18/SP 02/21/18-05/17/18 REGISTR	ATION PROCEDURES	INTERNAL USE ONLY	
05/17/18 - Last Day of Class			
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	10/23/17
Email Shelle to give the "GO" for Section Building	MIS/BO	Schnoebelen/Mulder	10/23/17
Turn on Section Building Capability	MIS/BO	Schnoebelen/Mulder	10/23/17
Input 18/SP Courses - Datatel	INS	Deans/Dept. Heads	10/30-11/02/17
Book Entry Dates	BK	Schrage/Worley	11/7-15/17
Book Inquiry Opens	BK	Schrage/Worley	12/18/17
Tuition & Fee Updates	BO/MIS	BO/MIS	01/23/18
Program Payment Plan Dates	ВО	Heckart	01/23/18
Stop Registration Code Update	MIS	Bowser/Heckart	01/23/18
REGISTRATION 7:15 am	ES/SS/INS	Counselors/Deans/Dept. Heads	
Room & Board Assignments	SS	Hartley	01/16/18
Room & Board Charges	ВО	Heckart	01/23/18
Scholarships/Foundation (Ottumwa & Centerville)	FD	Henderson	05/10/18
ID System Update	LRC	Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Heckart	01/24/18
Extended Hours for the Bookstore/Centerville 7:15 am - 6:00 pm	BK	Schrage/Worley	02/21-22, 26-27/18
Payment in Full	BO	Heckart	03/07/18
Residence Halls Open - 10:00 a.m.	SS	Hartley	02/21/18
Meals on Point of Sale System	CA	Gettings	02/21/18
First Day of Term	INS	Thompson	02/21/18
First Class Day - Evening/Weekend	INS	Thompson/Starcevich	02/21/18
Course Adds (5th day of term)	ES/INS	Bowser/Thompson	02/28/18
Course Drops (8th day of term)	ES/INS	Bowser/Thompson	03/06/18
Refunds - 100% of Tuition and Fees	BO	Business Office	03/06/18
First Class Day - Day	INS	Thompson/Deans	02/22/18
New Student Institutional Orientation	INS	Thompson/Bowser	As Scheduled
New Student Institutional Orientation	IIVO	Thompson/bowser	AS Scrieduled
		+	
			Registration Meeting
			12/21/16

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FUNCTION DESCRIPTION	DEPT	RESPONSIBLE	DATE(S)
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	ВО	Heckart	05/21/18
Graduation Centerville Campus - Spring Term	ES	Kelley	05/16/18
Graduation Ottumwa Campus - Spring Term	ES	Kelley	05/17/18
			Registration Meeting
			12/21/16