19/FA 8/26/19 - 11/13/19	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	MIS/BO		Schnoebelen/Mulder	03/18/19
Email Shelle to give the "GO" for Section Building	MIS/BO		Schnoebelen/Mulder	03/18/19
Turn on Section Building Capability	MIS/BO		Schnoebelen/Mulder	03/18/19
Input 19/FA Courses - Datatel	INS		Deans/Dept. Heads	03/25-28/2019
Course Sections Searchable in Web Advisor	MIS		Schnoebelen/Henrichs	04/02/19
Orientation Release Date	INS		Thompson	04/04/19
Book Entry Dates	BK		Schrage/Worley	04/29-5/7/19
Book Inquiry Opens	BK		Schrage/Worley	06/01/19
Tuition & Fee Updates	BO/MIS		BO/MIS	04/17/19
Tuition & Fee Updates - After Board Approval	BO/MIS		BO/MIS	07/19/19
Program Payment Plan Dates	BO		Heckart	04/17/19
Unpaid Balance Code Update	BO		Heckart	04/17/19
REGISTRATION 7:30 a.m.	ES/SS/INS		Counselors/Deans/Dept. Heads	04/18/19
Room & Board Assignment	SS		Hartley	07/11/19
Room & Board Charges	BO		Heckart	07/22/19
Online Scholarship Applications-Online (Ottumwa & Centerville)	FD		Henderson	10/01/19
ID System Update	LRC		Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO		Schrage/Heckart	07/18/19
Payment in Full	BO		Heckart	09/10/19
Extended Hours for the Bookstore Ott/Cen 7:30 am - 6:00 pm	BK		Schrage/Worley	8/26-28/19
Residence Halls Open - 10:00 A.M.	SS		Hartley	08/25/19
Meals on Point of Sale System	CA		Gettings	08/26/19
New Student Orientation	INS		Kelley	As Scheduled
First Day of Term	INS		Thompson	08/26/19
First Class Day - Evening	INS		Thompson/Gorden	08/26/19
Course Adds (5th day of term)	ES/INS		Kelley/Thompson	09/03/19
Course Drops (8th day of term)	ES/INS		Kelley/Thompson	09/09/19
Refunds - 100% of Tuition and Fees	BO		Business Office	09/09/19
Bookstore-Last Day to Return	BK		Schrage	09/11/19
First Class Day	INS		Thompson/Deans	08/26/19
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Heckart	09/09/19
STAR Closes	INS		Registrar	09/04/19
				Registration Meeting
				12/20/18

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Financial Assistance Grant Funds/Returning Borrower Distribution		BO/FA	Heckart/Thornbrugh	09/23/19
Direct Loan Distribution(30 days)-New Borrowers		BO/FA	Heckart/Thornbrugh	10/02/19
Mid-Term		ES/INS	Kelley/Thompson	10/03/19
R2 T4 60% Point		ES	Thornbrugh	10/12/19
Beginning of REGISTRATION - Winter Term		MIS	MIS	10/16/19
Drop with a Grade (end of 10th wk)		ES	Kelley	10/30/19
Bookstore/Ottumwa - Buy Back Dates		BK	Schrage	11/11-13/19
Student Accounts with Outstanding Fall Balances sent to Collections		BO	Heckart	11/14/19
Bookstore/Centerville - Buy Back Dates		BK	Worley	11/12-13/19
Graduation -Fall Term		ES	Kelley	11/13/19
				Registration Meeting
				12/20/18