

IMPORTANT UPDATE

TO: Financial Aid Officers
Student Loan Officers

FROM: Ruth T. Vincent, Director
Guaranteed Loan Division

DATE: November 26, 2003

SUBJECT: COMMON MANUAL, *Features of the Integrated Common Manual*
Training Brief Issue 6

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

This Brief contains an explanation of the content of the Integrated Common Manual (ICM) and assists the reader in understanding how and why the ICM serves as a better tool for researching current policy issues.

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

Attachment

ISSUE 6**Features of the *Integrated Common Manual***

The *Integrated Common Manual* (ICM) is an easy-to-use, online version of the *Common Manual*. The ICM is the most current version of the manual, since it is updated monthly shortly after new policy changes are approved by the *Common Manual* Governing Board. The following features make the ICM the ideal version of the manual:

- Newly approved language is identified with underlines.
- Recently deleted language is identified with ~~strikeouts~~.
- Footnotes on each affected page contain:
 - The date the Governing Board approved the change.
 - The policy proposal and batch numbers applicable to the change.
- The Summary of Changes Approved chart at the front of the manual:
 - Describes changes since the last annual publication of the manual.
 - Gives the effective date and trigger events for policy changes.
 - Links directly to each revised section/subsection of the manual.
- Change bars in the margins of affected pages indicate revisions.
- Running headers at the top of each page list section numbers and titles.
- “Bookmarks” in the left-hand margin mirror the manual’s table of contents and provide links to the manual’s sections/subsections.
- Each chapter’s table of contents links to its sections/subsections.
- Key words in the manual’s text link to glossary definitions.
- The PDF format of the ICM allows the user to search the ICM electronically. (Watch for December’s training brief to learn more about the ICM’s search capabilities.)