

IMPORTANT UPDATE

TO: Financial Aid Officers
Student Loan Officers

FROM: Ruth T. Vincent, Director
Guaranteed Loan Division

DATE: August 27, 2003

SUBJECT: COMMON MANUAL, *Unified Student Loan Policy* Training Brief Issue 1

Georgia Student Finance Commission (GSFC) is pleased to provide you with a new *Common Manual* educational tool, Training Brief. The Training Brief will be issued periodically to ensure that the FFELP community is apprised of the features and content of the *Common Manual*.

Attached you will find the premiere Training Brief that explains the manual's use of numbered charts and tables, referred to as Figures. A series of additional Training Briefs specific to the restructured manual will be published providing information such as tips for navigating the electronic *Common Manual*, how an idea becomes a policy proposal, and the proposal development process.

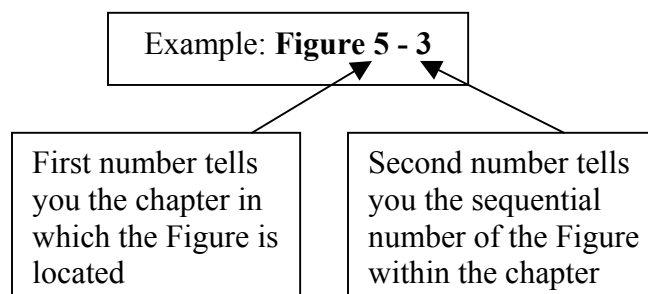
If you have any questions about the enclosed Training Brief, please contact Sarah Baumhoff by phone at 770-724-9139 or email sarahe@gsfc.org.

Attachment

ISSUE 1**Numbered Charts and Tables Improve Navigation!**

The *Common Manual* now contains a numbering system for its tables and charts, to make researching the manual quicker and easier. The following points will help you quickly utilize this new system.

- Tables and charts are numbered.
- Numbered tables and charts are called Figures.
- The number assigned to the Figure indicates the location of the Figure in the manual.



This chart is the third Figure in chapter 5.

- Figures are listed in the Table of Figures adjacent to the Table of Contents.
- The Policy Committee will identify changes to a Figure using its assigned number in the “Affected Section” and “Proposed Language” sections of a policy proposal.