

17/SP	02/22/17-05/29/17	REGISTRATION PROCEDURES	INTERNAL USE ONLY
05/18/17 - Last Day of Class	05/29/17 - Last Day of Term		
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	10/31/16
Email Shelle to give the "GO" for Section Building	MIS/BO	Schnoebelen/Mulder	10/31/16
Turn on Section Building Capability	MIS/BO	Schnoebelen/Mulder	10/31/16
Input 17/SP Courses - Datatel	INS	Deans/Dept. Heads	11/07/2016-11/10/2016
Book Entry Dates	BK	Schrage/Worley	11/16, 29/16
Book Inquiry Opens	BK	Schrage/Worley	12/06/16
Tuition & Fee Updates	BO/MIS	BO/MIS	01/23/17
Program Payment Plan Dates	BO	Heckart	01/23/17
Stop Registration Code Update	MIS	Bowser/Heckart	01/23/17
REGISTRATION 7:15 am	ES/SS/INS	Counselors/Deans/Dept. Heads	01/24/17
Counselors; A&S; Technical; Centerville; Service Centers			01/24/17
Room & Board Assignments	SS	Hartley	01/10/17
Room & Board Charges	BO	Heckart	01/23/17
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	01/24/17
Extended Hours for the Bookstore/Centerville 7:15 am - 6:00 pm	BK	Schrage/Worley	02/22-23, 27-28/17
Payment in Full	BO	Heckart	03/08/17
Dorms Open - 10:00 a.m.	SS	Hartley	02/22/17
Meals on Point of Sale System	CA	Gettings	02/22/17
First Day of Term	INS	Thompson	02/22/17
First Class Day - Evening/Weekend	INS	Thompson/Starceovich	02/22/17
Course Adds (5th day of term)	ES/INS	Bowser/Thompson	02/22/2017-03/01/2017
Course Drops (8th day of term)	ES/INS	Bowser/Thompson	03/07/17
Refunds - 100% of Tuition and Fees	BO	Business Office	03/07/17
First Class Day - Day	INS	Thompson/Deans	02/23/17
New Student Institutional Orientation	INS	Thompson/Bowser	Refer to Staff Resources Page
			Registration Meeting
			12/17/15

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Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	03/07/17
Bookstore - Last Day to Return	BK	Schrage/Worley	03/09/17
On-Line De-Registration Attendance Reporting	INS	Registrar	3/8-9/17
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	03/22/17
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	03/31/17
Mid-Term	ES/INS	Bowser/Thompson	04/10/17
R2 T4 60% Point	ES	Thornbrugh	04/18/17
Beginning of REGISTRATION - Summer Term	MIS	MIS	04/20/17
Drop with a Grade (end of 10th wk)	ES	Bowser	05/04/17
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	05/16-18/17
Bookstore/Centerville - Buy Back Dates	BK	Worley	05/17-18/17
Student Accounts with Outstanding Spring Balances Sent to Collections	BO	Heckart	05/22/17
Graduation Centerville Campus - Spring Term	ES	Kelley	05/17/17
Graduation Ottumwa Campus - Spring Term	ES	Kelley	05/18/17
			Registration Meeting
			12/17/15