

14/SU	05/27/14-08/25/14	REGISTRATION PROCEDURES	INTERNAL USE ONLY
08/14/14 - Last Day of Class		08/25/14 - Last Day of Term	First Session 05/27/14-07/03/14, Second Session 07/08/14-08/14/14
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	
FUNCTION DESCRIPTION		DEPT	INDIVIDUAL RESPONSIBLE DATE(S)
Refunds - 100% of Tuition and Fees - 14/S1		BO	Business Office 05/27/14-06/02/14
Course Adds (5th day of term)-14/SU		ES/INS	Bowser/Sprouse 05/27/14-06/03/14
Course Drops (8th day of term)-14/SU		ES/INS	Bowser/Sprouse 05/27/14-06/09/14
Refunds - 100% of Tuition and Fees - 14/SU		BO	Business Office 05/27/14-06/09/14
First Class Day - Day - 14/S1 & 14/SU		INS	Sprouse/Deans 05/28/14
On-Line De-Registration Attendance Reporting (S1)		INS	Registrar 06/03/14 (7:30 a.m.)
Bookstore - Last day to charge against Financial Aid		BK/BO	Schrage/McFarland 06/11/14
Bookstore - Last day to charge against Financial Aid (2nd Session)		BK/BO	Schrage/McFarland 07/09/14
On-Line De-Registration Attendance Reporting - 14/SU		INS	Registrar 06/10/14 (7:30 a.m.)
1st Payment Plan Date		BO	Heckart 06/26/14
Drop with a Grade (end of 5th wk) - 14/S1		ES	Bowser 06/26/14
Student Statements 14/SU Mailed		BO	McFarland 07/02/14
Mid-Term		ES/INS	Bowser/Sprouse 07/03/14
Financial Assistance Grant Funds/Returning Borrower Distribution		BO/FA	McFarland/Bowser 06/24/14
Direct Loan Distribution(30 days)-New Borrowers		BO/FA	McFarland/Bowser 07/03/14
First Day of Term 14/S2-2nd Session		INS	Sprouse 07/08/14
First Class Day - Evening -14/S2		INS	Sprouse/Starcevich 07/08/14
First Class Day - Day - 14/S2		INS	Sprouse/Deans 07/08/14
Refunds - 100% of Tuition and Fees - 14/S2		BO	Business Office 07/08/14-07/14/14
Course Adds (3rd day of term)-14/S2		ES/INS	Bowser/Sprouse 07/08/14-07/10/14
Course Drops (4th day of term)-14/S2		ES/INS	Bowser/Sprouse 07/08/14-07/14/14
R2 T4 60% Point - 14/SU		ES	Bowser 07/14/14
On-Line De-Registration Attendance Reporting (S2)		INS	Registrar 07/15-16/14
2nd Payment Plan Date - (\$20 LATE FEE)		BO	Heckart 07/17/14
Drop with a Grade (end of 10th wk) - 14/SU		ES	Bowser 07/31/14
Drop with a Grade (end of 5th wk) - 14/S2		ES	Bowser 08/07/14
R2 T4 60% Point - 14/S2		ES	Bowser 07/30/14
Bookstore/Ottumwa - Buy Back Dates		BK	Schrage 08/13, 14/14
Bookstore/Centerville - Buy Back Dates		BK	Worley 08/14/14
Graduation-Summer Term		ES	Lockridge 08/14/14
			Registration Meeting 1/31/2013