



19/WI	11/14/19-02/18/20	REGISTRATION PROCEDURES	INTERNAL USE ONLY
<b>DEPARTMENT LEGEND</b>			
<b>BK = Bookstore</b>		<b>FD = IHCC Foundation</b>	
<b>BO = Business Office</b>		<b>INS = Instruction</b>	
<b>CA = Culinary Arts Dept.</b>		<b>LRC = Learning Resource Center</b>	
<b>ES = Enrollment Services</b>		<b>MIS = Management Information System</b>	
<b>FA = Financial Assistance</b>		<b>SS = Student Services</b>	
		<b>INDIVIDUAL</b>	
<b>FUNCTION DESCRIPTION</b>	<b>DEPT</b>	<b>RESPONSIBLE</b>	<b>DATE(S)</b>
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	11/27/19
Bookstore - Last day to Return	BK	Schrage/Worley	12/03/19
STAR Closes	INS	Registrar	11/25/19
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	12/13/19
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	12/23/19
Mid-Term	ES/INS	Thompson	01/08/20
First Scholarship Deadline	FD	Henderson	01/16/20
R2 T4 60% Point	ES	Thornbrugh	01/17/20
Beginning of REGISTRATION - Spring Term	MIS	MIS	01/22/20
Drop with a Grade (end of 10th wk)	ES	Thompson	02/04/20
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	2/13, 17, 18/20
Bookstore/Centerville - Buy Back Dates	BK	Worley	2/17-18/20
Student Accounts with Outstanding Winter Balances sent to Collections	BO	Heckart	02/19/20
Graduation Ottumwa Campus - Winter Term	ES	Kelley	02/18/20
			Registration Meeting
			12/20/18