25/WI 11/13/25-02/17/26	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	IT/BO		Shannon/Heckart	05/05/25		
Course Sections Searchable in Self-Service	MIS		Shannon	09/15/25		
Input 25/WI Courses - Datatel	INS		Deans/Dept. Heads	09/08-11/25		
Instructors Adopt Books	BK		Schrage/Worley	09/10-18/25		
Orientation Release Date	ES		Kelley	09/29/25		
Room & Board Assignment	SS		Hartley	10/08/25		
Room & Board Charges	BO		Proctor	10/09/25		
Payment Plan Dates	BO		Proctor	10/09/25		
Unpaid Balance Code Update	BO		Proctor	10/09/25		
REGISTRATION OPENS	ES/SS/INS		BO/Deans/Dept. Heads	10/13/25		
Bookstore - First day to charge against Student Account	BK/BO		Schrage/Proctor	10/13/25		
Input 26/SP Term Courses	INS		Budde	10/20-23/25		
Residence Halls Open	SS		Ashbacher/McPherson	11/13/25		
Meals on Point of Sale System	CA		Gettings	11/13/25		
First Day of Term	INS		Budde	11/13/25		
First Class - Evening/Weekend/Online	INS		Budde/Gorden	11/13/25		
First Class - Day	INS		Budde/Deans	11/17/25		
Course Adds (5th day of term)	INS		Budde	11/20/25		
Course Drops (8th day of term)	INS		Budde	11/26/25		
Refunds - 100% of Tuition and Fees	BO		Business Office	11/26/25		
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Proctor	11/26/25		
Payment in Full	BO		Proctor	11/27/25		
STAR Closes	ES		Registrar	12/01/25		
Bookstore - Last day to Return	BK		Schrage/Worley	12/02/25		
Returning Borrower Transmittal	BO/FA		Proctor/Walker	12/04/25		
Registration Meeting for 2026-2027	INS		Budde	12/09/25		
New Borrowers Transmittal	BO/FA		Proctor/Walker	12/15/25		
Input Mid-term Grades	INS		Budde	01/05-12/2026		
Mid-Term	INS		Budde	01/07/26		
R2 T4 60% Point	ES		Walker	01/16/26		
Student Perceptions (Faculty Probation)	INS		Budde/Heckart	01/19/2026-02/05/2026		
Beginning of REGISTRATION - Spring Term	MIS/BO		Shannon/Heckart	01/19/26		
Withdraw (with a grade of W) (end of 10th wk)	ES		Budde	02/03/26		
Input Final Grades	INS		Budde	02/16-23/2026		
Student Accounts sent to Collections	BO		Proctor	02/23/26		
				Registration Meeting		
				12/10/24		