

16/FA	8/29/16 - 11/16/16	REGISTRATION PROCEDURES	INTERNAL USE ONLY
<b>DEPARTMENT LEGEND</b>			
<b>BK = Bookstore</b>	<b>FD = IHCC Foundation</b>		
<b>BO = Business Office</b>	<b>INS = Instruction</b>		
<b>CA = Culinary Arts Dept.</b>	<b>LRC = Learning Resource Center</b>		
<b>ES = Enrollment Services</b>	<b>MIS = Management Information System</b>		
<b>FA = Financial Assistance</b>	<b>SS = Student Services</b>		
		<b>INDIVIDUAL</b>	
<b>FUNCTION DESCRIPTION</b>	<b>DEPT</b>	<b>RESPONSIBLE</b>	<b>DATE(S)</b>
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	05/05/16
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
<b>REGISTRATION 7:15 a.m.</b>	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
<b>Extended Hours for the Bookstore Ott/Cen 7:15 am - 6:00 pm</b>	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	BO	Business Office	09/12/16
<b>Bookstore-Last Day to Return</b>	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
			<b>Registration Meeting</b>
			12/17/15

