

22/SU	05/31/22-08/18/22	REGISTRATION PROCEDURES	INTERNAL USE ONLY
	08/18/22 - Last Day of Class	08/28/22 - Last Day of Term	First Half 05/31/22-07/11/22, Second Half 07/12/22-08/18/22
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	Proctor/Budde	06/06/22
R2 T4 60% Point - 1st Half	ES	Thornbrugh	06/25/22
Refunds - 100% of Tuition and Fees - 1st Half	BO	Business Office	06/06/22
Course Adds (5th day of term)-22/SU	ES/INS	Proctor/Budde	06/07/22
Course Drops (8th day of term)-22/SU	ES/INS	Proctor/Budde	06/13/22
Refunds - 100% of Tuition and Fees - 22/SU	BO	Business Office	06/13/22
First Class Day - Day -22/SU & 1st Half	INS	Budde/Deans	06/01/22
STAR First Half Closes	ES	Registrar	06/08/22
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Proctor	06/13/22
Bookstore - Last Day to Return	BK	Schrage/Worley	06/15/22
Drop with a Grade (end of 5th wk) - 1st Half	ES	Kelley	06/30/22
Mid-Term	ES/INS	Kelley/Budde	07/11/22
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Proctor/Thornbrugh	06/27/22
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Proctor/Thornbrugh	07/08/22
Bookstore - Summer 2nd Half Charges Begin	BK/BO	Schrage/Proctor	07/11/22
First Day of Term 2nd Half	INS	Budde	07/12/22
First Class Day - Evening -2nd Half	INS	Budde/Gorden	07/12/22
First Class Day - Day - 2nd Half	INS	Budde/Deans	07/12/22
Bookstore - Summer 2nd Half Charges End	BK/BO	Schrage/Proctor	07/14/22
Refunds - 100% of Tuition and Fees - 2nd Half	BO	Business Office	07/18/22
Course Adds (3rd day of term)-2nd Half	ES/INS	Kelley/Budde	07/14/22
Bookstore - Last Day to Return	BK	Schrage/Worley	07/14/22
Course Drops (4th day of term)-2nd Half	ES/INS	Kelley/Budde	07/18/22
R2 T4 60% Point - 22/SU	ES	Thornbrugh	07/17/22
STAR 2nd Half Closes	ES	Registrar	07/19/21
Drop with a Grade (end of 10th wk) - Summer	ES	Kelley	08/04/22
Drop with a Grade (end of 5th wk) - 2nd Half	ES	Kelley	08/11/22
R2 T4 60% Point - 2nd Half	ES	Thornbrugh	08/03/22
Student Accounts with Outstanding Summer Balances			
Sent to Collections	BO	Proctor	08/22/22
Graduation-Summer Term	ES	Kelley	08/18/22
			Registration Meeting
			12/10/20