26/SU	05/26/26-08/13/26	REGISTRATION PROCEDURES			INTERNAL USE ONLY
08/13/26 - Last Day of Class	08/30/26 - Last Day of Term	First Half 05/26/26-07/2/26, Second Half 07/7/26-08/13/26			
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		IT/BO		Shannon/Heckart	02/26/26
Input 26/SU, 26/S1, 26/S2 Courses - Datatel		INS		Deans/Dept. Heads	03/09-12/26
Book Entry Dates for Fall		BK/BO		Schrage/Proctor	03/16-24/26
Insturctors Adopt Books		BK		Schrage/Worley	03/16-24/26
Input 26/FA Courses - Datatel		INS		Deans/Dept. Heads	03/23-26/26
Course Sections Searchable in Self-Service		MIS		Shannon	03/30/26
Orientation Release Date		ES		Kelley/Budde	03/30/26
Room & Board Assignments		SS		Hartley	04/08/26
Payment Plan Dates		BO		Proctor	04/09/26
Unpaid Balance Code Update		BO		Proctor	04/09/26
Room & Board Charges		BO		Proctor	04/09/26
REGISTRATION OPENS - 26/SU & 26/FA		ES/SS/INS		BO/Deans/Dept. Heads	04/13/26
Bookstore - First day to charge against Student Account		BK/BO		Schrage/Proctor	04/13/26
First Day of Term 26/SU & 1st Half		INS		Budde	05/26/26
First Class - Evening/Weekend/Online - 26/SU & 1st Half		INS		Budde/Gorden	05/26/26
Residence Halls Open		SS		Ashbacher/McPherson	05/26/26
Meals on Point of Sale System		CA		Gettings	05/26/26
First Class-Day		INS		Budde/Gorden	05/27/26
Course Adds (3rd day of term)-1st Half		ES/INS		Kelley/Budde	05/28/26
Course Drops (4th day of term)-1st Half		ES/INS		Proctor/Budde	06/01/26
Refunds - 100% of Tuition and Fees - 1st Half		BO		Business Office	06/01/26
Course Adds (5th day of term)-26/SU		ES/INS		Proctor/Budde	06/02/26
Course Drops (8th day of term)-26/SU		ES/INS		Proctor/Budde	06/08/26
Refunds - 100% of Tuition and Fees - 26/SU		BO		Business Office	06/08/26
Bookstore - Last day to charge against Student Account		BK/BO		Schrage/Proctor	06/08/26
					Registration Meeting
					12/10/24

26/SU	**05/26/26-08/13/26**	**REGISTRATION PROCEDURES**		**INTERNAL USE ONLY**
	08/13/26 - Last Day of Class	**08/30/25 - Last Day of Term**	**First Half 05/26/26-07/2/26, Second Half 07/7/26-08/13/26**	
	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)**
STAR Closes		ES	Registrar	06/09/26
Payment in Full		BO	Proctor	06/09/26
Bookstore - Last Day to Return		BK	Schrage/Worley	06/10/26
Returning Borrower Transmittal		BO/FA	Proctor/Walker	06/15/26
R2 T4 60% Point - 1st Half		ES	Walker	06/17/26
New Borrowers Transmittal		BO/FA	Proctor/Walker	06/24/26
Withdraw (with a grade of W) (end of 5th wk) - 1st Half		ES	Kelley	06/25/26
Input Midterm Grades		INS	Budde	06/30/2026-07/7/2026
Bookstore - Summer 2nd Half Charges Begin		BK/BO	Schrage/Proctor	06/30/26
Mid-Term		ES/INS	Kelley/Budde	07/02/26
First Day of Term 2nd Half		INS	Budde	07/07/26
First Class - Evening/Weekend/Online -2nd Half		INS	Budde/Gorden	07/07/26
First Class - Day - 2nd Half		INS	Budde/Deans	07/07/26
Course Adds (3rd day of term)-2nd Half		ES/INS	Kelley/Budde	07/09/26
Bookstore - Summer 2nd Half Charges End		BK/BO	Schrage/Proctor	07/09/26
Bookstore - Last Day to Return		BK	Schrage/Worley	07/09/26
R2 T4 60% Point - 26/SU		ES	Walker	07/12/26
Refunds - 100% of Tuition and Fees - 2nd Half		BO	Business Office	07/13/26
Course Drops (4th day of term)-2nd Half		ES/INS	Kelley/Budde	07/13/26
STAR 2nd Half Closes		ES	Registrar	07/14/26
R2 T4 60% Point - 2nd Half		ES	Walker	07/29/26
Withdraw (with a grade of W) (end of 10th wk) - Summer		ES	Kelley	07/30/26
Withdraw (with a grade of W) (end of 5th wk) - 2nd Half		ES	Kelley	08/06/26
Input Final Grades		INS	Budde	08/12-17/2026
Student Accounts sent to Sent to Collections		BO	Proctor	08/17/26
				Registration Meeting
				12/10/24