

20/FA	8/31/20 - 11/18/20	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>
RYAT Screens reviewed and approved	MIS/BO	Schnoebelen/Heckart	03/16/20
Email Shelle to give the "GO" for Section Building	MIS/BO	Schnoebelen/Heckart	03/16/20
Turn on Section Building Capability	MIS/BO	Schnoebelen/Heckart	03/16/20
Input 20/FA Courses - Datatel	INS	Deans/Dept. Heads	03/23-03/26/20
Course Sections Searchable in Web Advisor	MIS	Schnoebelen/Henrichs	03/30/20
Orientation Release Date	INS	Thompson/Kelley	04/01/20
Instructors Adopt Books	BK	Schrage/Worley	04/27 - 05/04/20
Book Inquiry Opens	BK	Schrage/Worley	05/11/20
Tuition & Fee Updates	BO/MIS	BO/MIS	04/20/20
Tuition & Fee Updates - After Board Approval	BO/MIS	BO/MIS	05/20/20
Program Payment Plan Dates	BO	Heckart	04/17/20
Unpaid Balance Code Update	BO	Heckart	04/17/20
<b>REGISTRATION 7:30 a.m.</b>	<b>ES/SS/INS</b>	<b>Counselors/Deans/Dept. Heads</b>	<b>04/21/20</b>
Room & Board Assignment	SS	Hartley	07/16/20
Room & Board Charges	BO	Heckart	07/21/20
Online Scholarship Applications-Online (Ottumwa & Centerville)	FD	Henderson	10/01/20
ID System Update	LRC	Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Heckart	07/22/20
Payment in Full	BO	Heckart	09/15/20
<b>Extended Hours for the Bookstore Ott/Cen 7:30 am - 6:00 pm</b>	<b>BK</b>	<b>Schrage/Worley</b>	<b>08/31 - 09/1-3/20</b>
Residence Halls Open - 10:00 A.M.	SS	Hartley	08/29 & 30/20
Meals on Point of Sale System	CA	Gettings	08/31/20
New Student Orientation	INS	Kelley	As Scheduled
First Day of Term	INS	Thompson	08/31/20
First Class Day - Evening	INS	Thompson/Gorden	08/31/20
Course Adds (5th day of term)	ES/INS	Kelley/Thompson	09/08/20
Course Drops (8th day of term)	ES/INS	Kelley/Thompson	09/14/20
Refunds - 100% of Tuition and Fees	BO	Business Office	09/14/20
<b>Bookstore-Last Day to Return</b>	<b>BK</b>	<b>Schrage</b>	<b>09/16/20</b>
First Class Day	INS	Thompson/Deans	08/31/20
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	09/14/20
STAR Closes	INS	Registrar	09/09/20
			<b>Registration Meeting</b>
			12/12/19

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Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	09/28/20
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	10/07/20
Mid-Term	ES/INS	Kelley/Thompson	10/08/20
R2 T4 60% Point	ES	Thornbrugh	10/17/20
Beginning of REGISTRATION - Winter Term	MIS	MIS	10/21/20
Drop with a Grade (end of 10th wk)	ES	Kelley	11/05/20
Student Accounts with Outstanding Fall Balances sent to Collections	BO	Heckart	11/19/20
Graduation -Fall Term	ES	Kelley	11/18/20
			<b>Registration Meeting</b>
			12/12/19