15/SU 05/26/15-08/25/15	REGISTRATION PROCEDURES		INTERNAL USE ONLY
08/13/15 - Last Day of Class 08/25/15 - Last Day of Term	First Session 05/26/15-07/02/15, Second Session 07/07/15-08/13/15		
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	IT/BO	Schnoebelen/Mulder	02/16/15
Email Shelle to give the "GO" for Section Building	IT/BO	Schnoebelen/Mulder	02/19/15
Turn on Section Building Capability	IT/BO	Schnoebelen/Mulder	02/23/15
Input 15/SU, 15/S1, 15/S2 Courses - Datatel	INS	Deans/Dept. Heads	02/23-26/2015
Input 15/FA Courses - Datatel	INS	Deans/Dept. Heads	03/09/15-03/12/15
Book Entry Dates	BK	Schrage/Worley	03/2-9/2015
Book Inquiry Opens	BK	Schrage/Worley	03/16/15
Tuition & Fee Updates	BO/MIS	BO/MIS	04/16/15
New AR Codes to MIS	BO	Heckart	04/16/15
Program Payment Plan Dates	BO	Heckart	04/16/15
Stop Registration Code Update	MIS	Bowser/Heckart	04/16/15
ID System Update	LRC	Leffler	Continuous
Room & Board Assignments	SS	Moore	03/27/15
Room & Board Charges	BO	Heckart	04/16/15
REGISTRATION-SUMMER TERM 7:15 a.m.	ES/SS/INS	Counselors/Deans/Dept. Heads	4/21/2015-05/26/2015
Counselors, A&S; Technical; Centerville; Service Centers			4/21/2015-05/26/2015
REGISTRATION-15/FA 7:15 a.m.	ES/SS/INS	Counselors/Deans/Dept. Heads	5/7/2015-08/25/2015
Counselors, A&S; Technical; Centerville; Service Centers			5/7/2015-08/25/2015
Bookstore - First day to charge against Student Account	BK/BO	Schrage/McFarland	04/21/15
Scholarships/Foundation (Ottumwa & Centerville)	FD	Henderson	04/21/15
Extended Hours for the Bookstore/Ottumwa - 15/SU 7:15 am - 6:00 pm	BK	Schrage	05/14, 18, 26-27/15
Extended Hours for the Bookstore/Centerville - 15/SU 7:15 am - 6:00 pm	BK	Worley	05/26-28/15 & 06/01/15
Payment in Full or 1st Payment Date	BO	Heckart	05/05/15
Dorms Open - 10 a.m.	SS	Moore	05/26/15
Meals on Point of Sale System	CA	Gettings	05/26/15
First Day of Term 15/SU & 1st Half	INS	Thompson	05/26/15
First Class Day - Evening - 15/SU & 1st Half	INS	Thompson/Starcevich	05/26/15
New Student Institutional Orientation-12:00 p.m.	INS	Thompson/Bowser	05/26/15
Course Adds (3rd day of term)-1st Half	ES/INS	Bowser/Thompson	05/26/15-05/28/15
			Registration Meeting 1/30/2014

15/SU 05/26/15-08/25/15 REGISTRATION PROCEDURES			INTERNAL USE ONLY
08/13/15 - Last Day of Class 08/25/15 - Last Day of Term		First Session 05/26/15-07/02/15, Second Session 07/07/15-08/13/15	
DEPARTMENT LEGEND			
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		INDIVIDUAL	
FUNCTION DESCRIPTION	**DEPT**	**RESPONSIBLE**	**DATE(S)**
Course Drops (4th day of term)-1st Half	ES/INS	Bowser/Thompson	05/26/15-06/01/15
R2 T4 60% Point - 15/S1	ES	Bowser	06/22/15
Refunds - 100% of Tuition and Fees - 15/S1	BO	Business Office	05/26/15-06/01/15
Course Adds (5th day of term)-15/SU	ES/INS	Bowser/Thompson	05/26/15-06/02/15
Course Drops (8th day of term)-15/SU	ES/INS	Bowser/Thompson	05/26/15-06/08/15
Refunds - 100% of Tuition and Fees - 15/SU	BO	Business Office	05/26/15-06/08/15
First Class Day - Day -15/SU & 1st Half	INS	Thompson/Deans	05/27/15
On-Line De-Registration Attendance Reporting (1st Half)	INS	Registrar	06/09-11/2015
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/McFarland	06/10/15
On-Line De-Registration Attendance Reporting - 15/SU	INS	Registrar	06/09-11/2015
2nd Payment Plan Date	BO	Heckart	06/05/15
Drop with a Grade (end of 5th wk) - 15/S1	ES	Bowser	06/25/15
Mid-Term	ES/INS	Bowser/Thompson	07/02/15
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	McFarland/Bowser	06/23/15
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	McFarland/Bowser	07/02/15
Bookstore - Summer 2 Charges Begin	BK/BO	Schrage/McFarland	07/07/15
First Day of Term 2nd Half	INS	Thompson	07/07/15
First Class Day - Evening -2nd Half	INS	Thompson/Starcevich	07/07/15
First Class Day - Day - 2nd Half	INS	Thompson/Deans	07/07/15
Bookstore - Summer 2 Charges End	BK/BO	Schrage/McFarland	07/14/15
Refunds - 100% of Tuition and Fees - 2nd Half	BO	Business Office	07/07/15-07/13/15
Course Adds (3rd day of term)-2nd Half	ES/INS	Bowser/Thompson	07/07/15-07/09/15
Course Drops (4th day of term)-2nd Half	ES/INS	Bowser/Thompson	07/07/15-07/13/15
R2 T4 60% Point - 15/SU	ES	Bowser	07/13/15
On-Line De-Registration Attendance Reporting (S2)	INS	Registrar	07/14-15/15
3rd/Final Payment Plan Date	BO	Heckart	07/05/15
Drop with a Grade (end of 10th wk) - Summer	ES	Bowser	07/30/15
Drop with a Grade (end of 5th wk) - 2nd Half	ES	Bowser	08/06/15
R2 T4 60% Point - 15/S2	ES	Bowser	07/29/15
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	08/12, 13/15
Bookstore/Centerville - Buy Back Dates	BK	Worley	08/13/15
Graduation-Summer Term	ES	Kelley	08/13/15
			Registration Meeting 1/30/2014