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**COD Basics + Business Officer Collab**

Like the unlikely friendship of Elphaba and Glinda, starting as rivals and evolving into allies, we will show you how Financial Aid and the Business Office can collaborate using COD and other methods to benefit both offices and our students .

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**Today's session is directed by:**

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Krystal Crandall, Iowa Central Community College  
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Director of Finance & Administration/Controller

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Assistant Director of Financial Assistance/VA Certifying Official



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## Scenes:

WHAT IS COD?

REPORTS FROM COD

--What reports can you pull from COD and how can you use them?

DEADLINES

--Major deadlines and who should be aware

SHARING INFORMATION TO BETTER SERVE STUDENTS

--PLUS/Alternative loans, outside agency payments, etc.



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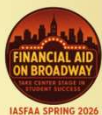
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## What is COD?

COD is the Common Origination and Disbursement System database that is used by the Department of Education to process federal student aid funds like Pell Grant, TEACH grant, and Direct Loans.

Schools generate origination and disbursement files that they send off to COD and in return receive a response file back from COD that states whether it was accepted or gives you a reject reason if it was not accepted. The response files can be ready to pull back in as quickly as 30 minutes, but COD does remind us that it can take up to 24 hours.

COD is also used for the reconciliation of these same programs such as Pell, TEACH, and direct loans.



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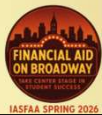
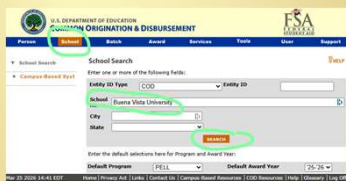
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## COD Reports

Does your Business Office have someone with a COD Login or is it just Financial Aid staff? To access:

1. Log into COD
2. Click on School
3. Enter your school's name and hit search



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## Pell LEU Restoration Report cont...

4. Next click on the entity ID of the campus/school you are wanting to review the report for.



This will then bring up a menu along the left-hand side of the screen with multiple options.



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## Pell LEU Restoration Report

### Pell LEU Report

You may receive notice that there is a Pell LEU report ready for your school. This means there has been a change to a student's lifetime Pell amount. Usually due to a discharge of Pell because of one of that student's former schools closing.



5. To access this report you will follow the first few steps I just outlined and then along the left-hand side you will click a link that says File Share/Messages



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## Pell LEU Restoration Report cont...

6. Click on the most recent upload report to view the list of student's who have had Pell restored.



7. It will take you to another screen with details of the file download. Once there click download.



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## Business Office/Financial Aid Collaboration

### Regular Communications between Directors

- Upcoming deadlines
  - Program Participation Agreement/Recertification
  - Waiver Deadlines
  - FISAP
- Regulatory changes on the horizon
- System down-times for software upgrades, etc

### Bi-weekly meeting

- Talk Business – what are we hearing from students, what communications are we sending soon, heads up!
- Share good news from outside of work, just connect!
- Talk with the other offices as well-Registrar, BO, FA, IT, etc.



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## Business Office/Financial Aid Collaboration

### Teamwork mentality

- If a student that has been avoiding their tasks finally comes up to one office, walk them over to the other office so both can get things handled at once before the student exits stage right!
- Meet collaboratively with a student in unique situations to ensure there is shared understanding, especially in withdrawal situations or other odd scenarios.



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## Business Office/Financial Aid Collaboration

What did we miss?

What tips do you want to share about how you collaborate on your campus?



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**Questions/Comments?**

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