16/FA 8/29/16 - 11/16/16 REGISTI	RATION PROCEDURES	INTERNAL USE ONLY	
DEPARTMENT LEGEND			
BK = Bookstore	FD = IHCC Foundation		
BO = Business Office	INS = Instruction		
CA = Culinary Arts Dept.	LRC = Learning Resource Center		
ES = Enrollment Services	MIS = Management Information System		
FA = Financial Assistance	SS = Student Services		
		INDIVIDUAL	
FUNCTION DESCRIPTION	DEPT	RESPONSIBLE	DATE(S)
RYAT Screens reviewed and approved	MIS/BO	Schnoebelen/Mulder	01/11/16
Email Shelle to give the "GO" for Section Building	MIS/BO	Schnoebelen/Mulder	01/11/16
Turn on Section Building Capability	MIS/BO	Schnoebelen/Mulder	01/11/16
Input 16/FA Courses - Datatel	INS	Deans/Dept. Heads	03/07/2016-03/10/2016
Book Entry Dates	BK	Schrage/Worley	03/16/16 - 03/29/16
Book Inquiry Opens	BK	Schrage/Worley	04/11/16
Tuition & Fee Updates	BO/MIS	BO/MIS	0505/16
Tuition & Fee Updates - After Board Approval	BO/MIS	BO/MIS	07/05/16
Program Payment Plan Dates	BO	Heckart	05/05/16
Stop Registration Code Update	MIS	Bowser/Heckart	06/28/16
REGISTRATION 7:15 a.m.	ES/SS/INS	Counselors/Deans/Dept. Heads	05/09/16
Counselors; A&S Technical; Centerville; Service Centers			05/09/16
Room & Board Assignment	SS	Hartley	06/23/16
Room & Board Charges	BO	Heckart	07/05/16
Scholarships/Foundation (Ottumwa & Centerville)	FD	Henderson	06/02/16
ID System Update	LRC	Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Heckart	07/19/16
Payment in Full	BO	Heckart	09/13/16
Extended Hours for the Bookstore Ott/Cen 7:15 am - 6:00 pm	BK	Schrage/Worley	08/29-31/16 & 09/6/16
Dorms Open - 10:00 A.M.	SS	Hartley	08/28/16
Meals on Point of Sale System	CA	Gettings	08/28/16
New Student Orientation	INS	Bowser	Refer to Staff Resources Page
First Day of Term	INS	Thompson	08/29/16
First Class Day - Evening	INS	Thompson/Starcevich	08/29/16
Course Adds (5th day of term)	ES/INS	Bowser/Thompson	09/06/16
Course Drops (8th day of term)	ES/INS	Bowser/Thompson	09/12/16
Refunds - 100% of Tuition and Fees	ВО	Business Office	09/12/16
Bookstore-Last Day to Return	BK	Schrage	09/12/16
First Class Day	INS	Thompson/Deans	08/29/16
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	09/12/16
On-Line De-Registration Attendance Reporting	INS	Registrar	09/13-15/2016
			Registration Meeting
			12/17/15

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Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	09/26/16
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	10/05/16
Mid-Term	ES/INS	Bowser/Thompson	10/06/16
R2 T4 60% Point	ES	Thornbrugh	10/17/16
Beginning of REGISTRATION - Winter Term	MIS	MIS	10/20/16
Orop with a Grade (end of 10th wk)	ES	Bowser	11/03/16
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	11/14-16/16
Student Accounts with Outstanding Fall Balances sent to	BO	Heckart	11/17/16
Bookstore/Centerville - Buy Back Dates	BK	Worley	11/15-16/16
Graduation -Fall Term	ES	Kelley	11/16/16
			Registration Meeting
			12/17/15