

## School Activities Related to Direct Loan Transition

<b>Month One</b>	
<b>Type of Activity</b>	<b>Activity</b>
Administrative	Add Direct Lending to school Program Participation Agreement. The Department of Education added Direct Lending to all eligible school's Participation Agreement
Administrative	Update Student Aid Internet Gateway (SAIG) enrollment to include the Direct Loan services
Administrative	Notify COD of Intent to participate (e-mail)
Administrative	Set-up a security administrator for COD access on-line for all FAOs at school
Communication	Develop communication plan; internal and external to students & parents
Technical	Identify and document existing internal procedures (For example, source of amounts for posting awards and steps needed to verify eligibility prior to posting)
Technical	Map existing procedures to the new procedures and determine what needs to be changed
Technical	Determine if there are system changes that need to be made
Technical	Determine if there are procedural changes that need to be made
Technical	Talk to FAMS provider about availability of support, timeline for implementation & costs
Training	Develop a training plan for internal staff (All offices; Bursar, Admissions, Financial Aid)

<b>Month Two</b>	
<b>Type of Activity</b>	<b>Activity</b>
Administrative	Bursar's office set up account for Direct Loan funds (if there is not already an account or if separate account is preferred)
Administrative	Inform G5 (Federal Grants Funds Management) of account information
Communication	Review and update student communications to include information regarding FDLP
Communication	Publish special communications informing continuing students of the intent to change to FDLP and the need to complete MPN (new MPN for students who borrowed previously through FFELP)
Communication	Publish communications informing freshman students about FDLP and the need to complete MPN (new MPN for students who borrowed previously through FFELP) and Entrance Counseling
Technical	Meet with IT web development to discuss/implement changes to the website for FDLP (information on FDLP, links to MPN, etc) Time lines for IT development will vary from school to school based on their work loads and available resources
Technical	Meet with other IT staff, as needed, to discuss/implement changes needed for FDLP Time lines for IT development will vary from school to school based on their work loads and available resources
Training	Conduct financial aid office staff training on FDLP Participate in DE Transition webinars

<b>Month Two</b>	
<b>Type of Activity</b>	<b>Activity</b>
Training	Train Admissions staff

<b>Month Three</b>	
<b>Type of Activity</b>	<b>Activity</b>
Administrative	Update Award Notifications
Administrative	Set up COD website with options
Technical	FAMS set up of DL Module

<b>Month Four</b>	
<b>Type of Activity</b>	<b>Activity</b>
Communication	Follow up with continuing students regarding the change to FDLP and the need to complete MPN
Communication	Re-publish communications informing continuing students of the intent to change to FDLP
Training	Bursar office training

<b>Month Five</b>	
<b>Type of Activity</b>	<b>Activity</b>
Communication	Send communication to parents who have borrowed PLUS loans regarding the need to complete a new MPN
Communication	Follow up with students regarding the change to FDLP and the need to complete MPN
Communication	Re-publish communications informing continuing students of the intent to change to FDLP

<b>Month Six</b>	
<b>Type of Activity</b>	<b>Activity</b>
Administrative	Originate FDLP loans (either on-line or through transmission)
Communication	Follow up with students regarding the change to FDLP and the need to complete MPN
Communication	Follow up with parents who have borrowed PLUS loans regarding the need to complete a new MPN
Communication	Re-publish communications informing continuing students of the intent to change to FDLP
Technical	Load FDLP response data to system (if FAMS or Home grown)

<b>Month Seven</b>	
<b>Type of Activity</b>	<b>Activity</b>
Administrative	Originate PLUS Loans

<b>Month Seven</b>	
<b>Type of Activity</b>	<b>Activity</b>
Communication	Follow up with students regarding the change to FDLP and the need to complete MPN
Communication	Re-publish communications informing continuing students of the intent to change to FDLP
Communication	Follow up with parents who have borrowed PLUS loans regarding the need to complete a new MPN
Technical	Load PLUS loan response data to system (if FAMS or Home grown)

<b>Month Eight</b>	
<b>Type of Activity</b>	<b>Activity</b>
Administrative	Submit Disbursement Release for first disbursements PLUS, Sub, & Unsub

<b>Subsequent Months and Ongoing</b>	
<b>Type of Activity</b>	<b>Activity</b>
Administrative	Submit Additional Disbursement Releases for second and subsequent disbursements PLUS, Sub, & Unsub
Administrative	Monthly Reconciliation
Communication	Re-publish communications informing continuing students of the intent to change to FDLP
Communication	Follow up with parents who have borrowed PLUS loans regarding the need to complete a new MPN