19/SP 02/20/19-05/16/19 REGISTRATION PROCEDURES			INTERNAL USE ONLY	
05/16/19 - Last Day of Class 05/27/19 - 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	MIS/BO		Schnoebelen/Mulder	10/22/18
Email Shelle to give the "GO" for Section Building	MIS/BO		Schnoebelen/Mulder	10/22/18
Turn on Section Building Capability	MIS/BO		Schnoebelen/Mulder	10/22/18
Input 19/SP Courses - Datatel	INS		Deans/Dept. Heads	10/29-11/01/18
Course Sections Searchable in Web Advisor	MIS		Schnoebelen/Faybik	11/06/18
Book Entry Dates	BK		Schrage/Worley	11/20-28/18
Book Inquiry Opens	BK		Schrage/Worley	12/17/18
Orientation Release Date	INS		Thompson/Bowser	01/08/19
Tuition & Fee Updates	BO/MIS		BO/MIS	01/21/19
Program Payment Plan Dates	BO		Heckart	01/21/19
Unpaid Balance Code Update	MIS		Bowser/Heckart	01/21/19
REGISTRATION 7:30 am	ES/SS/INS		Counselors/Deans/Dept. Heads	01/22/19
Room & Board Assignments	SS		Hartley	01/15/19
Room & Board Charges	BO		Heckart	01/21/19
ID System Update	LRC		Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO		Schrage/Heckart	01/22/19
Extended Hours for the Bookstore/Centerville 7:30 am - 6:00 pm	BK		Schrage/Worley	02/20-21, 25-26/19
Payment in Full	BO		Heckart	03/06/19
Residence Halls Open - 10:00 a.m.	SS		Hartley	02/20/19
Meals on Point of Sale System	CA		Gettings	02/20/19
First Day of Term	INS		Thompson	02/20/19
First Class Day - Evening/Weekend	INS		Thompson/Starcevich	02/20/19
Course Adds (5th day of term)	ES/INS		Bowser/Thompson	02/27/19
Course Drops (8th day of term)	ES/INS		Bowser/Thompson	03/05/19
Refunds - 100% of Tuition and Fees	BO		Business Office	03/05/19
2nd Scholarship Deadline	FD		Henderson	03/21/19
First Class Day - Day	INS		Thompson/Deans	02/21/19
				Registration Meeting
				12/21/17

19/SP 02/20/19-05/16/19 REGISTRATION PROCEDURES			**INTERNAL USE ONLY**	
05/17/18 - Last Day of Class 05/28/18 - 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)**
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Heckart	03/05/19
Bookstore - Last Day to Return	BK		Schrage/Worley	03/07/19
STAR Closes	INS		Registrar	03/05/19
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		Heckart/Thornbrugh	03/20/19
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		Heckart/Thornbrugh	03/29/19
Mid-Term	ES/INS		Bowser/Thompson	04/08/19
R2 T4 60% Point	ES		Thornbrugh	04/15/19
Beginning of REGISTRATION - Summer Term	MIS		MIS	04/18/19
Drop with a Grade (end of 10th wk)	ES		Bowser	05/02/19
Bookstore/Ottumwa - Buy Back Dates	BK		Schrage	05/14-16/19
Bookstore/Centerville - Buy Back Dates	BK		Worley	05/15-16/19
Student Accounts with Outstanding Spring Balances Sent to Collections	BO		Heckart	05/20/19
Graduation Centerville Campus - Spring Term	ES		Kelley	05/15/19
Graduation Ottumwa Campus - Spring Term	ES		Kelley	05/16/19
				Registration Meeting
				12/21/17