23/SP 02/22/23-05/22/23 REGISTRATION PROCEDURES			INTERNAL USE ONLY	
05/22/23 - Last Day of Class 05/29/23 - 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	10/17/22
Email Shelle to give the "GO" for Section Building	MIS/BO		Schnoebelen/Heckart	10/17/22
Turn on Section Building Capability	MIS/BO		Schnoebelen/Heckart	10/17/22
Input 23/SP Courses - Datatel	INS		Deans/Dept. Heads	10/25-28/22
Course Sections Searchable in Web Advisor	MIS		Schnoebelen	10/31/22
Instructors Adopt Books	BK		Schrage/Worley	12/05-12/22
Orientation Release Date	ES		Kelley	01/10/23
Tuition & Fee Updates	BO/MIS		BO/MIS	01/23/23
Program Payment Plan Dates	BO		Proctor	01/23/23
Unpaid Balance Code Update	BO		Proctor	01/23/23
REGISTRATION 7:30 am	ES/SS/INS		Counselors/Deans/Dept. Heads	01/24/23
Room & Board Assignments	SS		Hartley	01/19/23
Room & Board Charges	BO		Proctor	01/23/23
Bookstore - First day to charge against Student Account	BK/BO		Schrage/Proctor	01/24/23
Extended Hours for the Bookstore Ottumwa 7:30 am - 6:00 pm	BK		Schrage	02/22, 23, 27/23
Payment in Full	BO		Proctor	03/08/23
Residence Halls Open - 10:00 a.m.	SS		Hartley	02/22/23
Meals on Point of Sale System	CA		Gettings	02/22/23
First Day of Term	INS		Budde	02/22/23
First Class Day - Evening/Weekend/Online	INS		Budde/Gorden	02/22/23
Course Adds (5th day of term)	ES/INS		Proctor/Budde	03/01/23
Course Drops (8th day of term)	ES/INS		Proctor/Budde	03/07/23
Refunds - 100% of Tuition and Fees	BO		Business Office	03/07/23
2nd Scholarship Deadline & Tom Arnold Essay Deadline	FD		Henderson	03/16/23
First Class Day - Day	INS		Budde/Deans	02/23/23
				Registration Meeting
				12/08/21

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FUNCTION DESCRIPTION	**DEPT**		**RESPONSIBLE**	**DATE(S)**
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Proctor	03/07/23
Bookstore - Last Day to Return	BK		Schrage/Worley	03/09/23
STAR Closes	ES		Registrar	03/08/23
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		Proctor/Thornbrugh	03/22/23
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		Proctor/Thornbrugh	03/31/23
Mid-Term	ES/INS		Kelley/Budde	04/10/23
R2 T4 60% Point	ES		Thornbrugh	04/20/23
Beginning of REGISTRATION - Summer Term	MIS/BO		Schnoebelen/Heckart	04/24/23
Withdraw (with a grade of W) (end of 10th wk)	ES		Kelley	05/04/23
Student Accounts with Outstanding Spring Balances Sent to Collections	BO		Proctor	05/22/23
Graduation Centerville Campus - Spring Term	ES		Kelley	05/17/23
Graduation Ottumwa Campus - Spring Term	ES		Kelley	05/18/23
				Registration Meeting
				12/08/21