

17/WI	11/16/17-02/20/18	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		07/24/17
Email Shelle to give the "GO" for Section Building	IT/BO	Schnoebelen/Mulder		07/24/17
Turn on Section Building Capability	IT/BO	Schnoebelen/Mulder		07/24/17
Input 17/WI Courses - Datatel	INS	Deans/Dept. Heads		07/31-08/03/17
Book Entry Dates	BK	Schrage/Worley		08/8-16/17
Book Inquiry Opens	BK	Schrage/Worley		09/25/17
Tuition & Fee Updates	BO/MIS	BO/MIS		10/17/17
Program Payment Plan Dates	BO	Heckart		10/17/17
Stop Registration Code Update	MIS	Bowser/Heckart		10/17/17
REGISTRATION 7:15 am	ES/SS/INS	Counselors/Deans/Dept. Heads		10/18/17
Room & Board Assignment	SS	Hartley		10/10/17
Room & Board Charges	BO	Heckart		10/17/17
ID System Update	LRC	Talbert		Continuous
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Heckart		10/18/17
Extended Hours for the Bookstore Ott/Cen 7:15 am - 6:00 pm	BK	Schrage/Worley		11/16, 20-22/17
Payment in Full	BO	Heckart		12/01/17
Residence Halls Open - 10:00 a.m.	SS	Hartley		11/16/17
Meals on Point of Sale System	CA	Gettings		11/16/17
First Day of Term	INS	Thompson		11/16/17
First Class Day - Evening/Weekend	INS	Thompson/Starcevich		11/16/17
Course Adds (5th day of term)	ES/INS	Bowser/Thompson		11/27/17
Course Drops (8th day of term)	ES/INS	Bowser/Thompson		11/30/17
Refunds - 100% of Tuition and Fees	BO	Business Office		11/30/17
First Class Day - Day	INS	Thompson/Deans		11/20/17
New Student Institutional Orientation	INS	Thompson/Bowser		As Scheduled
				Registration Meeting
				12/21/16

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Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	11/30/17
Bookstore - Last day to Return	BK	Schrage/Worley	12/05/17
STAR	INS	Registrar	11/30-12/4/17
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	12/15/17
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	12/22/17
Mid-Term	ES/INS	Bowser/Thompson	01/10/18
R2 T4 60% Point	ES	Thornbrugh	01/22/18
Beginning of REGISTRATION - Spring Term	MIS	MIS	01/24/18
Drop with a Grade (end of 10th wk)	ES	Bowser	02/06/18
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	02/15, 19-20/18
Bookstore/Centerville - Buy Back Dates	BK	Worley	02/19-20/18
Student Accounts with Outstanding Winter Balances sent to Collections	BO	Heckart	02/21/18
Graduation Ottumwa Campus - Winter Term	ES	Kelley	02/20/18
			Registration Meeting
			12/21/16