

January 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of December 30, 2018 - January 5, 2019	30	31	1	2	3	4	5
Week of January 6-12, 2019	6	7 Begin sending emails to incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	8	9	10	11 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	12
Week of January 13-19, 2019	13	14	15	16	17	18	19
Week of January 20-26, 2019	20	21	22 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file).	23	24	25 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	26
Week of January 27 - February 2, 2019	27	28	29	30	31	1	2
Notes:							

February 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of January 27 - February 2, 2019	27	28	29	30	31	1 Census Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	2
Week of February 3-9, 2019	3	4	5 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	6 Send email to students who have submitted a FAFSA to NMHU but are not admitted encouraging them to apply for admission. A link to the application for admission is included in the email.	7	8 Review and notification of Foundation Scholarship recipients	9
Week of February 10-16, 2019	10	11 Begin and continue throughout the year sending Award letters and emails to New Freshman who have completed their FAFSA and submitted the required paperwork.	12 Send email to prospective Freshman that the Foundation Scholarship application will open for new academic year on March 1.	13	14	15 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	16
Week of February 17-23, 2019	17	18	19 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements.	20	21	22	23

			(Paperwork and forms needed to complete their FA file.				
Week of February 24 - March 2, 2019	24	25 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	26	27	28	1	2
Notes:							

March 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of February 24 - March 2, 2019	24	25	26	27	28 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	1 Send email to all admitted prospective students regarding the Application opened for Foundation Scholarships with the link.	2
Week of March 3-9, 2019	3	4 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	5 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	6 Send email to students who have submitted a FAFSA to NMHU but are not admitted encouraging them to apply for admission. A link to the application for admission is included in the email	7	8	9
Week of March 10-16, 2019	10	11	12 Send email to incoming freshman students that the Foundation Scholarship application open for the new academic year on March 1.	13	14 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	15	16
Week of March 17-23, 2019	17	18 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	19 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	20	21	22	23

Week of March 24 – March 30, 2019	24/31	25	26 Email students who have a FAFSA but are not admitted with the link to apply for admission.	27	28 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	29	30

Notes:

April 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of March 31 - April 6, 2019	31	1 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	2 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	3	4	5	6
Week of April 7-13, 2019	7	8	9 Send email to incoming freshman that the Foundation Scholarship application will open for the new academic year on March 1.	10 Send email to students who have submitted a FAFSA to NMHU but are not admitted encouraging them to apply for admission. A link to the application for admission is included in the email	11 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	12	13

Week of April 14-20, 2019	14	15 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	16 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	17	18	19	20
Week of April 21-27, 2019	21	22	23	24	25 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	26	27
Week of April 28 - May 4, 2019	28	29 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	30 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	1	2	3	4

Notes:

May 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of April 28 - May 4, 2019	28	29	30	1	2	3	4
Week of May 5-11, 2019	5	6	7	8 Send email to students who have submitted a FAFSA to NMHU but are not admitted encouraging them to apply for admission. A link to the application for admission is included in the email.	9 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	10	11
Week of May 12-18, 2019	12	13 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	14 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	15	16	17	18
Week of May 19-25, 2019	19	20	21	22	23 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	24	25
Week of May 26 – June 1, 2019	26	27 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	28 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	29	30	31	1

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June 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of May 26 - June 1, 2019	26	27	28	29	30	31	1
Week of June 2-8, 2019	2	3 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	4 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	5 Send email to students who have submitted a FAFSA to NMHU but are not admitted encouraging them to apply for admission. A link to the application for admission is included in the email	6 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	7 Begin review and notification of Foundation Scholarship recipients.	8
Week of June 9-15, 2019	9	10	11	12	13	14	15
Week of June 16-22, 2019	16	17 Continue to send Award letters to New Incoming Freshman	18 Continue to send incoming Freshman who have a FAFSA	19	20	21	22

		who have completed their FAFSA and submitted the required paperwork.	information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.				
Week of June 23 – June 29, 2019	23/30	24	25	26	27	28	29
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July 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of June 30 - July 6, 2019	23/30	1 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	2 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	3	4	5 Review and notification of Foundation Scholarship recipients	6
Week of June 7-13, 2019	7	8	9	10 Send email to students who have submitted a FAFSA to NMHU but are not admitted encouraging them to apply for admission. A link to the application for admission is included in the email	11	12	13
Week of July 14-20, 2019	14	15 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	16 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	17	18	19 Review and notification of Foundation Scholarship recipients	20
Week of July 21-27, 2019	21	22	23	24	25	26	27

