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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | | 1  FASFA  Available on  Dept. of Ed.  website | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15  Fall downtime adjustments due | 16  0708  Spring  Disbursement | 17 | 18 | 19 |
| 20 | 21  MLK-  Holiday | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |  | |

January

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| Notes: |
| **Required Banner Upgrade**  Release for Financial Aid upcoming |
| financial aid year  Testing of new release |
| Monitoring of new release issues  (BFINAID,ACTION LINE, etc.) |
| Migration through DEVL and INTG  High priority installation in BANP |
| by first weekend in February |
| **Early January**  SAP for Certificate students, |
| Contracts, etc.  SAP Appworx change of perameters |
| to spring term code  Identify Disenrollment Waiver |
| Populations and create Popsels  Load Disenrollment Waiver Popsels |
| prior to Disenrollment  Load Tuition Payment Forms to |
| RPAAWRD  **Forms for upcoming financial aid** |
| **year created** |
|  |
| [company name]  **UNIVERSITY OF NEW MEXICO – STUDENT FINANCIAL AID OFFICE** |

2008

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| Credit Athletic Stipends, R&B and tuition when Spring Semester begins |
| Fall drawdown adjustments due Jan. 15th |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 |  |

February

2008

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| Notes: |
| **BANP (Production) Installation of**  **January Release by first weekend of** |
| **February** |
| **Required upcoming year Appworx**  **Chain completed for:** |
| Close of business  Daily file load |
| Tracking chain  Comment code chain |
| Track other chain  Track complete chain |
| MIL chain |
| **LoboWeb RRAAREQ activated for**  **Upcoming year** |
| **ROAINST upcoming year made active**  **Missing information Letters sent in** |
| **early February**  **Forms for upcoming financial aid** |
| **year are published on FASTINFO**  **and Fin Aid wesite** |
| **Freeze Spring enrollment on**  **ROAENRL** |
|  |
| [company name]  **UNIVERSITY OF NEW MEXICO – STUDENT FINANCIAL AID OFFICE** |

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| Credit Athletic stipends at end of month |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | | | | | | 1  Priority  Deadline for  receipt of  FAFSA |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29  0809  Budget  Packaging |
| 30 | 31 |

March

2008

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| Notes: |
| **Required Banner Upgrade**  Delivery of final INAS |
| Fix any issues with January  release |
| Migration through DEVL & INTG  Hiigh priority installation in |
| BANP prior to budgeting /  packaging |
| **Scholarship load for upcoming school year** |
| **GA/TA/RA load for upcoming school year** |
| **ISIRs for upcoming financial aid year are locked** |
| **Tuition increase (estimate or actual) for upcoming school year** |
| **Required upcoming year for Appworx chain** |
| **Loboweb RPAAWRD activated for upcoming year** |
| **Freshman guides are created**  **Freshman Guides are printed and** |
| **delivered to Financial Aid Office**  **Award Letters printed** |
| **Budgeting/Packaging checklist** |
| [company name]  **UNIVERSITY OF NEW MEXICO – STUDENT FINANCIAL AID OFFICE** |

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| Check to see if continuing student athletes are budgeted as residents when |
| budgeting in Banner is completed |
| Credit Athletic stipend at end of month |
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| Sunday | Monday | Tuesday | Wednesday | | Thursday | Friday | Saturday |
|  | | 1 | 2 | | 3 | 4  Student Employment  ROPROLL | 5 |
| 6 | 7 | 8 | 9 | | 10 | 11 | 12 |
| 13 | 14 | 15  Spring drawdown due | 16 | | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |  | | | |

