EdConnect MPN Messages- MPNSTAOP Process Flow	SOP #: FA.012.01
Effective Date	10.1.19
Last Revision/Review	5.19.2023

1. Purpose

Identify students that have federal direct Master Promissory Note status changes

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Director of Financial Aid- Receives and distributes the report as well as oversight of the process

Assistant Director of Financial Aid – Upload MPN daily processes, identify status changes and work with the FA Advisor to ensure that MPN information is updated

Financial Aid Advisor- Notify students by email and/or phone; update SIS system status information

4. Definitions/Abbreviations

EDConnect- is a custom client-side software product used to send and receive data transmissions securely over the Internet. This software presents a user interface for users to send and receive data.

MPNSTAOP – Message class from COD Report name

MPN- Master Promissory Note- is a legal document in which you promise to repay your federal student loan(s) and any accrued interest and fees to your lender or loan holder. There is one MPN for Direct Subsidized/Unsubsidized Loans and a different MPN for Direct PLUS Loans. Most schools are authorized to make multiple federal student loans under one MPN for up to 10 years.

Terms- FA-Fall, SP Spring

ELMONE- is a web interface designed by ELM Resources which converges interaction with the complete suite of ELM Products (ELMNet, ELM NDN, and ELMSelect).

Student Information Management System (SIS) – the College's Student Information System utilized for Admissions, Registration, Student Billing, Financial Aid, Advancement, Student Services, etc. on a single, secure, shared database.

5. Procedural Steps

1. Convert MPNSTAOP Message to Excel.
2. Save MPNSTAOP excel worksheet server
   a. Use the following naming convention – MPN-MS-Status Report-YearMonthDate, ex: **MPN-MS-Status Report -20190906**
   b. A new file should be created each year to reflect current academic year.

3. Verify the message for each student on the report, *Inactive Due to Death, Inactive Due to Unauthorized Signature, Inactive Due to Identify Theft, Expired, About to Expire, Closed, Inactive Due to Endorser. For information about the report,*
https://ifap.ed.gov/codtechref/attachments/1718CODTechRefVol6Sec8Reports.pdf
4. Log-in to COD and verify the student status matches information on COD.
5. Update the status on SIS
6. Complete the following steps per status change:
    a. Inactive to Due to Death
    b. Inactive Due to Unauthorized Signature
    c. Inactive Due to Identify Theft
    d. Expired or About to Expire
    e. Closed
    f. Inactive Due to Endorser

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

This process is completed each time MPN Messages are downloaded and students have an MPN status change - MPNSTAOP Process Flow from COD.

This SOP will be reviewed annually.

8. Signature

Approved by	5/19/2023
Department Head of Financial Aid	Date

9. Distribution List

External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
05/19/2023		Updated CAMS to SIS		5/23/2023