15/SP 02/19/15-05/25/15	REGISTRATION PROCEDURES		INTERNAL USE ONLY	
05/18/15 - Last Day of Class 05/25/15 - 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)**
RYAT Screens reviewed and approved	IT/BO		Schnoebelen/Mulder	11/03/14
Email Shelle to give the "GO" for Section Building	IT/BO		Schnoebelen/Mulder	11/06/14
Turn on Section Building Capability	IT/BO		Schnoebelen/Mulder	11/10/14
Input 15/SP Courses - Datatel	INS		Deans/Dept. Heads	11/10-13/2014
Book Entry Dates	BK		Schrage/Worley	11/17-24/2014
Book Inquiry Opens	BK		Schrage/Worley	12/01/14
Tuition & Fee Updates	BO/MIS		BO/MIS	01/20/15
New AR Codes to MIS	BO		Heckart	01/20/15
Program Payment Plan Dates	BO		Heckart	01/20/15
Stop Registration Code Update	MIS		Bowser/McFarland	01/20/15
REGISTRATION 7:15 am	ES/SS/INS		Counselors/Deans/Dept. Heads	1/22/2015-02/18/2015
Counselors; A&S; Technical; Centerville; Service Centers				1/22/2015-02/18/2015
Room & Board Assignments	SS		Moore	12/18/14
Room & Board Charges	BO		Heckart	01/20/15
Scholarships/Foundation (Ottumwa & Centerville)	FD		Henderson	01/20/15
ID System Update	LRC		Leffler	Continuous
Bookstore - First day to charge against Student Account	BK/BO		Schrage/McFarland	01/22/15
Extended Hours for the Bookstore/Centerville 7:15 am - 6:00 pm	BK		Worley	02/19, 23-25/15
Extended Hours for the Bookstore/Ottumwa 7:15 am - 6:00 pm	BK		Schrage	02/17-19, 23/15
Payment in Full or 1st Payment Date	BO		Heckart	02/05/15
Dorms Open - 10:00 a.m.	SS		Moore	02/19/15
Meals on Point of Sale System	CA		Gettings	02/19/15
First Day of Term	INS		Thompson	02/19/15
First Class Day - Evening/Weekend	INS		Thompson/Starcevich	02/19/15
Course Adds (5th day of term)	ES/INS		Bowser/Thompson	02/19/15-02/26/15
Course Drops (8th day of term)	ES/INS		Bowser/Thompson	02/19/15-03/04/15
Refunds - 100% of Tuition and Fees	BO		Business Office	02/19/15-03/04/15
First Class Day - Day	INS		Thompson/Deans	02/23/15
New Student Institutional Orientation-12:00 p.m.	INS		Thompson/Bowser	02/19/15
				Registration Meeting 1/30/2014

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FUNCTION DESCRIPTION	**DEPT**		**RESPONSIBLE**	**DATE(S)**
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/McFarland	03/09/15
On-Line De-Registration Attendance Reporting	INS		Registrar	03/05-10/2015
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		McFarland/Bowser	03/19/15
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		McFarland/Bowser	03/31/15
2nd Payment Plan Date	BO		Heckart	03/05/15
Mid-Term	ES/INS		Bowser/Thompson	03/31/15
3rd/Final Payment Plan Date	BO		Heckart	04/05/15
R2 T4 60% Point	ES		Bowser	04/15/15
Beginning of REGISTRATION - Summer Term	MIS		MIS	04/21/15
Drop with a Grade (end of 10th wk)	ES		Bowser	05/04/15
Bookstore/Ottumwa - Buy Back Dates	BK		Schrage	05/13-14, 18/15
Bookstore/Centerville - Buy Back Dates	BK		Worley	05/14, 18/15
Graduation Centerville Campus - Spring Term	ES		Kelley	05/14/15
Graduation Ottumwa Campus - Spring Term	ES		Kelley	05/18/15
				Registration Meeting 1/30/2014