



December 28, 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

COD Holiday Schedule For, December 31, 2007 And January 1, 2008 [12/14/07 (Updated 12/26/07)]

The COD School Relations Center will close at 3:00 P.M. (ET) on Monday, December 31, 2007. The COD School Relations Center will reopen at 8:00 A.M. (ET) on the next business day—January 2, 2008.

The COD System will accept and process data from schools and send back responses/acknowledgments on Tuesday, January 1, 2008, 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 January 2, 2008.

Further information regarding New Year's Day processing, funding impact, and customer service hours for COD and other Federal Student Aid/Department of Education call centers is posted in [an Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

New TEACH Grant Program Question Will Be Added to 2008-2009 FAFSA on the Web (12/24/07)

The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program (TEACH Program). This program is effective beginning with the 2008-2009 Award Year and provides up to \$4,000 a year in grant assistance to students who plan on becoming a teacher and meet certain specified requirements. If a student who receives a TEACH Grant does not complete the required teaching, the grant must be repaid as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan Program.

Note: A Dear Colleague Letter that provides information on all of the provisions of the CCRAA, including the TEACH Grant Program, will be posted on the [Information for Financial Aid Professionals \(IFAP\) Web site](#) as soon as it receives final clearance.

Federal Student Aid posted [a December 21, 2007 Electronic Announcement](#) on the IFAP Web site that is the first in a series of communications intended to focus on the operational implementation of the CCRAA changes that will affect the Central Processing System (CPS),



Common Origination and Disbursement (COD) System, and EDESuite. Federal Student Aid is very close to finalizing the operational changes that it must make to its Federal student aid processes and procedures to implement the provisions of the CCRAA, including the TEACH Grant Program for the 2008-2009 Award Year, and appreciates the community's patience as it completes this work. Forthcoming communications will fully explain the necessary changes and implementation schedule. All participants in the Federal student aid programs should refer to the [IFAP Web site](#) for applicable guidance and information.

In [the December 21st Electronic Announcement](#), Federal Student Aid informs the community of a new question relating to the TEACH Grant Program that will be included on the 2008-2009 Free Application for Federal Student Aid (FAFSA). For 2008-2009, this question will only be on the [FAFSA on the Web](#) application and not on the paper FAFSA. The question is intended to assist in identifying potentially eligible TEACH Grant recipients and will be available on both the English and Spanish versions of [FAFSA on the Web](#). Please refer to [the December 21st Electronic Announcement](#) for important information about the implementation of the new TEACH Grant Program question.

G5 Phase I Implemented—Change in Service Outage Start Time on December 19, 2007 (12/19/07)

As communicated in [a December 17, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), the Department of Education (the Department) has implemented Phase 1 of G5, which replaces the GAPS e-Payments functionality that was 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.

In [a December 18, 2007 Electronic Announcement posted on the IFAP Web site](#), the Department informed the community that performance issues with the [G5 Web site](#) (inability to connect to the [G5 Web site](#), slow response time, and/or session time out) are continuing to occur. These performance issues are affecting users' ability to access the G5 system and/or execute transactions. As a result, payments may be delayed one day.

In [the December 18th Electronic Announcement](#), the Department communicated that its technical experts are working diligently on this problem and will need to complete network maintenance. Originally, the outage necessary to complete the network maintenance was scheduled to start at 4:00 P.M. (ET) on Wednesday, December 19, 2007. However, the Department will be able to delay the start of this outage until 7:00 P.M. (ET) on December 19th.

This means that the [G5 Web site](#) will be unavailable to users from 7:00 P.M. (ET) on Wednesday, December 19, 2007 until 6:00 A.M. (ET) on Thursday, December 20, 2007.

Other than during the service outage period noted above, users may wish to access the system during early or late hours when user traffic is reduced.

The Department sincerely regrets any inconvenience these issues may cause you and assures you that it is working to remedy the situation as quickly as possible. Thank you for your continued patience and understanding.



Additional information about G5 Web site (<https://www.g5.gov/>) registration, online training, and questions is provided below.

G5 Web Site Registration

All users will need to register before they can access the [G5 Web site](#). To register, first determine your user status and then complete the applicable steps outlined below.

User Who Was Previously Registered for GAPS e-Payments Functionality

Step 1: Go to the [G5 Web site](#) at <https://www.g5.gov/>.

Step 2: Under the yellow “Login to G5” box, click on the “Existing e-Payments user? Register Here” link.

Step 3: Complete the information requested on the subsequent screens.

User Who Was Not Previously Registered for GAPS e-Payments Functionality or G5

Step 1: Go to the [G5 Web site](#) at <https://www.g5.gov/>.

Step 2: Under the yellow “Login to G5” box, click on the “Not registered? Sign up” link.

Step 3: Complete the information requested on the subsequent screens.

G5 Web Site Training

Training on how to use the [G5 Web site](#) and all G5 processes is available on the Web site. To access the online training, complete the following steps:

Step 1: Go to the [G5 Web site](#) at <https://www.g5.gov/>.

Step 2: In the blue menu bar at the top of the page, click on the “Help” link.

Step 3: Click on the “Launch Help – Internet Explorer” link and complete the training.

Contact Information

If you have any questions about G5, contact the G5/GAPS Hotline at 888/336-8930 or e-mail G5admin@ed.gov.



Updating School Contact Information in the COD System (12/28/07)

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 (12/28/07)

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](#), 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”
- Eligibility/Payment Reason and Rigorous High School Program Code for ACG
Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”
- 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 EDEExpress Users: Volume III of the 2006-2007, 2007-2008, and 2008-2009 COD technical references provides additional guidance for schools that use EDEExpress in combination with another system. If your school needs help locating information related to EDEExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at CPSSAIG@ed.gov.