April

2008

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| Notes: |
| **Prepare for current aid year summer processing** |
| Summer aid periods  Summer budgets |
| **Summer and Fall registration open** |
| Begin Summer awarding  **Summer Pell report delivered** |
| Check with housing for Summer, Fall, Spring housing numbers for |
| Student Athletes |
| End of April pay Athletic stipends |
| Contact Bursar’s to ensure student athlete recives refunds. (Refunds |
| must be manually processed or stipend may pay future balances |
| Spring drawdown due April 15th |
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| [company name]  **UNIVERSITY OF NEW MEXICO – STUDENT FINANCIAL AID OFFICE** |

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| Complete Student Employment validation forms |
| ROPROLL for Student Employment forms |
| Load allocation amount in RORPLRL |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25  Annual  SAP | 26 | 27 | 28 | 29 | 30  Spring drawdown adjustments due | 31 |

May

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2008

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| Notes: |
| **ITS to review SAP Code**  **Spring grades arw rolled to** |
| **Academic History**  **SAP is run on all current Aid Year** |
| **applicants**  **SAP letters mailed to students who** |
| **are:**  CLOSE |
| UND12  NOPROG |
| **Required upcoming year Appworx**  **chain competed for SAP** |
| Mid-May: award student Athletes. Be sure to pay all tuition in June. |
| Deadline to award is preferably is before first day of Summer school. |
| Spring drawdown adjustments due |
| May 30th |
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| [company name]  **UNIVERSITY OF NEW MEXICO – STUDENT FINANCIAL AID OFFICE** |

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| Sunday | Monday | | Tuesday | | Wednesday | | Thursday | Friday | Saturday |
| 1 | | 2 | | 3 | | 4 | 5 | 6  0708  Summer  Disbursement | 7 |
| 8 | 9  Begin  8 week term | | 10 | | 11 | | 12 | 13 | 14 |
| 15 | 16 | | 17 | | 18 | | 19 | 20 | 21 |
| 22 | 23 | | 24 | | 25 | | 26 | 27 | 28 |
| 29 | 30 | |  | | | | | | |

June

2008

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| Notes: |
| **Early June:**  **Identify early waiver populations** |
| **and create popsels**  **Load disenrollment waiver** |
| **popsels prior to disenrollment**  **Load tuition payment forms to** |
| **RPAAWRD**  **Load application creation** |
| **Posting of lender RRAAREQ**  **Required upcoming year Appworx** |
| **chain completed for:**  Loan origination |
| Loan application transmission  **Reconcile Perkins** |
| **Open upcoming aid year Perkins**  **acceptance and prommisory** |
| **notes**  Post PERKAC on RRAAREQ |
| Post PERKIN on RRAAREQ  **Freez Spring enrollment on** |
| **ROAENRL**  **Late June (or early July):** |
| **2nd Summer 4 weeks**  **disbursement** |
|  |
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| **Late June (early July):**  **Change detail codes** |
| Change index codes for funds affected by end of fiscal. |
| (First day of Summer school) credit ALL |
| tuition and stipends for intersession , 1st 4 week and 8 week student athletes |
| (contact Bursar’s to manually refund) |
| Begin awarding student athletes for Fall/ Spring |
| Create reduction/renewal/cancellation letters and send by July 1 |
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| Sunday | Monday | Tuesday | Wednesday | | Thursday | | Friday | Saturday |
|  | | 1  0809  Medical  Disbursement  Reduction letters sent | 2 | | 3 | | 4  Independence  Day – Holiday | 5 |
| 6 | 7 | 8 | 9 | | 10 | | 11 | 12 |
| 13 | 14 | 15  Summer drawdown due | 16 | | 17 | | 18 | 19 |
| 20 | 21 | 22 | 23 | | 24 | | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | |  | | |