Week of July 28 – August 3, 2019	28	29 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	30 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	31 Send email to students who have submitted a FAFSA to NMHU but are not admitted encouraging them to apply for admission. A link to the application for admission is included in the email	1	2	3
Notes:							

August 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of July 28 – August 3, 2019	28	29	30	31	1	2	3
Week of August 4-10, 2019	4	5	6	7	8	9 Review and notification of Foundation Scholarship recipients	10
Week of August 11-17, 2019	11	12 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	13 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms	14	15	16	17

			needed to complete their FA file.				
Week of August 18-24, 2019	18	19	20	21	22	23	24
Week of August 25-31, 2019	25	26 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	27 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	28	29	30 Review and notification of Foundation Scholarship recipients	31
Notes:							

September 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of September 1-7, 2019	1	2 Email admitted prospective students regarding FAFSA available for the 2020-2021 beginning Oct. 1	3	4	5	6	7
Week of September 7-14, 2019	8	9 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	10 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	11	12 Loan notification email is sent to all students who received a Direct Student Loan per federal regulation. This continues once a month as loans are disbursed.	13	14
Week of September 15-21, 2019	15	16	17	18	19	20 Review and notification of Foundation Scholarship recipients	21
Week of September 22-28, 2019	22	23 Email admitted prospective students regarding FAFSA available for the 2020-2021 beginning Oct. 1	24 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	25 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	26	27	28

Week of September 29 – October 5, 2019	29	30	1	2	3	4	5
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October 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of September 29 – October 5, 2019	29	30	1	2	3	4	5
Week of October 6-12, 2019	6	7 Email admitted prospective students regarding FAFSA available for the 2020-2021 beginning Oct. 1	8 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	9 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	10 Loan notification email is sent to all students who received a Direct Student Loan per federal regulation. This continues once a month as loans are disbursed.	11 Review and notification of Foundation Scholarship recipients	12
Week of October 13-19, 2019	13	14	15	16	17	18	19
Week of October 20-26, 2019	20	21	22	23	24	25	26

		Email admitted prospective students regarding FAFSA available for the 2020-2021 beginning Oct. 1	Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.			
Week of October 27 – November 2, 2019	27	28	29	30	31	1	2
Notes:							

November 2019 - Prospective

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of October 27 – November 2, 2019	27	28	29	30	31	1 Begin and bi-weekly offer admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	2
Week of November 3-9, 2019	3	4 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	5 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	6	7 Loan notification email is sent to all students who received a Direct Student Loan per federal regulation. This continues once a month as loans are disbursed.	8 Review and notification of Foundation Scholarship recipients	9
Week of November 10-16, 2019	10	11	12	13	14	15 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	16
Week of November 17-23, 2019	17	18 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	19 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	20	21	22	23

Week of November 24-30, 2019	24	25	26	27	28	29 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	30
Notes:							

December 2019 - Prospective	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of December 1-7, 2019	1	2 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	3 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	4	5	6	7
Week of December 8-14, 2019	8	9	10	11	12 Loan notification email is sent to all students who received a Direct Student Loan per federal regulation. This continues once a month as loans are disbursed.	13 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	14
Week of December 15-21, 2019	15	16 Continue to send Award letters to New Incoming Freshman who have completed their FAFSA and submitted the required paperwork.	17 Continue to send incoming Freshman who have a FAFSA information regarding tracking requirements. (Paperwork and forms	18	19 SAP emails go out to students who did not make the Satisfactory Academic Progress requirements.	20 Bi-weekly offering admitted incoming freshman institutional scholarships. Communicating to them by letter and by	21

			needed to complete their FA file.			email. They can accept on their cell phone.	
Week of December 22-28, 2019	22	23	24	25	26	27	28
Week of December 29, 2019 – January 4, 2020	29	30	31	1	2	3	4
Notes:							