

21/SU	06/1/21-08/19/21	REGISTRATION PROCEDURES		INTERNAL USE ONLY
08/19/21 - Last Day of Class		08/28/21 - Last Day of Term	First Half 06/1/21-07/12/21, Second Half 07/13/21-08/19/21	
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/Heckart	03/01/21
Email Shelle to give the "GO" for Section Building	IT/BO		Schnoebelen/Heckart	03/01/21
Turn on Section Building Capability	IT/BO		Schnoebelen/Heckart	03/01/21
Input 21/SU, 21/S1, 21/S2 Courses - Datatel	INS		Deans/Dept. Heads	03/8-11/21
Input 21/FA Courses - Datatel	INS		Deans/Dept. Heads	03/22-25/21
Course Sections Searchable in Web Advisor	MIS		Schnoebelen/Henrichs	03/29/21
Orientation Release Date	INS		Thompson/Kelley	04/13/21
Instructors Adopt Books	BK		Schrage/Worley	03/23-30/21
Book Inquiry Opens	BK		Schrage/Worley	04/13/21
Tuition & Fee Updates	BO/MIS		BO/MIS	04/26/21
Program Payment Plan Dates	BO		Heckart	04/26/21
Unpaid Balance Code Update	BO		Heckart	04/26/21
ID System Update	LRC		Talbert	Continuous
Room & Board Assignments	SS		Hartley	04/19/21
Room & Board Charges	BO		Heckart	04/21/21
REGISTRATION-21/SU 7:30 a.m.	ES/SS/INS		Counselors/Deans/Dept. Heads	04/27/21
REGISTRATION 21/FA 7:30 a.m.	ES/SS/INS		Counselors/Deans/Dept. Heads	04/27/21
Bookstore - First day to charge against Student Account	BK/BO		Schrage/Heckart	04/27/21
Extended Hours for the Bookstore/Ottumwa - 21/SU 7:30 am - 6:00 pm	BK		Schrage/Worley	06/01-03/21
Payment in Full	BO		Heckart	06/15/21
Residence Halls Open - 10 a.m.	SS		Hartley	06/01/21
Meals on Point of Sale System	CA		Gettings	06/01/21
First Day of Term 21/SU & 1st Half	INS		Thompson	06/01/21
First Class Day - Evening - 21/SU & 1st Half	INS		Thompson/Gorden	06/01/21
First Class Day-Day	INS		Thompson/Gorden	06/02/21
Course Adds (3rd day of term)-1st Half	ES/INS		Kelley/Thompson	06/03/21
Final Scholarship Deadline	FD		Henderson	05/27/21
				Registration Meeting
				12/12/19

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FUNCTION DESCRIPTION	DEPT		RESPONSIBLE	DATE(S)
Course Drops (4th day of term)-1st Half	ES/INS		Kelley/Thompson	06/07/21
R2 T4 60% Point - 1st Half	ES		Thornbrugh	06/25/21
Refunds - 100% of Tuition and Fees - 1st Half	BO		Business Office	06/03/21
Course Adds (5th day of term)-21/SU	ES/INS		Kelley/Thompson	06/08/21
Course Drops (8th day of term)-21/SU	ES/INS		Kelley/Thompson	06/14/21
Refunds - 100% of Tuition and Fees - 21/SU	BO		Business Office	06/14/21
First Class Day - Day -21/SU & 1st Half	INS		Thompson/Deans	06/02/21
STAR First Half Closes	INS		Registrar	06/09/21
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Heckart	06/14/21
Bookstore - Last Day to Return	BK		Schrage/Worley	06/16/21
Drop with a Grade (end of 5th wk) - 1st Half	ES		Kelley	07/01/21
Mid-Term	ES/INS		Kelley/Thompson	07/12/21
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		Heckart/Thornbrugh	06/28/21
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		Heckart/Thornbrugh	07/12/21
Bookstore - Summer 2nd Half Charges Begin	BK/BO		Schrage/Heckart	07/12/21
First Day of Term 2nd Half	INS		Thompson	07/13/21
First Class Day - Evening -2nd Half	INS		Thompson/Gorden	07/13/21
First Class Day - Day - 2nd Half	INS		Thompson/Deans	07/13/21
Bookstore - Summer 2nd Half Charges End	BK/BO		Schrage/Heckart	07/15/21
Refunds - 100% of Tuition and Fees - 2nd Half	BO		Business Office	07/15/21
Course Adds (3rd day of term)-2nd Half	ES/INS		Kelley/Thompson	07/15/21
Course Drops (4th day of term)-2nd Half	ES/INS		Kelley/Thompson	07/19/21
R2 T4 60% Point - 21/SU	ES		Thornbrugh	07/18/21
STAR 2nd Half Closes	INS		Registrar	07/19/21
Drop with a Grade (end of 10th wk) - Summer	ES		Kelley	08/05/21
Drop with a Grade (end of 5th wk) - 2nd Half	ES		Kelley	08/12/21
R2 T4 60% Point - 2nd Half	ES		Thornbrugh	08/04/21
Student Accounts with Outstanding Summer Balances Sent to Collections	BO		Heckart	08/23/21
Graduation-Summer Term	ES		Kelley	08/19/21
				Registration Meeting
				12/12/19