

25/FA	8/25/25 - 11/12/25	REGISTRATION PROCEDURES	INTERNAL USE ONLY
DEPARTMENT LEGEND			
BK = Bookstore		INS = Instruction	
BO = Business Office		MIS = Management Information System	
CA = Culinary Arts Dept.		SS = Student Services	
ES = Enrollment Services			
FA = Financial Assistance			
		INDIVIDUAL	
FUNCTION DESCRIPTION	DEPT	RESPONSIBLE	DATE(S)
RYAT Screens reviewed and approved	MIS/BO	Shannon/Heckart	01/16/25
Input 25/FA Courses	INS	Deans/Dept. Heads	03/17-20/25
Course Sections Searchable in Self-Service	MIS	Shannon	03/24/25
Orientation Release Date	ES	Kelley	04/01/25
Instructors Adopt Books	BK	Schrage/Worley	04/15-23/25
Tuition & Fee Updates	BO/MIS	BO/MIS	04/17/25
Payment Plan Dates	BO	Proctor	4/17/25
Unpaid Balance Code Update	BO	Proctor	4/17/25
REGISTRATION OPENS	ES/SS/INS	BO/Deans/Dept. Heads	04/22/25
Tuition & Fee Updates - After Board Approval	BO/MIS	BO/MIS	5/14/25
Room & Board Assignment	SS	Hartley	07/15/25
Room & Board Charges	BO	Proctor	07/16/25
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Proctor	07/17/25
Residence Halls Open	SS	Ashbacher/McPherson	08/24/25
Meals on Point of Sale System	CA	Gettings	08/25/25
First Day of Term	INS	Budde	08/25/25
First Class - Evening/Weekend/Online	INS	Budde/Gorden	08/25/25
First Class - Day	INS	Budde/Deans	08/25/25
Course Adds (5th day of term)	ES/INS	Kelley/Budde	09/02/25
Course Drops (8th day of term)	ES/INS	Kelley/Budde	09/08/25
Refunds - 100% of Tuition and Fees	BO	Business Office	09/08/25
Input 25/WI Courses	INS	Deans/Dept. Heads	09/08-11/25
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Proctor	09/08/25
Payment in Full	BO	Proctor	09/09/25
STAR Closes	ES	Registrar	09/09/25
Bookstore-Last Day to Return	BK	Schrage	09/10/25
Returning Borrower Transmittal	BO/FA	Proctor/Walker	09/15/25
New Borrowers Transmittal	BO/FA	Proctor/Walker	09/23/25
Input Midterm Grades	ES/INS	Kelley/Budde	09/30/25-10/06/2025
Mid-Term	ES/INS	Kelley/Budde	10/02/25
R2 T4 60% Point	ES	Walker	10/11/25
Student Perceptions (All Faculty)	INS	Budde	10/13-30/2025
Beginning of REGISTRATION - Winter Term	MIS/BO	Shannon/Heckart	10/13/25
Withdraw (with a grade of W) (end of 10th wk)	ES	Kelley	10/29/25
Input Final Grades	INS	Budde	11/11-17/2025
Student Accounts sent to Collections	BO	Proctor	11/17/25
			Registration Meeting
			12/10/24