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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | 1FASFA Available onDept. of Ed.website | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15Fall downtime adjustments due | 160708SpringDisbursement | 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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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 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** |
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| [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 |
|  | 1Priority Deadline forreceipt ofFAFSA |
| 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 | 290809Budget 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** |
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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 | 4Student Employment ROPROLL | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15Spring 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 |
|  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25Annual SAP | 26 | 27 | 28 | 29 | 30Spring 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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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 60708SummerDisbursement | 7 |
| 8 | 9Begin 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 |
|  | 10809MedicalDisbursementReduction letters sent | 2 | 3 | 4IndependenceDay – Holiday | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15Summer 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 | 28 week term ends for Summer ‘08 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15HSRA reporting due | 16 |
| 17 | 18 | 19 | 200809Disbursement | 21 | 22 | 23 |
| 24 | 25Fall 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 |
|  | 1Labor Day- Holiday | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13EnrollFreezeFall 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 |
|  | 1FISAP receipt deadlineFISAP due | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16Fall Break | 17Fall 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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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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| 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 | 27Thanksgiving Break | 28Thanksgiving 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 |
|  | 1Fall drawdown due | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13Last day of instruction |
| 14 | 15FISAP 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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