

16/SU	05/31/16-08/25/16	REGISTRATION PROCEDURES		INTERNAL USE ONLY
08/18/16 - Last Day of Class		08/25/16 - Last Day of Term	First Half 05/26/16-07/11/16, Second Half 07/12/16-08/18/16	
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)
Course Drops (4th day of term)-1st Half	ES/INS		Bowser/Thompson	06/06/16
R2 T4 60% Point - 16/S1	ES		Thornbrugh	06/27/16
Refunds - 100% of Tuition and Fees - 16/S1	BO		Business Office	06/06/16
Course Adds (5th day of term)-16/SU	ES/INS		Bowser/Thompson	06/07/16
Course Drops (8th day of term)-16/SU	ES/INS		Bowser/Thompson	06/13/16
Refunds - 100% of Tuition and Fees - 16/SU	BO		Business Office	06/13/16
First Class Day - Day -16/SU & 1st Half	INS		Thompson/Deans	06/01/16
On-Line De-Registration Attendance Reporting (1st Half)	INS		Registrar	06/14-16/2016
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/McFarland	06/13/16
On-Line De-Registration Attendance Reporting - 16/SU	INS		Registrar	06/14-16/2016
2nd Payment Plan Date	BO		Heckart	06/05/16
Drop with a Grade (end of 5th wk) - 16/S1	ES		Bowser	06/28/16
Mid-Term	ES/INS		Bowser/Thompson	07/11/16
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		McFarland/Thornbrugh	06/28/16
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		McFarland/Thornbrugh	07/07/16
Bookstore - Summer 2 Charges Begin	BK/BO		Schrage/McFarland	07/06/16
First Day of Term 2nd Half	INS		Thompson	07/12/16
First Class Day - Evening -2nd Half	INS		Thompson/Starcevich	07/12/16
First Class Day - Day - 2nd Half	INS		Thompson/Deans	07/12/16
Bookstore - Summer 2 Charges End	BK/BO		Schrage/McFarland	07/18/16
Refunds - 100% of Tuition and Fees - 2nd Half	BO		Business Office	07/18/16
Course Adds (3rd day of term)-2nd Half	ES/INS		Bowser/Thompson	07/14/16
Course Drops (4th day of term)-2nd Half	ES/INS		Bowser/Thompson	07/18/16
R2 T4 60% Point - 16/SU	ES		Thornbrugh	07/18/16
On-Line De-Registration Attendance Reporting (S2)	INS		Registrar	07/19/16
3rd/Final Payment Plan Date	BO		Heckart	07/05/16
Drop with a Grade (end of 10th wk) - Summer	ES		Bowser	08/03/16
Drop with a Grade (end of 5th wk) - 2nd Half	ES		Bowser	08/16/16
R2 T4 60% Point - 16/S2	ES		Thornbrugh	08/03/16
Bookstore/Ottumwa - Buy Back Dates	BK		Schrage	08/17, 18/2016
Bookstore/Centerville - Buy Back Dates	BK		Worley	08/18/16
Student Accounts with Outstanding Summer Balances Sent to Collections	BO		Heckart	08/22/16
Graduation-Summer Term	ES		Kelley	08/18/16
				Registration Meeting
				12/18/14