

17/SU	05/30/17-08/27/17	REGISTRATION PROCEDURES		INTERNAL USE ONLY
08/17/17 - Last Day of Class		08/27/17 - Last Day of Term		First Half 05/30/17-07/11/16, Second Half 07/10/17-08/17/17
<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	IT/BO	Schnoebelen/Mulder	02/13/17	
Email Shelle to give the "GO" for Section Building	IT/BO	Schnoebelen/Mulder	02/13/17	
Turn on Section Building Capability	IT/BO	Schnoebelen/Mulder	02/13/17	
Input 17/SU, 17/S1, 17/S2 Courses - Datatel	INS	Deans/Dept. Heads	02/20/2017-02/26/2017	
Input 17/FA Courses - Datatel	INS	Deans/Dept. Heads	03/04/2017-03/10/2017	
Book Entry Dates	BK	Schrage/Worley	03/15-28/17	
Book Inquiry Opens	BK	Schrage/Worley	04/13/17	
Tuition & Fee Updates	BO/MIS	BO/MIS	04/19/17	
Program Payment Plan Dates	BO	Heckart	04/19/17	
Stop Registration Code Update	MIS	Bowser/Heckart	04/19/17	
ID System Update	LRC	Talbert	Continuous	
Room & Board Assignments	SS	Hartley	03/30/17	
Room & Board Charges	BO	Heckart	04/19/17	
<b>REGISTRATION-SUMMER TERM 7:15 a.m.</b>	ES/SS/INS	Counselors/Deans/Dept. Heads	04/18/17	
Counselors, A&S; Technical; Centerville; Service Centers			04/18/17	
<b>REGISTRATION-17/FA 7:15 a.m.</b>	ES/SS/INS	Counselors/Deans/Dept. Heads	04/18/17	
Counselors, A&S; Technical; Centerville; Service Centers			04/18/17	
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Heckart	04/20/17	
Scholarships/Foundation (Ottumwa & Centerville)	FD	Henderson	06/02/16	
<b>Extended Hours for the Bookstore/Ottumwa - 17/SU 7:15 am - 6:00 pm</b>	BK	Schrage/Worley	05/31-31, 06/1, 5/17	
Payment in Full	BO	Heckart	06/13/17	
Dorms Open - 10 a.m.	SS	Hartley	05/29/17	
Meals on Point of Sale System	CA	Gettings	05/29/17	
First Day of Term 17/SU & 1st Half	INS	Thompson	05/30/17	
First Class Day - Evening - 17/SU & 1st Half	INS	Thompson/Starcevich	05/30/17	
New Student Institutional Orientation	INS	Thompson/Bowser	Refer to Staff Resources Page	
Course Adds (3rd day of term)-1st Half	ES/INS	Bowser/Thompson	06/01/17	
			<b>Registration Meeting</b>	
			12/17/15	

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<b>08/17/17 - Last Day of Class</b>		<b>08/27/17 - Last Day of Term</b>	<b>First Half 05/30/17-07/11/16, Second Half 07/10/17-08/17/17</b>
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Course Drops (4th day of term)-1st Half	ES/INS	Bowser/Thompson	06/05/17
R2 T4 60% Point - 17/S1	ES	Thornbrugh	06/26/17
Refunds - 100% of Tuition and Fees - 17/S1	BO	Business Office	06/05/17
Course Adds (5th day of term)-17/SU	ES/INS	Bowser/Thompson	06/06/17
Course Drops (8th day of term)-17/SU	ES/INS	Bowser/Thompson	06/12/17
Refunds - 100% of Tuition and Fees - 17/SU	BO	Business Office	06/12/17
First Class Day - Day -17/SU & 1st Half	INS	Thompson/Deans	05/31/17
On-Line De-Registration Attendance Reporting (1st Half)	INS	Registrar	6/13-15/17
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	06/12/17
Bookstore - Last Day to Return	BK	Schrage/Worley	06/14/17
On-Line De-Registration Attendance Reporting - 17/SU	INS	Registrar	6/13-15/17
Drop with a Grade (end of 5th wk) - 17/S1	ES	Bowser	07/03/17
Mid-Term	ES/INS	Bowser/Thompson	07/10/17
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	06/26/17
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	07/07/17
Bookstore - Summer 2 Charges Begin	BK/BO	Schrage/Heckart	07/10/17
First Day of Term 2nd Half	INS	Thompson	07/11/17
First Class Day - Evening -2nd Half	INS	Thompson/Starcevich	07/11/17
First Class Day - Day - 2nd Half	INS	Thompson/Deans	07/11/17
Bookstore - Summer 2 Charges End	BK/BO	Schrage/Heckart	07/17/17
Refunds - 100% of Tuition and Fees - 2nd Half	BO	Business Office	07/17/17
Course Adds (3rd day of term)-2nd Half	ES/INS	Bowser/Thompson	07/13/17
Course Drops (4th day of term)-2nd Half	ES/INS	Bowser/Thompson	07/17/17
R2 T4 60% Point - 17/SU	ES	Thornbrugh	07/17/17
On-Line De-Registration Attendance Reporting (S2)	INS	Registrar	07/18/17
Drop with a Grade (end of 10th wk) - Summer	ES	Bowser	08/03/17
Drop with a Grade (end of 5th wk) - 2nd Half	ES	Bowser	08/10/17
R2 T4 60% Point - 17/S2	ES	Thornbrugh	08/02/17
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	08/16, 17/17
Bookstore/Centerville - Buy Back Dates	BK	Worley	08/17/17

Student Accounts with Outstanding Summer Balances				
Sent to Collections	BO		Heckart	08/21/17
Graduation-Summer Term	ES		Kelley	08/17/17
				<b>Registration Meeting</b>
				12/17/15