

24/FA	8/26/24 - 11/13/24	REGISTRATION PROCEDURES	INTERNAL USE ONLY
DEPARTMENT LEGEND			
BK = Bookstore		INS = Instruction	
BO = Business Office		MIS = Management Information System	
CA = Culinary Arts Dept.		SS = Student Services	
ES = Enrollment Services			
FA = Financial Assistance			
		INDIVIDUAL	
FUNCTION DESCRIPTION	DEPT	RESPONSIBLE	DATE(S)
RYAT Screens reviewed and approved	MIS/BO	Shannon/Heckart	01/16/24
Input 24/FA Courses - Datatel	INS	Deans/Dept. Heads	03/18-21/24
Course Sections Searchable in Self-Service	MIS	Shannon	03/25/24
Orientation Release Date	ES	Kelley	04/11/24
Instructors Adopt Books	BK	Schrage/Worley	04/15-23/24
Tuition & Fee Updates	BO/MIS	BO/MIS	04/18/24
Tuition & Fee Updates - After Board Approval	BO/MIS	BO/MIS	05/15/24
Payment Plan Dates	BO	Proctor	04/18/24
Unpaid Balance Code Update	BO	Proctor	04/18/24
REGISTRATION OPENS	ES/SS/INS	BO/Deans/Dept. Heads	04/25/24
Room & Board Assignment	SS	Hartley	07/16/24
Room & Board Charges	BO	Proctor	07/18/24
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Proctor	07/18/24
Payment in Full	BO	Proctor	09/10/24
Residence Halls Open	SS	Hartley	08/24-25/24
Meals on Point of Sale System	CA	Gettings	08/26/24
First Day of Term	INS	Budde	08/26/24
First Class - Evening/Weekend/Online	INS	Budde/Gorden	08/26/24
First Class - Day	INS	Budde/Deans	08/26/24
Course Adds (5th day of term)	ES/INS	Kelley/Budde	09/03/24
Course Drops (8th day of term)	ES/INS	Kelley/Budde	09/09/24
Refunds - 100% of Tuition and Fees	BO	Business Office	09/09/24
Bookstore-Last Day to Return	BK	Schrage	09/11/24
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Proctor	09/09/24
STAR Closes	ES	Registrar	09/09/24
Returning Borrower Transmittal	BO/FA	Proctor/Walker	09/16/24
New Borrowers Transmittal	BO/FA	Proctor/Walker	09/24/24
Mid-Term	ES/INS	Kelley/Budde	10/03/24
R2 T4 60% Point	ES	Walker	10/12/24
Beginning of REGISTRATION - Winter Term	MIS/BO	Shannon/Heckart	10/16/24
Withdraw (with a grade of W) (end of 10th wk)	ES	Kelley	10/31/24
Student Accounts sent to Collections	BO	Proctor	11/14/24
			Registration Meeting
			12/12/23