

# January 2019 - Continuing

	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 and continue to send students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	8	9 Students not meeting the requirements for the institutional scholarships are notified by email and letter and directed to submit an appeal if they have extenuating circumstances.	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	12
Week of January 13-19, 2019	13	14	15	16	17	18 Review and notification of Foundation Scholarship recipients.	19
Week of January 20-26, 2019	20	21	22 Continue to send students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file).	23	24	25	26
Week of January 27 - February 2, 2019	27	28 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	29 Send email to continuing students that the Foundation Scholarship application will close on February 15 and re-open for the new academic year on March 1.	30	31	1	2

Notes:							

<b>February 2019 - Continuing</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Week of January 27 - February 2, 2019	27	28	29	30	31	1 <b>Census</b>	2
Week of February 3-9, 2019	3	4 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	5 Continue to send students 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 February 10-16, 2019	10	11	12 Send email to continuing students that the Foundation Scholarship application will close on February 15 and re-open for the new academic year on March 1.	13	14	15	16

Week of February 17-23, 2019	17	18 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	19 Continue to send students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file).	20	21	22	23
Week of February 24 - March 2, 2019	24	25	26	27	28	1	2
Notes:							

# March 2019 - Continuing

	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	2
Week of March 3-9, 2019	3	4 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	5 Send email to continuing students that the Foundation Scholarship application is open for the new academic year as of March 1.	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 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	9
Week of March 10-16, 2019	10	11	12 Continue to send students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file).	13	14 Bi-weekly offering admitted incoming transfer students 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 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	19 Send email to continuing students that the Foundation Scholarship application is open for the new academic year as of March 1.	20	21	22	23

Week of March 24 – March 30, 2019	24/31	25	26 Continue to send students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file).	27	28 Bi-weekly offering admitted incoming transfer students institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	29	30
Notes:							

## April 2019 - Continuing

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of March 31 - April 6, 2019	31	1 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	2 Send email to continuing students that the Foundation Scholarship application is open for the new academic year as of March 1.	3	4	5	6
Week of April 7-13, 2019	7	8	9 Continue to send students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file).	10	11 Bi-weekly offering admitted incoming transfer students 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 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	16 Continue to send students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file).	17	18 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.	19	20
Week of April 21-27, 2019	21	22	23	24	25 Bi-weekly offering admitted incoming transfer students 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 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	30 Continue to send students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file).	1	2	3	4

Notes:



# May 2019 - Continuing

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of April 28 - May 4, 2019	28	29	30	1	2 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.	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 transfer students 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 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	14 Continue to send students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file).	15 SAP emails go out to students who did not meet the Satisfactory Academic Progress requirements. They are notified they have the option to appeal.	16	17	18
Week of May 19-25, 2019	19	20	21	22 Students not meeting the requirements for the institutional scholarships are notified by email and letter and directed to submit an appeal if they have extenuating circumstances.	23 Bi-weekly offering admitted incoming transfer students institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	24 Review and notification of Foundation Scholarship recipients	25
Week of May 26 – June 1, 2019	26	27 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	28 Continue to send students who have a FAFSA information regarding tracking requirements. (Paperwork and forms	29	30	31	1



			needed to complete their FA file).				
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<b>June 2019 - Continuing</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Week of May 26 - June 1, 2019	26	27	28	29	30	31	1
Week of June 2-8, 2019	2	3 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	4 Continue to send students 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 transfer students 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 Package and Award continuing students.	18 Continue to send students who have a	19	20	21	22

		Send emails to notify them and direct them to self-service to see their awards.	FAFSA 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
Notes:							

# July 2019 - Continuing

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of June 30 - July 6, 2019	23/30	1 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	2 Continue to send students 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 Bi-weekly offering admitted incoming transfer students institutional scholarships. Communicating to them by letter and by email. They can accept on their cell phone.	12	13
Week of July 14-20, 2019	14	15 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	16 Continue to send students 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	30	31	1	2	3

	SAP emails go out to students who did not meet the Satisfactory Academic Progress requirements. They are notified they have the option to appeal.	Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	Continue to send continuing students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.				
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## August 2019 - Continuing

	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 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	13 Continue to send continuing students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	14	15	16	17

Week of August 18-24, 2019	18	19	20	21	22	23	24
Week of August 25-31, 2019	25	26 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	27 Continue to send continuing students 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 by email.	31
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# September 2019 - Continuing

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of September 1-7, 2019	1	2 Notification by email that FAFSA application opens on October 1 for the new academic year.	3	4	5	6	7
Week of September 7-14, 2019	8	9 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	10 Continue to send continuing students 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 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	17 Continue to send continuing students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	18	19	20 Review and notification of Foundation Scholarship recipients	21
Week of September 22-28, 2019	22	23 Email continuing students regarding FAFSA available beginning Oct. 1	24	25	26	27	28
Week of September 29 – October 5, 2019	29	30	1	2	3	4	5

		Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	Continue to send continuing students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.				
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## October 2019 - Continuing

	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 continuing students regarding FAFSA available beginning Oct. 1	8 Continue to send continuing students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	9	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 Package and Award continuing students. Send emails to notify them and direct them	15	16	17	18	19

		to self-service to see their awards.					
Week of October 20-26, 2019	20	21	22 Continue to send continuing students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	23	24	25	26
Week of October 27 – November 2, 2019	27	28 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	29	30	31	1	2
Notes:							



# November 2019 - Continuing

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week of October 27 – November 2, 2019	27	28	29	30	31	1	2
Week of November 3-9, 2019	3	4 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	5 Continue to send continuing students 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	16
Week of November 17-23, 2019	17	18 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	19 Continue to send continuing students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	20	21	22 Review and notification of Foundation Scholarship recipients	23
Week of November 24-30, 2019	24	25	26	27	28	29	30

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<b>December 2019 - Continuing</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
Week of December 1-7, 2019	1	2 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	3 Continue to send continuing students 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	14
Week of December 15-21, 2019	15	16 Package and Award continuing students. Send emails to notify them and direct them to self-service to see their awards.	17 Continue to send continuing students who have a FAFSA information regarding tracking requirements. (Paperwork and forms needed to complete their FA file.	18	19 SAP emails go out to students who did not meet the Satisfactory Academic Progress requirements. They are notified they have the option to appeal.	20	21

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:							