



18/SP	02/21/18-05/17/8	REGISTRATION PROCEDURES	INTERNAL USE ONLY
05/17/18 - Last Day of Class		05/28/18 - Last Day of Term	
<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>FUNCTION DESCRIPTION</b>	<b>DEPT</b>	<b>INDIVIDUAL RESPONSIBLE</b>	<b>DATE(S)</b>
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	03/06/18
Bookstore - Last Day to Return	BK	Schrage/Worley	03/08/18
STAR	INS	Registrar	03/06/18
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	03/21/18
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	03/30/18
Mid-Term	ES/INS	Bowser/Thompson	04/09/18
R2 T4 60% Point	ES	Thornbrugh	04/16/18
Beginning of REGISTRATION - Summer Term	MIS	MIS	04/24/18
Drop with a Grade (end of 10th wk)	ES	Bowser	05/03/18
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	05/15-17/18
Bookstore/Centerville - Buy Back Dates	BK	Worley	05/16-17/18
Student Accounts with Outstanding Spring Balances			
Sent to Collections	BO	Heckart	05/21/18
Graduation Centerville Campus - Spring Term	ES	Kelley	05/16/18
Graduation Ottumwa Campus - Spring Term	ES	Kelley	05/17/18
			<b>Registration Meeting</b>
			12/21/16