

### IMPORTANT UPDATE

**TO:** Financial Aid Officers  
Student Loan Officers

**FROM:** Ruth T. Vincent, Director  
Guaranteed Loan Division

**DATE:** September 10, 2003

**SUBJECT:** COMMON MANUAL, *Unified Student Loan Policy* Training Brief Issue 4

Georgia Student Finance Commission (GSFC) is pleased to provide you with the fourth issue of Training Brief.

This Brief concludes the series related to the restructuring of the Common Manual by explaining how Common Manual readers may use the Restructuring Subcommittee's Matrices to find information that was moved during the restructuring process. 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](mailto:sarahe@gsfc.org).

Attachment

**ISSUE 4**

**Matrices Help Locate Restructured Text**

Many *Common Manual* users were very familiar with the location of policy text in the July 2002 and previous versions of the manual. The restructure initiative divided 4 core chapters of the previous manual into 9 new chapters in the July 2003 manual. To guide users in finding the new location of the reorganized text, the Restructuring Subcommittee did the following:

- Developed matrices for each of the 9 new chapters.
- Located the matrices in front of the table of contents for easy reference.
- To use the matrices:
  - Find the location of text you are looking for in Column 2.
  - The new location of that text is located to the left in Column 1.
  - See Column 3 for notes pertinent to the relocation of subject text.

Example:

Restructuring Subcommittee Matrix for Chapter 5, Borrower Eligibility

New Location	Previous Location	Notes
5.11 Use of Telecommunications and Correspondence in Programs of Study	<b>5.2.I, page 13, column 1, paragraphs 1 and 2</b>	Note: paragraph 3 of previous 5.2.I has been moved to new 6.5.B and 6.6.D; paragraph 4 of previous 5.2.I has been moved to new 6.5.B