

26/SP	02/18/26-05/14/26	REGISTRATION PROCEDURES	INTERNAL USE ONLY
05/14/26 - Last Day of Class		05/25/26 - Last Day of Term	
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	10/09/25
Input 26/SP Courses - Datatel	INS	Deans/Dept. Heads	10/20-23/25
Course Sections Searchable in Self-Service	MIS	Shannon	10/27/25
Instructors Adopt Books	BK	Schrage/Worley	12/01-09/25
Orientation Release Date	ES	Kelley	01/05/26
Room & Board Assignments	SS	Hartley	01/14/26
Payment Plan Dates	BO	Proctor	01/15/26
Unpaid Balance Code Update	BO	Proctor	01/15/26
Room & Board Charges	BO	Proctor	01/15/26
Residence Halls Open	SS	Ashbacher/McPherson	02/18/25
Meals on Point of Sale System	CA	Gettings	02/18/26
First Day of Term	INS	Budde	02/18/26
First Class - Evening/Weekend/Online	INS	Budde/Gorden	02/18/26
REGISTRATION OPENS	ES/SS/INS	BO/Deans/Dept. Heads	01/19/26
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Proctor	01/19/26
First Class - Day	INS	Budde/Deans	02/19/26
Course Adds (5th day of term)	ES/INS	Proctor/Budde	02/25/26
Course Drops (8th day of term)	ES/INS	Proctor/Budde	03/03/26
Refunds - 100% of Tuition and Fees	BO	Business Office	03/03/26
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Proctor	03/03/26
Payment in Full	BO	Proctor	03/04/26
STAR Closes	ES	Registrar	03/04/26
Bookstore - Last Day to Return	BK	Schrage/Worley	03/05/26
Input 26/SU 26/S1 and 26/S2 Courses	INS	Deans/Dept. Heads	03/09-12/26
Returning Borrower Transmittal	BO/FA	Proctor/Walker	03/10/26
New Borrowers Transmittal	BO/FA	Proctor/Walker	03/19/26
Input 26/FA Courses	INS	Deans/Dept. Heads	03/23-26/26
Input Midterm Grades	INS	Budde	03/25/2026-04/01/2026
Mid-Term	ES/INS	Kelley/Budde	03/30/26
Student Perceptions (All Faculty)	INS	Budde	04/13-30/2026
Beginning of REGISTRATION - Summer Term	MIS/BO	Shannon/Heckart	04/13/26
Beginning of REGISTRATION - Fall Term	MIS/BO	Shannon/Heckart	04/13/26
R2 T4 60% Point	ES	Walker	04/14/26
Withdraw (with a grade of W) (end of 10th wk)	ES	Kelley	04/30/26
Input Final Grades	INS	Budde	05/13-18/2026
Graduation Centerville Campus - Spring Term	ES	Kelley	05/13/26
Graduation Ottumwa Campus - Spring Term	ES	Kelley	05/14/26
Student Accounts Sent to Collections	BO	Proctor	05/18/26
			Registration Meeting
			12/10/24