

21/FA	8/30/21 - 11/17/21	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/Heckart	03/15/21
Email Shelle to give the "GO" for Section Building	MIS/BO	Schnoebelen/Heckart	03/15/21
Turn on Section Building Capability	MIS/BO	Schnoebelen/Heckart	03/15/21
Input 21/FA Courses - Datatel	INS	Deans/Dept. Heads	03/22-03/25/21
Course Sections Searchable in Web Advisor	MIS	Schnoebelen/Henrichs	03/29/21
Orientation Release Date	ES	Kelley	04/13/21
Instructors Adopt Books	BK	Schrage/Worley	04/19-26/21
Tuition & Fee Updates	BO/MIS	BO/MIS	04/20/21
Tuition & Fee Updates - After Board Approval	BO/MIS	BO/MIS	05/20/21
Program Payment Plan Dates	BO	Proctor	04/26/21
Unpaid Balance Code Update	BO	Proctor	04/26/21
REGISTRATION 7:30 a.m.	ES/SS/INS	Counselors/Deans/Dept. Heads	04/20/21
Room & Board Assignment	SS	Hartley	07/19/21
Room & Board Charges	BO	Proctor	07/22/21
ID System Update	LRC	Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Prctor	07/22/21
Payment in Full	BO	Proctor	09/14/21
Extended Hours for the Bookstore Ott/Cen 7:30 am - 6:00 pm	BK	Schrage/Worley	08/30 & 31 - 09/1 & 2/21
Residence Halls Open - 10:00 A.M.	SS	Hartley	08/28 & 29/21
Meals on Point of Sale System	CA	Gettings	08/30/21
First Day of Term	INS	Budde	08/30/21
First Class Day - Evening	INS	Budde/Gorden	08/30/21
Course Adds (5th day of term)	ES/INS	Kelley/Budde	09/07/21
Course Drops (8th day of term)	ES/INS	Kelley/Budde	09/13/21
Refunds - 100% of Tuition and Fees	BO	Business Office	09/13/21
Bookstore-Last Day to Return	BK	Schrage	09/15/21
First Class Day	INS	Budde/Deans	08/30/21
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Proctor	09/13/21
STAR Closes	ES	Registrar	09/08/21
			Registration Meeting
			12/10/20

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Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Proctor/Thornbrugh	09/27/21
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Proctor/Thornbrugh	10/06/21
Mid-Term	ES/INS	Kelley/Budde	10/07/21
R2 T4 60% Point	ES	Thornbrugh	10/16/21
Beginning of REGISTRATION - Winter Term	MIS/BO	Schnoebelen/Heckart	10/20/21
Drop with a Grade (end of 10th wk)	ES	Kelley	11/04/21
Student Accounts with Outstanding Fall Balances sent to Collections	BO	Proctor	11/18/21
Graduation -Fall Term	ES	Kelley	11/17/21
			Registration Meeting
			12/10/20