

**IMPORTANT UPDATE**

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

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

**DATE:** February 6, 2004

**SUBJECT:** COMMON MANUAL, *Stay Informed by Subscribing to the CM Public Listserv!* Training Brief Issue 8

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

This Brief explains how to subscribe to the Common Manual's public listserve and describes some of the information subscribers receive via that list. The Training Brief is provided in PDF format with the hope that you will share this version with co-workers.

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](mailto:jessiec@gsfc.org).

Attachment

**ISSUE 8****Stay Informed by Subscribing to the CM Public Listserv!**

The *Common Manual* (CM) Governing Board and Policy Committee use an Industry/Public Listserv to communicate CM business and information to industry participants and interested parties. By subscribing to the listserv, you'll receive information about the policy development process and other CM activities. Information distributed routinely includes:

- Draft policy proposals for review and comment.
- Final policies approved by the CM Governing Board.
- Common Bulletin Language (i.e., summaries of approved policies).
- Timelines Documents for policy proposals in process.
- Updates of Policy Committee activities.
- Industry surveys.

**To subscribe to the *Common Manual* Public Listserv:**

- Send an e-mail message to [majordomo@michael.usagroup.com](mailto:majordomo@michael.usagroup.com).
- Leave the subject line blank.
- Type "subscribe public" in the body of the message.

Once you subscribe, you will receive a welcome message.

Note: If you choose to reply to any information through the listserv, please be aware that all subscribers will receive your comments, not just the Policy Committee.