

20/SU	05/26/20-08/13/20	REGISTRATION PROCEDURES		INTERNAL USE ONLY
08/13/20 - Last Day of Class		08/25/20 - Last Day of Term	First Half 05/26/20-07/20/20, Second Half 07/3/20-08/13/20	
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	03/02/20
Email Shelle to give the "GO" for Section Building	IT/BO		Schnoebelen/Mulder	03/02/20
Turn on Section Building Capability	IT/BO		Schnoebelen/Mulder	03/02/20
Input 20/SU, 20/S1, 20/S2 Courses - Datatel	INS		Deans/Dept. Heads	3/9-12/20
Input 20/FA Courses - Datatel	INS		Deans/Dept. Heads	3/23-26/20
Course Sections Searchable in Web Advisor	MIS		Schnoebelen/Henrichs	03/31/20
Orientation Release Date	INS		Thompson/Kelley	04/02/20
Book Entry Dates	BK		Schrage/Worley	3/23-30/20
Book Inquiry Opens	BK		Schrage/Worley	04/13/20
Tuition & Fee Updates	BO/MIS		BO/MIS	04/20/20
Program Payment Plan Dates	BO		Heckart	04/20/20
Unpaid Balance Code Update	BO		Heckart	04/20/20
ID System Update	LRC		Talbert	Continuous
Room & Board Assignments	SS		Hartley	04/13/20
Room & Board Charges	BO		Heckart	04/16/20
REGISTRATION-20/SU 7:30 a.m.	ES/SS/INS		Counselors/Deans/Dept. Heads	04/21/20
REGISTRATION 20/FA 7:30 a.m.	ES/SS/INS		Counselors/Deans/Dept. Heads	04/21/20
Bookstore - First day to charge against Student Account	BK/BO		Schrage/Heckart	04/21/20
Extended Hours for the Bookstore/Ottumwa - 19/SU 7:30 am - 6:00 pm	BK		Schrage/Worley	5/26-28/20
Payment in Full	BO		Heckart	06/09/20
Residence Halls Open - 10 a.m.	SS		Hartley	05/26/20
Meals on Point of Sale System	CA		Gettings	05/26/20
First Day of Term 20/SU & 1st Half	INS		Thompson	05/26/20
First Class Day - Evening - 20/SU & 1st Half	INS		Thompson/Gorden	05/26/20
Course Adds (3rd day of term)-1st Half	ES/INS		Kelley/Thompson	05/28/20
Final Scholarship Deadline	FD		Henderson	05/28/20
				Registration Meeting
				12/20/18

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FUNCTION DESCRIPTION	DEPT		RESPONSIBLE	DATE(S)
Course Drops (4th day of term)-1st Half	ES/INS		Kelley/Thompson	06/01/20
R2 T4 60% Point - 1st Half	ES		Thornbrugh	06/17/20
Refunds - 100% of Tuition and Fees - 1st Half	BO		Business Office	06/01/20
Course Adds (5th day of term)-20/SU	ES/INS		Kelley/Thompson	06/02/20
Course Drops (8th day of term)-20/SU	ES/INS		Kelley/Thompson	06/08/20
Refunds - 100% of Tuition and Fees - 20/SU	BO		Business Office	06/08/20
First Class Day - Day -20/SU & 1st Half	INS		Thompson/Deans	05/27/20
STAR First Half Closes	INS		Registrar	06/03/20
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Heckart	06/08/20
Bookstore - Last Day to Return	BK		Schrage/Worley	06/10/20
Drop with a Grade (end of 5th wk) - 1st Half	ES		Kelley	06/25/20
Mid-Term	ES/INS		Kelley/Thompson	07/02/20
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		Heckart/Thornbrugh	06/22/20
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		Heckart/Thornbrugh	07/02/20
Bookstore - Summer 2nd Half Charges Begin	BK/BO		Schrage/Heckart	07/02/20
First Day of Term 2nd Half	INS		Thompson	07/07/20
First Class Day - Evening -2nd Half	INS		Thompson/Gorden	07/07/20
First Class Day - Day - 2nd Half	INS		Thompson/Deans	07/07/20
Bookstore - Summer 2nd Half Charges End	BK/BO		Schrage/Heckart	07/09/20
Refunds - 100% of Tuition and Fees - 2nd Half	BO		Business Office	07/13/20
Course Adds (3rd day of term)-2nd Half	ES/INS		Kelley/Thompson	07/09/20
Course Drops (4th day of term)-2nd Half	ES/INS		Kelley/Thompson	07/13/20
R2 T4 60% Point - 20/SU	ES		Thornbrugh	07/13/20
STAR 2nd Half Closes	INS		Registrar	07/13/20
Drop with a Grade (end of 10th wk) - Summer	ES		Kelley	07/30/20
Drop with a Grade (end of 5th wk) - 2nd Half	ES		Kelley	08/06/20
R2 T4 60% Point - 2nd Half	ES		Thornbrugh	07/29/20
Bookstore/Ottumwa - Buy Back Dates	BK		Schrage	8/12-13/20
Bookstore/Centerville - Buy Back Dates	BK		Worley	08/13/20
Student Accounts with Outstanding Summer Balances Sent to Collections	BO		Heckart	08/17/20
Graduation-Summer Term	ES		Kelley	08/13/20
				Registration Meeting
				12/20/18