July

2008

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| Notes: |
| **Begin loading tuition payment**  **forms for Fall** |
| **Begin loading finalized GA/TA/RA**  **forms for upcoming aid year** |
| **Memo upcoming aid year aid for**  **Fall** |
| **Optional Banner upgrade:**  7.11.1 |
| COD schema 3  **Transmit Pell Originations to COD** |
| **for upcoming aid year** |
| Summer Drawdown: (Nursing Students) |
| Credit athletic stipends for 2nd 4 week students (contact Bursar’s |
| for manual refunding) |
| Award new student athletes and create award G/A letters for them |
| Continue processing received |
| contracts for student athletes |
| Set up committee hearings for athletic reductions/cancellations |
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| Summer drawdown due July 15th |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | | | | | 1 | 2  8 week term ends for Summer ‘08 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15  HSRA reporting due | 16 |
| 17 | 18 | 19 | 20  0809  Disbursement | 21 | 22 | 23 |
| 24 | 25  Fall term ‘08 Instruction begins | 26 | 27 | 28 | 29 | 30 |
| 31 |

August

2008

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| Notes: |
| **Early August:**  **SAP for Certificate students ,** |
| **contracts, etc.**  **SAP Appworx change of** |
| **parameters to Fall term code**  **Identify disenrollment waiver** |
| **populations and create**  **popsels** |
| **Load disenrollment waivers**  **popsels prior to disenrollment** |
| **Load tuition payment forms**  **to RPAAWRD** |
| **Required Banner upgrade:**  7.12 |
| Summer regulations (loan  aggs, additional USUB) |
| Self service enhancements |
| Credit athletic tuition, R&B, stipends when Fall semester |
| begins |
| Check for housing charges for athletes to make adjustments to |
| R&B, stipend amounts |
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| Throughout academic year make adjustments to athletic aid, check for |
| complete contracts etc. |
| Summer drawdown adjustments due August 29th |
| HRSA Reporting due by August 15th |
| Report yearly Federal and State Aid  spending to Ann Powell |
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September

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| Sunday | Monday | | Tuesday | | Wednesday | | Thursday | Friday | Saturday |
|  | | 1  Labor Day- Holiday | | 2 | | 3 | 4 | 5 | 6 |
| 7 | 8 | | 9 | | 10 | | 11 | 12 | 13  Enroll  Freeze  Fall 08 |
| 14 | 15 | | 16 | | 17 | | 18 | 19 | 20 |
| 21 | 22 | | 23 | | 24 | | 25 | 26 | 27 |
| 28 | 29 | | 30 | |  | | | | |

2008

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| Notes: |
| **Freeze Fall enrollment on ROAENRL** |
| Credit athletic stipends at end of month |
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| [company name]  **UNIVERSITY OF NEW MEXICO – STUDENT FINANCIAL AID OFFICE** |

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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | | | 1  FISAP receipt deadline  FISAP due | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16  Fall Break | 17  Fall Break | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |

October

2008

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| Notes: |
| **Upcoming aid year comment codes delivered** |
| Credit athletic stipends ant end of month |
| FISAP due Oct. 1 (or so) |
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| [company name]  **UNIVERSITY OF NEW MEXICO – STUDENT FINANCIAL AID OFFICE** |

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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27  Thanksgiving Break | 28  Thanksgiving Break | 29 |
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November

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| Notes: |
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| Notes: |
| Credit athletic stipends at end of month |
| Contact Bursar’s to manually process athletic refunds to |
| ensure stipends do not pay future balances |
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December

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| Sunday | Monday | | Tuesday | | Wednesday | | Thursday | Friday | Saturday |
|  | | 1  Fall drawdown due | | 2 | | 3 | 4 | 5 | 6 |
| 7 | 8 | | 9 | | 10 | | 11 | 12 | 13  Last day of instruction |
| 14 | 15  FISAP corrections deadline | | 16 | | 17 | | 18 | 19 | 20 |
| 21 | 22 | | 23 | | 24 | | 25 | 26 | 27 |
| 28 | 29 | | 30 | | 31 | |  | | |

2008

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| Notes: |
| Fall drawdown due Dec. 1st |
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| [company name]  **UNIVERSITY OF NEW MEXICO – STUDENT FINANCIAL AID OFFICE** |

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