

Unified Student Loan Policy

## TRAINING BRIEF Common Manual Restructure

**ISSUE 1** 

## Numbered Charts and Tables Improve Navigation!

The *Common Manual* now contains a numbering system for its tables and charts, to make researching the manual quicker and easier. The following points will help you quickly utilize this new system.

- Tables and charts are numbered.
- Numbered tables and charts are called Figures.
- The number assigned to the Figure indicates the location of the Figure in the manual.



This chart is the third Figure in chapter 5.

- Figures are listed in the Table of Figures adjacent to the Table of Contents.
- The Policy Committee will identify changes to a Figure using its assigned number in the "Affected Section" and "Proposed Language" sections of a policy proposal.