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

<table>
<thead>
<tr>
<th>New Location</th>
<th>Previous Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.11 Use of Telecommunications and Correspondence in Programs of Study</td>
<td>5.2.I, page 13, column 1, paragraphs 1 and 2</td>
<td>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</td>
</tr>
</tbody>
</table>