

18/SU	05/29/18-08/26/18	REGISTRATION PROCEDURES	INTERNAL USE ONLY
	08/16/18 - Last Day of Class	08/26/18 - Last Day of Term	First Half 05/29/18-07/09/18, Second Half 07/10/18-08/16/18
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)
Course Drops (4th day of term)-1st Half	ES/INS	Bowser/Thompson	06/04/18
R2 T4 60% Point - 1st Half	ES	Thornbrugh	06/25/18
Refunds - 100% of Tuition and Fees - 1st Half	BO	Business Office	06/04/18
Course Adds (5th day of term)-18/SU	ES/INS	Bowser/Thompson	06/05/18
Course Drops (8th day of term)-18/SU	ES/INS	Bowser/Thompson	06/11/18
Refunds - 100% of Tuition and Fees - 18/SU	BO	Business Office	06/11/18
First Class Day - Day -18/SU & 1st Half	INS	Thompson/Deans	05/30/18
STAR First Half	INS	Registrar	06/11-13/18
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	06/11/18
Bookstore - Last Day to Return	BK	Schrage/Worley	06/13/18
Drop with a Grade (end of 5th wk) - 1st Half	ES	Bowser	07/02/18
Mid-Term	ES/INS	Bowser/Thompson	07/09/18
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	06/25/18
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	07/06/18
Bookstore - Summer 2nd Half Charges Begin	BK/BO	Schrage/Heckart	07/09-16/18
First Day of Term 2nd Half	INS	Thompson	07/10/18
First Class Day - Evening -2nd Half	INS	Thompson/Starceвич	07/10/18
First Class Day - Day - 2nd Half	INS	Thompson/Deans	07/10/18
Bookstore - Summer 2nd Half Charges End	BK/BO	Schrage/Heckart	07/16/18
Refunds - 100% of Tuition and Fees - 2nd Half	BO	Business Office	07/16/18
Course Adds (3rd day of term)-2nd Half	ES/INS	Bowser/Thompson	07/12/18
Course Drops (4th day of term)-2nd Half	ES/INS	Bowser/Thompson	07/16/18
R2 T4 60% Point - 18/SU	ES	Thornbrugh	07/16/18
STAR 2nd Half	INS	Registrar	07/16-17/18
Drop with a Grade (end of 10th wk) - Summer	ES	Bowser	08/02/18
Drop with a Grade (end of 5th wk) - 2nd Half	ES	Bowser	08/09/18
R2 T4 60% Point - 2nd Half	ES	Thornbrugh	08/01/18
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	08/15/18
Bookstore/Centerville - Buy Back Dates	BK	Worley	08/16/18
Student Accounts with Outstanding Summer Balances Sent to Collections	BO	Heckart	08/20/18
Graduation-Summer Term	ES	Kelley	08/16/18

				Registration Meeting
				12/21/16