FALL 2020 CAREs STUDENT AID PROCESS

1. **Financial Aid Director** will initiate notification to all PELL-eligible students regarding the two-step process to obtain student aid on **Monday, October 19, 2020**. (Gary Segay)

2a. **PELL-eligible Student** will contact Enrollment Department to update student records.

2b. **Enrollment Department** will work with students by assigned alpha groups, by student last name to update student records in Jenzabar. (Thelma Johnson; Renee Damon: Geri Slim)

3a. **PELL-eligible Student** to contact an Academic Advisor to verify use of the NTU email account.

3b. **Academic Advisors** will verify active student-faculty communication. Academic Advisors will pay special attention to Early Alert system to ensure students have been working with professors to make academic improvements. (Sherietta Martinez-Brown; Kyle Arviso; Leslie Tsosie; Danielita Haskey; Valencia Begay; Bobby Shack; Reynelle Lowsayatee; Dr. Vangee Nez; Dr. Frank Todacheenie)

4. **Academic Advisors** will forward names of students who have completed the 2-step process to Dean of Student Services on **October 30, 2020**. (Jerlynn Henry)

5. **Dean of Student Services** will submit student check roster to Finance by **November 3, 2020**. (Jerlynn Henry & Menell Largie)

6. **Finance** to process check and mail checks to Pell-eligible students by **Friday, November 6, 2020**. (Menell Largie & Cheryl Thompson)

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Timeline Overview:

October 19, 2020	Notification to Pell-eligible students
October 30, 2020	Last date for students to complete 2-step process for CAREs student aid
October 30, 2020	Academic Advisors to submit Student Listing to Student Services
November 3, 2020	Final student check roster to be submitted to Finance department
November 6, 2020	CAREs Student Aid to be mailed to PELL-eligible students