

17/FA	8/28/17 - 11/15/17	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	01/09/17
Email Shelle to give the "GO" for Section Building	MIS/BO	Schnoebelen/Mulder	01/09/17
Turn on Section Building Capability	MIS/BO	Schnoebelen/Mulder	01/09/17
Input 17/FA Courses - Datatel	INS	Deans/Dept. Heads	03/04-10/2017
Book Entry Dates	BK	Schrage/Worley	03/22-30/17
Book Inquiry Opens	BK	Schrage/Worley	04/17/17
Tuition & Fee Updates	BO/MIS	BO/MIS	04/19/17
Tuition & Fee Updates - After Board Approval	BO/MIS	BO/MIS	07/14/17
Program Payment Plan Dates	BO	Heckart	07/14/17
Stop Registration Code Update	MIS	Bowser/Heckart	04/19/17
<b>REGISTRATION 7:15 a.m.</b>	ES/SS/INS	Counselors/Deans/Dept. Heads	04/20/17
Room & Board Assignment	SS	Hartley	07/01/17
Room & Board Charges	BO	Heckart	07/17/17
Scholarships/Foundation (Ottumwa & Centerville)	FD	Henderson	01/31/18
ID System Update	LRC	Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Heckart	07/19/07
Payment in Full	BO	Heckart	09/12/17
<b>Extended Hours for the Bookstore Ott/Cen 7:15 am - 6:00 pm</b>	BK	Schrage/Worley	08/28-30/17 & 09/05/17
Residence Halls Open - 10:00 A.M.	SS	Hartley	08/27/17
Meals on Point of Sale System	CA	Gettings	08/28/17
New Student Orientation	INS	Bowser	As Scheduled
First Day of Term	INS	Thompson	08/28/17
First Class Day - Evening	INS	Thompson/Starcevich	08/28/17
Course Adds (5th day of term)	ES/INS	Bowser/Thompson	09/05/17
Course Drops (8th day of term)	ES/INS	Bowser/Thompson	09/11/17
Refunds - 100% of Tuition and Fees	BO	Business Office	09/11/17
<b>Bookstore-Last Day to Return</b>	BK	Schrage	09/13/17
First Class Day	INS	Thompson/Deans	08/28/17
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	09/11/17
STAR	INS	Registrar	09/11-13/17
			<b>Registration Meeting</b>
			12/21/16

