21/SP 02/24/21-05/20/21	REGISTRATION PROCEDURES		INTERNAL USE ONLY	
05/20/21 - Last Day of Class 05/31/21 - 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/Heckart	10/19/20
Email Shelle to give the "GO" for Section Building	MIS/BO		Schnoebelen/Heckart	10/19/20
Turn on Section Building Capability	MIS/BO		Schnoebelen/Heckart	10/19/20
Input 21/SP Courses - Datatel	INS		Deans/Dept. Heads	10/26-29/20
Course Sections Searchable in Web Advisor	MIS		Schnoebelen/Henrichs	11/02/20
Instructors Adopt Books	BK		Schrage/Worley	11/30 - 12/7/20
Book Inquiry Opens	BK		Schrage/Worley	01/04/21
Orientation Release Date	INS		Thompson/Kelley	01/13/21
Tuition & Fee Updates	BO/MIS		BO/MIS	01/26/21
Program Payment Plan Dates	BO		Heckart	01/26/21
Unpaid Balance Code Update	BO		Heckart	01/26/21
REGISTRATION 7:30 am	ES/SS/INS		Counselors/Deans/Dept. Heads	01/27/21
Room & Board Assignments	SS		Hartley	01/20/21
Room & Board Charges	BO		Heckart	01/25/21
ID System Update	LRC		Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO		Schrage/Heckart	01/27/21
Extended Hours for the Bookstore/Centerville 7:30 am - 6:00 pm	BK		Schrage/Worley	02/24, 25 03/1 & 2/21
Payment in Full	BO		Heckart	03/10/21
Residence Halls Open - 10:00 a.m.	SS		Hartley	02/24/21
Meals on Point of Sale System	CA		Gettings	02/24/21
First Day of Term	INS		Thompson	02/24/21
First Class Day - Evening/Weekend	INS		Thompson/Gorden	02/24/21
Course Adds (5th day of term)	ES/INS		Kelley/Thompson	03/03/21
Course Drops (8th day of term)	ES/INS		Kelley/Thompson	03/09/21
Refunds - 100% of Tuition and Fees	BO		Business Office	03/09/21
2nd Scholarship Deadline	FD		Henderson	03/18/21
First Class Day - Day	INS		Thompson/Deans	02/25/21
				Registration Meeting
				12/12/19

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FUNCTION DESCRIPTION	**DEPT**		**RESPONSIBLE**	**DATE(S)**
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Heckart	03/09/21
Bookstore - Last Day to Return	BK		Schrage/Worley	03/11/21
STAR Closes	INS		Registrar	03/04/21
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		Heckart/Thornbrugh	03/24/21
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		Heckart/Thornbrugh	04/02/21
Mid-Term	ES/INS		Kelley/Thompson	04/05/21
R2 T4 60% Point	ES		Thornbrugh	04/12/21
Beginning of REGISTRATION - Summer Term	MIS		MIS	04/20/21
Drop with a Grade (end of 10th wk)	ES		Kelley	04/29/21
Student Accounts with Outstanding Spring Balances Sent to Collections	BO		Heckart	05/24/21
Graduation Centerville Campus - Spring Term	ES		Kelley	05/12/21
Graduation Ottumwa Campus - Spring Term	ES		Kelley	05/13/21
				Registration Meeting
				12/12/19