N PROCEDURES		INTERNAL USE ONLY
erm First Half 05	/29/18-07/09/18, Second Half 07/	10/18-08/16/18
	mation System	
SS = Student Services		
		DATE(S)
		02/12/18
		02/12/18
		02/12/18
		03/12/2018-03/15/2018
		03/26/2018-03/29/2018
		03/21-29/18
		04/23/18
		04/23/18
		04/23/18
		04/23/18
		Continuous
		04/16/18
		04/23/18
		04/24/18
		04/24/18
		04/24/18
		05/29-31/18 & 06/04/18
		06/12/18
	Hartley	05/29/18
CA	Gettings	05/29/18
INS	Thompson	05/29/18
INS	Thompson/Starcevich	05/29/18
INS	Thompson/Bowser	As Scheduled
ES/INS	Bowser/Thompson	05/31/18
		Deviaturation Manting
		Registration Meeting
	First Half 05 FD = IHCC Foundation INS = Instruction LRC = Learning Resource MIS = Management Info SS = Student Services DEPT IT/BO IT/BO IT/BO INS BK BO/MIS BO MIS LRC SS INS IT/BO IT/BO BK BK BO/MIS BO K BO MIS LRC SS BO MIS LRC SS BO SS BO ES/SS/INS BK BO SS CA INS INS INS INS INS INS INS IN	First Half 05/29/18-07/09/18, Second Half 07/ FD = IHCC Foundation INS = Instruction LRC = Learning Resource Center MIS = Management Information System SS = Student Services INDIVIDUAL DEPT RESPONSIBLE IT/BO Schnoebelen/Mulder IT/BO Schnoebelen/Mulder IT/BO Schnoebelen/Mulder IT/BO Schnoebelen/Mulder INS Deans/Dept. Heads INS Deans/Dept. Heads BK Schrage/Worley BK Schrage/Worley BO Heckart MIS Bowser/Heckart LRC Talbert SS Hartley BO Heckart BS Courselors/Deans/Dept. Heads BK/BO Schrage/Worley BK Schrage/Worley BO Heckart MIS Bowser/Heckart LRC Talbert SS Hartley BO Heckart Schrage/Worl

18/SU 05/29/18-08/26/18 REGIS	STRATION PROCEDURES		INTERNAL USE ONLY
08/16/18 - Last Day of Class 08/26/18 - Last		f 05/29/18-07/09/18, Second Hal	
DEPARTMENT LEGEND			
BK = Bookstore	FD = IHCC Foundation	on	
BO = Business Office	INS = Instruction		
CA = Culinary Arts Dept.	LRC = Learning Reso	ource Center	
ES = Enrollment Services		MIS = Management Information System	
FA = Financial Assistance	SS = Student Service		
		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/Starcevich	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