET) on Monday, December 10, 2007.

Sunday, December 9, 2007

- Federal Student Aid will suspend COD batch processing beginning at 1:30 A.M. (ET) on Sunday, December 9, 2007. Records submitted after 1:30 A.M. (ET) will be held and processed after 12:00 P.M. (ET) on Sunday, December 9, 2007.

- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after COD comes back up at 12:00 P.M. (ET).

- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

- Batches submitted by schools via the SAIG between 11:00 A.M. and 12:00 P.M. (ET) will also be held and not acknowledged back to schools until after COD comes back up at 12:00 P.M. (ET).

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, 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.

UPDATED!

G5 Phase 1 Implementation and Training Information [9/25/07 (Updated 12/07/07)]
In June 2007, the Department of Education (the Department) announced the development of
G5—a state-of-the-industry electronic system for grants management and payments. G5 will
replace the current Grant Administration and Payment 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.

G5 Phase I Implementation Date and Training Opportunities

As previously explained, 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 planned for December 17, 2007.* This date for Phase I
implementation supersedes all preliminary implementation information provided by the
Department at earlier points in time.

The Department has posted the December 17, 2007 implementation date as well as an updated
"G5 Phase 1 Implementation Overview" presentation on the GAPS e-Payments Web site. In
addition, *G5 online training is available at the following URL:*

http://www.g5.gov/

Note: A recording of the December 6, 2007 G5 Phase 1 Implementation Webinar presented by
the Department's office of the Chief Financial Officer will be available on the on the GAPS e-
Payments Web site and the G5 Web site shortly.

G5 Phase I Implementation Impact on Funds Availability

The service outage associated with the December 17, 2007 G5 Phase 1 implementation will
impact how the COD System will process financial data and when schools can obtain funds for
the Federal student aid programs as follows:

- *Wednesday, December 12, 2007 through Sunday, December 16, 2007 –* The COD
  System will accept ACG, National SMART Grant, Pell Grant, and Direct Loan
  disbursements, but Current Funding Level (CFL) changes and funding will not be
  processed by G5 until Monday, December 17, 2007.

  All actual disbursements with a disbursement date from December 12, 2007 through
  December 17, 2007 must be received and accepted by the COD System *no later than
  10:00 P.M. (ET) on Tuesday, December 11, 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 December 17, 2007 will be funded after G5
  is implemented on December 17, 2007.

- *7:00 P.M. (ET) on Wednesday, December 12, 2007 through 6:00 A.M. (ET) on
  Monday, December 17, 2007 –* Neither the GAPS e-Payments Web site nor the new G5

Web site will 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.

Note: The new G5 Web site will be available after 6:00 A.M. (ET) on Monday, December 17, 2007. The Department expects financial processing to be caught up by Thursday, December 20, 2007.

Please share this information, as appropriate, with others at your school/organization.

The most current G5 implementation information is posted on the GAPS e-Payments Web site and in a November 7, 2007 Electronic Announcement on the IFAP Web site.

Contact Information

If you have any questions about the December 17, 2007 G5 Phase I implementation, the online training, or the webinar, contact the GAPS hotline at 888/336-8930 or e-mail G5admin@ed.gov.

NEW!

Updating School Contact Information in the COD System (12/07/07)
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.

ACG and National SMART Grant Resources (12/07/07)

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, 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"

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.