

16/WI	11/17/16-02/21/17	REGISTRATION PROCEDURES	INTERNAL USE ONLY	
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	IT/BO	Schnoebelen/Mulder	08/08/16	
Email Shelle to give the "GO" for Section Building	IT/BO	Schnoebelen/Mulder	08/08/16	
Turn on Section Building Capability	IT/BO	Schnoebelen/Mulder	08/08/16	
Input 16/WI Courses - Datatel	INS	Deans/Dept. Heads	8/12/2016-08/15/2016	
Book Entry Dates	BK	Schrage/Worley	08/18-31/16	
Book Inquiry Opens	BK	Schrage/Worley	09/19/16	
Tuition & Fee Updates	BO/MIS	BO/MIS	10/19/16	
Program Payment Plan Dates	BO	Heckart	10/19/16	
Stop Registration Code Update	MIS	Bowser/Heckart	10/19/16	
REGISTRATION 7:15 am	ES/SS/INS	Counselors/Deans/Dept. Heads	10/20/16	
Counselors; A&S; Technical; Centerville; Service Centers			10/20/16	
Room & Board Assignment	SS	Hartley	09/26/16	
Room & Board Charges	BO	Heckart	10/19/16	
ID System Update	LRC	Talbert	Continuous	
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Heckart	10/19/16	
Extended Hours for the Bookstore Ott/Cen 7:15 am - 6:00 pm	BK	Schrage/Worley	11/17, 21-22/16	
Payment in Full	BO	Heckart	12/02/16	
Dorms Open - 10:00 a.m.	SS	Hartley	11/17/16	
Meals on Point of Sale System	CA	Gettings	11/17/16	
First Day of Term	INS	Thompson	11/17/16	
First Class Day - Evening/Weekend	INS	Thompson/Starcevich	11/17/16	
Course Adds (5th day of term)	ES/INS	Bowser/Thompson	11/28/16	
Course Drops (8th day of term)	ES/INS	Bowser/Thompson	12/01/16	
Refunds - 100% of Tuition and Fees	BO	Business Office	12/01/16	
First Class Day - Day	INS	Thompson/Deans	11/21/16	
New Student Institutional Orientation	INS	Thompson/Bowser	Refer Staff Resources Page	
			Registration Meeting	

				12/17/15
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Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	12/01/16	
Bookstore - Last day to Return	BK	Schrage/Worley	12/06/16	
On-Line De-Registration Attendance Reporting	INS	Registrar	12/2-6/2016	
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	12/16/16	
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	12/26/16	
Mid-Term	ES/INS	Bowser/Thompson	01/11/17	
R2 T4 60% Point	ES	Thornbrugh	01/18/17	
Beginning of REGISTRATION - Spring Term	MIS	MIS	01/24/17	
Drop with a Grade (end of 10th wk)	ES	Bowser	02/07/17	
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	02/16, 20-21/17	
Bookstore/Centerville - Buy Back Dates	BK	Worley	02/20-21/17	
Student Accounts with Outstanding Winter Balances sent to Collections	BO	Heckart	02/22/17	
Graduation Ottumwa Campus - Winter Term	ES	Kelley	02/21/17	
				Registration Meeting
				12/17/15