

| 14/FA   | 8/26/14 - 11/13/14 | 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>                        |
| RYAT Screens reviewed and approved                                    | IT/BO              | Schnoebelen/Mulder                         | 03/03/14                              |
| Email Shelle to give the "GO" for Section Building                    | IT/BO              | Schnoebelen/Mulder                         | 03/06/14                              |
| Turn on Section Building Capability                                   | IT/BO              | Schnoebelen/Mulder                         | 03/10/14                              |
| Input 14/FA Courses - Datatel   | INS                | Deans/Dept. Heads                          | 03/10/14-03/13/14                     |
| Book Entry Dates  | BK                 | Schrage/Worley                             | 03/24-31/2014                         |
| Book Inquiry Opens  | BK                 | Schrage/Worley                             | 04/07/14                              |
| Tuition & Fee Updates   | BO/MIS             | BO/MIS                                     | 05/06/14                              |
| Tuition & Fee Updates - After Board Approval                          | BO/MIS             | BO/MIS                                     | 07/01/14                              |
| New AR Codes to MIS   | BO                 | Heckart                                    | 05/06/14                              |
| Program Payment Plan Dates  | BO                 | Heckart                                    | 05/06/14                              |
| Stop Registration Code Update   | MIS                | Bowser/Heckart                             | 07/21/14                              |
| <b>REGISTRATION 7:15 a.m.</b>   | <b>ES/SS/INS</b>   | <b>Counselors/Deans/Dept. Heads</b>        | <b>05/07/2014-08/25/2014</b>          |
| Counselors; A&S; Technical; Centerville; Service Centers              |                    |  | 05/07/2014-08/25/2014                 |
| Room & Board Assignment   | SS                 | Moore                                      | 06/26/14                              |
| Room & Board Charges  | BO                 | Heckart                                    | 07/10/14                              |
| Scholarships/Foundation (Ottumwa & Centerville)                       | FD                 | Henderson                                  | 07/10/14                              |
| ID System Update  | LRC                | Leffler                                    | Continuous                            |
| Bookstore - First day to charge against Student Account               | BK/BO              | Schrage/McFarland                          | 07/15/14                              |
| Payment in Full or 1st Payment Date                                   | BO                 | Heckart                                    | 08/05/14                              |
| <b>Extended Hours for the Bookstore/Centerville 7:15 am - 6:00 pm</b> | <b>BK</b>          | <b>Worley</b>                              | <b>08/26-28/14</b>                    |
| <b>Extended Hours for the Bookstore/Ottumwa 7:15 am - 6:00 pm</b>     | <b>BK</b>          | <b>Schrage</b>                             | <b>08/13, 14, 26, 27/2014</b>         |
| <b>Extended Hours for the Bookstore/Ottumwa 1:00 pm - 5:00 pm</b>     | <b>BK</b>          | <b>Schrage</b>                             | <b>08/13, 14, 26, 27/2014</b>         |
| Dorms Open - 10:00 A.M.   | SS                 | Moore                                      | 08/24/14                              |
| Meals on Point of Sale System   | CA                 | Gettings                                   | 08/24/14                              |
| New Student Orientation - Beginning at 9:00 a.m.                      | INS                | Bowser                                     | 08/25/14                              |
| First Day of Term   | INS                | Thompson                                   | 08/26/14                              |
| First Class Day - Evening   | INS                | Thompson/Starcevich                        | 08/26/14                              |
| Course Adds (5th day of term)   | ES/INS             | Bowser/Thompson                            | 08/26/14-09/03/14                     |
| Course Drops (8th day of term)  | ES/INS             | Bowser/Thompson                            | 08/26/14-09/09/14                     |
| Refunds - 100% of Tuition and Fees                                    | BO                 | Business Office                            | 08/26/14-09/09/14                     |
| First Class Day   | INS                | Thompson/Deans                             | 08/26/14                              |
| 2nd Payment Plan Date   | BO                 | Heckart                                    | 09/05/14                              |
| Bookstore - Last day to charge against Student Account                | BK/BO              | Schrage/McFarland                          | 09/11/14                              |
| On-Line De-Registration Attendance Reporting                          | INS                | Registrar                                  | 9/10-15/2014                          |
|   |                    |  |                                       |
|   |                    |  |                                       |
|   |                    |  | <b>Registration Meeting 1/30/2014</b> |
|   |                    |  |                                       |

