13/FA 8/26/13 - 11/13/13 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)**
Input 13/FA Courses - Datatel	INS		Deans/Dept. Heads	04/08/13-04/11/13
Tuition & Fee Updates	BO/MIS		BO/MIS	05/06/13
New AR Codes to MIS	BO		Heckart	05/06/13
Program Payment Plan Dates	BO		Heckart	05/06/13
Stop Registration Code Update	MIS		Bowser/Heckart	07/22/13
REGISTRATION 7:15 a.m.	ES/SS/INS		Counselors/Deans/Dept. Heads	05/07/2013-08/25/2013
Counselors; A&S; Technical; Centerville; Service Centers				05/07/2013-08/25/2013
Room & Board Charges	SS		Heckart	07/25/13
Scholarships/Foundation (Ottumwa & Centerville)	FD		Henderson	08/26/13
ID System Update	LRC		Leffler	Continuous
Bookstore - First day to charge against Financial Aid	BK/BO		Schrage/McFarland	08/12/13
Extended Hours for the Bookstore/Centerville 7:15 am - 6:00 pm	BK		Worley	08/26-29/13
Extended Hours for the Bookstore/Ottumwa 7:15 am - 6:00 pm	BK		Schrage	08/14, 15, 26, 27/2013
Extended Hours for the Bookstore/Ottumwa 1:00 pm - 5:00 pm	BK		Schrage	08/14, 15, 26, 27/2013
Dorms Open - 10:00 A.M.	SS		Moore	08/25/13
Meals on Point of Sale System	CA		Hunolt	08/25/13
First Day of Term	INS		Sprouse	08/26/13
First Class Day - Evening	INS		Sprouse/Starcevich	08/26/13
Course Adds (5th day of term)	ES/INS		Bowser/Sprouse	08/26/13-09/03/13
Course Drops (8th day of term)	ES/INS		Bowser/Sprouse	08/26/13-09/09/13
Refunds - 100% of Tuition and Fees	BO		Business Office	08/26/13-09/09/13
First Class Day (1:00 p.m.)	INS		Sprouse/Deans	08/26/13
New Student Institutional Orientation-08:00-09:00 a.m. & 09:00-10:00 a.m.	INS		Sprouse/Bowser	08/26/13
New Student Departmental Orientation-10:00-11:00 a.m.	INS		Deans/Dept. Heads	08/26/13
				Registration Meeting 1/31/2013

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FUNCTION DESCRIPTION	**DEPT**		**RESPONSIBLE**	**DATE(S)**
Bookstore - Last day to charge against Financial Aid	BK/BO		Schrage/McFarland	09/11/13
On-Line De-Registration Attendance Reporting	INS		Registrar	9/10-12/2013
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		McFarland/Bowser	09/24/13
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		McFarland/Bowser	10/02/13
1st Payment Plan Date	BO		Heckart	09/25/13
Student Statements 13/FA Mailed	BO		McFarland	10/01/13
Mid-Term	ES/INS		Bowser/Sprouse	10/03/13
2nd Payment Plan Date - ($20 LATE FEE)	BO		Heckart	10/14/13
R2 T4 60% Point	ES		Bowser	10/14/13
Beginning of REGISTRATION - Winter Term	MIS		MIS	10/17/13
Drop with a Grade (end of 10th wk)	ES		Bowser	10/30/13
Bookstore/Ottumwa - Buy Back Dates	BK		Schrage	11/11-13/2013 & 12/5/2013
Bookstore/Centerville - Buy Back Dates	BK		Worley	11/12, 13/13
Graduation -Fall Term	ES		Lockridge	11/13/13
				Registration Meeting 1/31/2013