

25/SP	02/19/25-05/15/25	REGISTRATION PROCEDURES	INTERNAL USE ONLY
05/15/25 - Last Day of Class		05/26/25 - Last Day of Term	
<b>DEPARTMENT LEGEND</b>			
<b>BK = Bookstore</b>	<b>INS = Instruction</b>		
<b>BO = Business Office</b>	<b>MIS = Management Information System</b>		
<b>CA = Culinary Arts Dept.</b>	<b>SS = Student Services</b>		
<b>ES = Enrollment Services</b>			
<b>FA = Financial Assistance</b>			
			<b>INDIVIDUAL</b>
<b>FUNCTION DESCRIPTION</b>	<b>DEPT</b>	<b>RESPONSIBLE</b>	<b>DATE(S)</b>
RYAT Screens reviewed and approved	MIS/BO	Shannon/Heckart	10/09/24
Input 25/SP Courses - Datatel	INS	Deans/Dept. Heads	10/21-24/24
Course Sections Searchable in Self-Service	MIS	Shannon	10/28/24
Instructors Adopt Books	BK	Schrage/Worley	12/02-10/24
Orientation Release Date	ES	Kelley	01/07/25
Payment Plan Dates	BO	Proctor	01/20/25
Unpaid Balance Code Update	BO	Proctor	01/20/25
<b>REGISTRATION OPENS</b>	ES/SS/INS	BO/Deans/Dept. Heads	01/21/25
Room & Board Assignments	SS	Hartley	01/16/25
Room & Board Charges	BO	Proctor	01/20/25
Bookstore - First day to charge against Student Account	BK/BO	Schrage/Proctor	01/21/25
Payment in Full	BO	Proctor	03/05/25
Residence Halls Open	SS	Hartley	02/19/25
Meals on Point of Sale System	CA	Gettings	02/19/25
First Day of Term	INS	Budde	02/19/25
First Class - Evening/Weekend/Online	INS	Budde/Gorden	02/19/25
First Class - Day	INS	Budde/Deans	02/20/25
Course Adds (5th day of term)	ES/INS	Proctor/Budde	02/26/25
Course Drops (8th day of term)	ES/INS	Proctor/Budde	03/04/25
Refunds - 100% of Tuition and Fees	BO	Business Office	03/04/25
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Proctor	03/04/25
Bookstore - Last Day to Return	BK	Schrage/Worley	03/06/25
STAR Closes	ES	Registrar	03/04/25
Returning Borrower Transmittal	BO/FA	Proctor/Walker	03/11/25
New Borrowers Transmittal	BO/FA	Proctor/Walker	03/20/25
Mid-Term	ES/INS	Kelley/Budde	03/31/25
R2 T4 60% Point	ES	Walker	04/15/25
Beginning of REGISTRATION - Summer Term	MIS/BO	Shannon/Heckart	04/22/25
Withdraw (with a grade of W) (end of 10th wk)	ES	Kelley	05/01/25
Student Accounts Sent to Collections	BO	Proctor	05/19/25
Graduation Centerville Campus - Spring Term	ES	Kelley	05/14/25
Graduation Ottumwa Campus - Spring Term	ES	Kelley	05/15/25
			<b>Registration Meeting</b>
			12/12/23