16/SP 02/22/16-05/30/16 REGISTRATION PROCEDURES			INTERNAL USE ONLY	
05/17/16 - Last Day of Class 05/30/16 - 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	11/02/15
Email Shelle to give the "GO" for Section Building	IT/BO		Schnoebelen/Mulder	11/03/15
Turn on Section Building Capability	IT/BO		Schnoebelen/Mulder	11/09/15
Input 16/SP Courses - Datatel	INS		Deans/Dept. Heads	11/09/2015-11/12/2015
Book Entry Dates	BK		Schrage/Worley	11/17/2015-11/24/2015
Book Inquiry Opens	BK		Schrage/Worley	12/01/15
Tuition & Fee Updates	BO/MIS		BO/MIS	01/20/16
New AR Codes to MIS	BO		Heckart	01/20/16
Program Payment Plan Dates	BO		Heckart	01/20/16
Stop Registration Code Update	MIS		Bowser/McFarland	01/20/16
REGISTRATION 7:15 am	ES/SS/INS		Counselors/Deans/Dept. Heads	01/21/16
Counselors; A&S; Technical; Centerville; Service Centers				01/21/16
Room & Board Assignments	SS		Moore	12/17/15
Room & Board Charges	BO		Heckart	01/20/16
Scholarships/Foundation (Ottumwa & Centerville)	FD		Henderson	06/02/16
ID System Update	LRC		Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO		Schrage/McFarland	01/21/16
Extended Hours for the Bookstore/Centerville 7:15 am - 6:00 pm	BK		Worley	02/22, 23, 24, 25/2016
Extended Hours for the Bookstore/Ottumwa 7:15 am - 6:00 pm	BK		Schrage	02/22, 23, 24, 25/2016
Payment in Full or 1st Payment Date	BO		Heckart	02/05/16
Dorms Open - 10:00 a.m.	SS		Moore	02/22/16
Meals on Point of Sale System	CA		Gettings	02/22/16
First Day of Term	INS		Thompson	02/22/16
First Class Day - Evening/Weekend	INS		Thompson/Starcevich	02/22/16
Course Adds (5th day of term)	ES/INS		Bowser/Thompson	02/22/2016-02/29/2016
Course Drops (8th day of term)	ES/INS		Bowser/Thompson	03/03/16
Refunds - 100% of Tuition and Fees	BO		Business Office	03/03/16
First Class Day - Day	INS		Thompson/Deans	02/23/16
New Student Institutional Orientation	INS		Thompson/Bowser	Refer to Staff Resources Page
				Registration Meeting
				12/18/14

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FUNCTION DESCRIPTION	**DEPT**		**RESPONSIBLE**	**DATE(S)**
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/McFarland	03/03/16
On-Line De-Registration Attendance Reporting	INS		Registrar	03/07-09/2016
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		McFarland/Thornbrugh	03/18/16
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		McFarland/Thornbrugh	03/30/16
2nd Payment Plan Date	BO		Heckart	03/05/16
Mid-Term	ES/INS		Bowser/Thompson	03/30/16
3rd/Final Payment Plan Date	BO		Heckart	04/05/16
R2 T4 60% Point	ES		Thornbrugh	04/14/16
Beginning of REGISTRATION - Summer Term	MIS		MIS	04/19/16
Drop with a Grade (end of 10th wk)	ES		Bowser	05/02/16
Bookstore/Ottumwa - Buy Back Dates	BK		Schrage	05/12, 16, 17/2016
Bookstore/Centerville - Buy Back Dates	BK		Worley	05/16, 17/2016
Student Accounts with Outstanding Spring Balances Sent to Collections	BO		Heckart	05/18/16
Graduation Centerville Campus - Spring Term	ES		Kelley	05/16/16
Graduation Ottumwa Campus - Spring Term	ES		Kelley	05/17/16
				Registration Meeting
				12/18/14