

15/FA	8/26/15 - 11/16/15	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	IT/BO	Schnoebelen/Mulder	01/08/15
Email Shelle to give the "GO" for Section Building	IT/BO	Schnoebelen/Mulder	01/12/15
Turn on Section Building Capability	IT/BO	Schnoebelen/Mulder	03/23/15
Input 15/FA Courses - Datatel	INS	Deans/Dept. Heads	03/23/2015-03/26/2015
Book Entry Dates	BK	Schrage/Worley	03/31/2015-04/13/2015
Book Inquiry Opens	BK	Schrage/Worley	04/20/15
Tuition & Fee Updates	BO/MIS	BO/MIS	05/06/15
Tuition & Fee Updates - After Board Approval	BO/MIS	BO/MIS	07/01/15
New AR Codes to MIS	BO	Heckart	05/06/15
Program Payment Plan Dates	BO	Heckart	05/06/15
Stop Registration Code Update	MIS	Bowser/Heckart	07/20/15
REGISTRATION 7:15 a.m.	ES/SS/INS	Counselors/Deans/Dept. Heads	05/07/15
Counselors; A&S; Technical; Centerville; Service Centers			05/07/15
Room & Board Assignment	SS	Moore	06/25/15
Room & Board Charges	BO	Heckart	07/09/15
Scholarships/Foundation (Ottumwa & Centerville)	FD	Henderson	06/04/15
ID System Update	LRC	Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO	Schrage/McFarland	07/15/15
Payment in Full or 1st Payment Date	BO	Heckart	08/05/15
Extended Hours for the Bookstore/Centerville 7:15 am - 6:00 pm	BK	Worley	08/26, 27, 31/2015-09/01/2015
Extended Hours for the Bookstore/Ottumwa 7:15 am - 6:00 pm	BK	Schrage	08/26, 27, 31/2015-09/01/2015
Extended Hours for the Bookstore/Ottumwa 1:00 pm - 5:00 pm	BK	Schrage	08/26, 27, 31/2015-09/01/2015
Dorms Open - 10:00 A.M.	SS	Moore	08/23/15
Meals on Point of Sale System	CA	Gettings	08/23/15
New Student Orientation	INS	Bowser	Refer to Staff Resources Page
First Day of Term	INS	Thompson	08/26/15
First Class Day - Evening	INS	Thompson/Starcevich	08/26/15
Course Adds (5th day of term)	ES/INS	Bowser/Thompson	09/02/15
Course Drops (8th day of term)	ES/INS	Bowser/Thompson	09/09/15
Refunds - 100% of Tuition and Fees	BO	Business Office	09/09/15
First Class Day	INS	Thompson/Deans	08/26/15
2nd Payment Plan Date	BO	Heckart	09/15/15
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/McFarland	09/09/15
On-Line De-Registration Attendance Reporting	INS	Registrar	09/10-14/2015
			Registration Meeting
			12/18/14

