

18/FA	8/27/18 - 11/14/18	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	MIS/BO	Schnoebelen/Mulder	03/19/18
Email Shelle to give the "GO" for Section Building	MIS/BO	Schnoebelen/Mulder	03/19/18
Turn on Section Building Capability	MIS/BO	Schnoebelen/Mulder	03/19/18
Input 18/FA Courses - Datatel	INS	Deans/Dept. Heads	03/26-29/2018
Course Sections Searchable in Web Advisory	MIS	Schnoebelen/Faybik	04/03/18
Orientation Release Date	INS	Thompson/Bowser	04/10/18
Book Entry Dates	BK	Schrage/Worley	09/5-13/18
Book Inquiry Opens	BK	Schrage/Worley	05/03/18
Tuition & Fee Updates	BO/MIS	BO/MIS	04/23/18
Tuition & Fee Updates - After Board Approval	BO/MIS	BO/MIS	07/20/18
Program Payment Plan Dates	BO	Heckart	04/23/18
Unpaid Balance Code Update	MIS	Bowser/Heckart	04/23/18
REGISTRATION 7:30 a.m.	ES/SS/INS	Counselors/Deans/Dept. Heads	04/24/18
Room & Board Assignment	SS	Hartley	06/28/18
Room & Board Charges	BO	Heckart	07/23/18
Online Scholarship Applications-Online (Ottumwa & Centerville)	FD	Henderson	10/01/18
ID System Update	LRC	Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Heckart	07/19/18
Payment in Full	BO	Heckart	09/11/18
Extended Hours for the Bookstore Ott/Cen 7:30 am - 6:00 pm	BK	Schrage/Worley	08/27-29/18
Residence Halls Open - 10:00 A.M.	SS	Hartley	08/26/18
Meals on Point of Sale System	CA	Gettings	08/27/18
New Student Orientation	INS	Bowser	As Scheduled
First Day of Term	INS	Thompson	08/27/18
First Class Day - Evening	INS	Thompson/Starcevich	08/27/18
Course Adds (5th day of term)	ES/INS	Bowser/Thompson	09/04/18
Course Drops (8th day of term)	ES/INS	Bowser/Thompson	09/10/18
Refunds - 100% of Tuition and Fees	BO	Business Office	09/10/18
Bookstore-Last Day to Return	BK	Schrage	09/12/18
First Class Day	INS	Thompson/Deans	08/27/18
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	09/10/18
STAR Closes	INS	Registrar	09/11/18
			Registration Meeting
			12/21/17

