22/SP 02/23/22-05/19/22 REGISTRATION PROCEDURES			INTERNAL USE ONLY	
05/19/22 - Last Day of Class 05/30/22 - 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	10/18/21
Email Shelle to give the "GO" for Section Building	MIS/BO		Schnoebelen/Heckart	10/18/21
Turn on Section Building Capability	MIS/BO		Schnoebelen/Heckart	10/18/21
Input 22/SP Courses - Datatel	INS		Deans/Dept. Heads	10/25-28/21
Course Sections Searchable in Web Advisor	MIS		Schnoebelen/Henrichs	11/01/21
Instructors Adopt Books	BK		Schrage/Worley	11/29 - 12/6/21
Orientation Release Date	ES		Kelley	01/11/22
Tuition & Fee Updates	BO/MIS		BO/MIS	01/24/22
Program Payment Plan Dates	BO		Proctor	01/24/22
Unpaid Balance Code Update	BO		Proctor	01/24/22
REGISTRATION 7:30 am	ES/SS/INS		Counselors/Deans/Dept. Heads	01/25/22
Room & Board Assignments	SS		Hartley	01/19/22
Room & Board Charges	BO		Proctor	01/24/22
ID System Update	LRC		Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO		Schrage/Proctor	01/25/22
Extended Hours for the Bookstore/Centerville 7:30 am - 6:00 pm	BK		Schrage/Worley	02/23, 24, 28 and 03/1 & 2/22
Payment in Full	BO		Proctor	03/09/22
Residence Halls Open - 10:00 a.m.	SS		Hartley	02/22/22
Meals on Point of Sale System	CA		Gettings	02/23/22
First Day of Term	INS		Budde	02/23/22
First Class Day - Evening/Weekend	INS		Budde/Gorden	02/23/22
Course Adds (5th day of term)	ES/INS		Proctor/Budde	03/02/22
Course Drops (8th day of term)	ES/INS		Proctor/Budde	03/08/22
Refunds - 100% of Tuition and Fees	BO		Business Office	03/08/22
2nd Scholarship Deadline & Tom Arnold Essay Deadline	FD		Henderson	03/17/22
First Class Day - Day	INS		Budde/Deans	02/24/22
				Registration Meeting
				12/10/20

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FUNCTION DESCRIPTION	**DEPT**		**RESPONSIBLE**	**DATE(S)**
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Proctor	03/08/22
Bookstore - Last Day to Return	BK		Schrage/Worley	03/10/22
STAR Closes	ES		Registrar	03/03/22
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		Proctor/Thornbrugh	03/23/22
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		Proctor/Thornbrugh	04/01/22
Mid-Term	ES/INS		Kelley/Budde	04/11/22
R2 T4 60% Point	ES		Thornbrugh	04/17/22
Beginning of REGISTRATION - Summer Term	MIS/BO		Schnoebelen/Heckart	04/28/22
Drop with a Grade (end of 10th wk)	ES		Kelley	05/05/22
Student Accounts with Outstanding Spring Balances Sent to Collections	BO		Proctor	05/23/22
Graduation Centerville Campus - Spring Term	ES		Kelley	05/18/22
Graduation Ottumwa Campus - Spring Term	ES		Kelley	05/19/22
				Registration Meeting
				12/10/20