



<b>19/SU</b>	<b>05/28/19-08/25/19</b>	<b>REGISTRATION PROCEDURES</b>	<b>INTERNAL USE ONLY</b>
	<b>08/15/19 - Last Day of Class</b>	<b>08/25/19 - Last Day of Term</b>	<b>First Half 05/28/19-07/08/19, Second Half 07/09/19-08/15/19</b>
<b>DEPARTMENT LEGEND</b>			
<b>BK = Bookstore</b>	<b>FD = IHCC Foundation</b>		
<b>BO = Business Office</b>	<b>INS = Instruction</b>		
<b>CA = Culinary Arts Dept.</b>	<b>LRC = Learning Resource Center</b>		
<b>ES = Enrollment Services</b>	<b>MIS = Management Information System</b>		
<b>FA = Financial Assistance</b>	<b>SS = Student Services</b>		
		<b>INDIVIDUAL</b>	
<b>FUNCTION DESCRIPTION</b>	<b>DEPT</b>	<b>RESPONSIBLE</b>	<b>DATE(S)</b>
Course Drops (4th day of term)-1st Half	ES/INS	Bowser/Thompson	06/03/19
R2 T4 60% Point - 1st Half	ES	Thornbrugh	06/24/19
Refunds - 100% of Tuition and Fees - 1st Half	BO	Business Office	06/03/19
Course Adds (5th day of term)-19/SU	ES/INS	Bowser/Thompson	06/04/19
Course Drops (8th day of term)-19/SU	ES/INS	Bowser/Thompson	06/10/19
Refunds - 100% of Tuition and Fees - 19/SU	BO	Business Office	06/10/19
First Class Day - Day -19/SU & 1st Half	INS	Thompson/Deans	05/29/19
STAR First Half Closes	INS	Registrar	06/11/19
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Heckart	06/10/19
Bookstore - Last Day to Return	BK	Schrage/Worley	06/12/19
Drop with a Grade (end of 5th wk) - 1st Half	ES	Bowser	07/01/19
Mid-Term	ES/INS	Bowser/Thompson	07/08/19
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	06/24/19
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	07/08/19
Bookstore - Summer 2nd Half Charges Begin	BK/BO	Schrage/Heckart	07/08/19
First Day of Term 2nd Half	INS	Thompson	07/09/19
First Class Day - Evening -2nd Half	INS	Thompson/Starceovich	07/09/19
First Class Day - Day - 2nd Half	INS	Thompson/Deans	07/09/19
Bookstore - Summer 2nd Half Charges End	BK/BO	Schrage/Heckart	07/11/19
Refunds - 100% of Tuition and Fees - 2nd Half	BO	Business Office	07/15/19
Course Adds (3rd day of term)-2nd Half	ES/INS	Bowser/Thompson	07/11/19
Course Drops (4th day of term)-2nd Half	ES/INS	Bowser/Thompson	07/15/19
R2 T4 60% Point - 19/SU	ES	Thornbrugh	07/15/19
STAR 2nd Half Closes	INS	Registrar	07/15/19
Drop with a Grade (end of 10th wk) - Summer	ES	Bowser	08/01/19
Drop with a Grade (end of 5th wk) - 2nd Half	ES	Bowser	08/08/19
R2 T4 60% Point - 2nd Half	ES	Thornbrugh	07/31/19
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	08/14-15/19
Bookstore/Centerville - Buy Back Dates	BK	Worley	08/15/19

Student Accounts with Outstanding Summer Balances				
Sent to Collections	BO		Heckart	0819/19
Graduation-Summer Term	ES		Kelley	08/15/19
				<b>Registration Meeting</b>
				12/21/17