

20/SP	02/19/20-05/14/20	REGISTRATION PROCEDURES	INTERNAL USE ONLY
05/14/20 - Last Day of Class		05/25/20 - Last Day of Term	
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)
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	03/03/20
Bookstore - Last Day to Return	BK	Schrage/Worley	03/05/20
STAR Closes	INS	Registrar	02/27/20
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	03/18/20
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	03/27/20
Mid-Term	ES/INS	Kelley/Thompson	03/30/20
R2 T4 60% Point	ES	Thornbrugh	04/13/20
Beginning of REGISTRATION - Summer Term	MIS	MIS	04/21/20
Drop with a Grade (end of 10th wk)	ES	Kelley	04/30/20
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	5/12-14/20
Bookstore/Centerville - Buy Back Dates	BK	Worley	5/13-14/20
Student Accounts with Outstanding Spring Balances Sent to Collections	BO	Heckart	05/18/20
Graduation Centerville Campus - Spring Term	ES	Kelley	05/13/20
Graduation Ottumwa Campus - Spring Term	ES	Kelley	05/14/20
			Registration Meeting
			12/20/18