14/SP 02/19/14-05/26/14 REGISTRATION PROCEDU			INTERNAL USE ONLY	
05/15/14 - Last Day of Class 05/26/14 - Last Day of Term				
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)
Input 14/SP Courses - Datatel	INS		Deans/Dept. Heads	12/02/2013-12/05/13
Tuition & Fee Updates	BO/MIS		BO/MIS	01/21/14
New AR Codes to MIS	BO		Heckart	01/21/14
Program Payment Plan Dates	BO		Heckart	01/21/14
Stop Registration Code Update	MIS		Bowser/McFarland	01/21/14
REGISTRATION 7:15 am	ES/SS/INS		Counselors/Deans/Dept. Heads	01/22/14
Counselors; A&S; Technical; Centerville; Service Centers				01/22/14
Room & Board Charges	SS		Heckart	01/21/14
Scholarships/Foundation (Ottumwa & Centerville)	FD		Henderson	02/19/14
ID System Update	LRC		Leffler	Continuous
Bookstore - First day to charge against Financial Aid	BK/BO		Schrage/McFarland	02/12/14
Extended Hours for the Bookstore/Centerville 7:15 am - 6:00 pm	BK		Worley	02/19, 20, 24, 25/14
Extended Hours for the Bookstore/Ottumwa 7:15 am - 6:00 pm	BK		Schrage	02/17-20/14
Dorms Open - 10:00 a.m.	SS		Moore	02/19/14
Meals on Point of Sale System	CA		Hunolt	02/18/14
First Day of Term	INS		Sprouse	02/19/14
First Class Day - Evening/Weekend	INS		Sprouse/Starcevich	02/19/14
Course Adds (5th day of term)	ES/INS		Bowser/Sprouse	02/19/14-02/26/14
Course Drops (8th day of term)	ES/INS		Bowser/Sprouse	02/19/14-03/04/14
Refunds - 100% of Tuition and Fees	BO		Business Office	02/19/14-03/04/14
First Class Day - Day	INS		Sprouse/Deans	02/20/14
New Student Institutional Orientation-1:00-2:00p.m.	INS		Sprouse/Bowser	02/19/14
New Student Departmental Orientation-2:30-4:00 p.m.	INS		Deans/Dept. Heads	02/19/14
				Registration Meeting 1/31/2013

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FUNCTION DESCRIPTION	DEPT		RESPONSIBLE	DATE(S)
Bookstore - Last day to charge against Financial Aid	BK/BO		Schrage/McFarland	03/06/14
On-Line De-Registration Attendance Reporting	INS		Registrar	03/05/14 (7:30 a.m.)
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		McFarland/Bowser	03/19/14
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		McFarland/Bowser	03/28/14
1st Payment Plan Date	BO		Heckart	03/24/14
Student Statements 13/SP Mailed	BO		McFarland	03/27/14
Mid-Term	ES/INS		Bowser/Sprouse	03/31/14
2nd Payment Plan Date - ($20 LATE FEE)	BO		Heckart	04/16/14
R2 T4 60% Point	ES		Bowser	04/15/14
Beginning of REGISTRATION - Summer Term	MIS		MIS	04/22/14
Drop with a Grade (end of 10th wk)	ES		Bowser	05/01/14
Bookstore/Ottumwa - Buy Back Dates	BK		Schrage	05/13-15/14
Bookstore/Centerville - Buy Back Dates	BK		Worley	05/14, 15/14
Graduation Centerville Campus - Spring Term	ES		Lockridge	05/14/14
Graduation Ottumwa Campus - Spring Term	ES		Lockridge	05/15/14
				Registration Meeting 1/31/2013