

23/SU	05/30/23-08/17/23	REGISTRATION PROCEDURES	INTERNAL USE ONLY
08/17/23 - Last Day of Class		08/27/23 - Last Day of Term	First Half 05/30/23-07/10/23, Second Half 07/11/23-08/17/23
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		
FUNCTION DESCRIPTION	DEPT	INDIVIDUAL RESPONSIBLE	DATE(S)
Course Drops (4th day of term)-1st Half	ES/INS	Proctor/Budde	06/05/23
R2 T4 60% Point - 1st Half	ES	Thornbrugh	06/23/23
Refunds - 100% of Tuition and Fees - 1st Half	BO	Business Office	06/05/23
Course Adds (5th day of term)-23/SU	ES/INS	Proctor/Budde	06/06/23
Course Drops (8th day of term)-23/SU	ES/INS	Proctor/Budde	06/12/23
Refunds - 100% of Tuition and Fees - 23/SU	BO	Business Office	06/12/23
First Class Day - Day -23/SU & 1st Half	INS	Budde/Deans	05/31/23
STAR First Half Closes	ES	Registrar	06/13/23
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Proctor	06/12/23
Bookstore - Last Day to Return	BK	Schrage/Worley	06/14/23
Withdraw (with a grade of W) (end of 5th wk) - 1st Half	ES	Kelley	07/03/23
Mid-Term	ES/INS	Kelley/Budde	07/10/23
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Proctor/Thornbrugh	06/24/23
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Proctor/Thornbrugh	07/07/23
Bookstore - Summer 2nd Half Charges Begin	BK/BO	Schrage/Proctor	07/10/23
First Day of Term 2nd Half	INS	Budde	07/11/23
First Class Day - Evening/Weekend/Online -2nd Half	INS	Budde/Gorden	07/11/23
First Class Day - Day - 2nd Half	INS	Budde/Deans	07/11/23
Bookstore - Summer 2nd Half Charges End	BK/BO	Schrage/Proctor	07/18/23
Refunds - 100% of Tuition and Fees - 2nd Half	BO	Business Office	07/17/23
Course Adds (3rd day of term)-2nd Half	ES/INS	Kelley/Budde	07/13/23
Bookstore - Last Day to Return	BK	Schrage/Worley	07/13/23
Course Drops (4th day of term)-2nd Half	ES/INS	Kelley/Budde	07/17/23
R2 T4 60% Point - 23/SU	ES	Thornbrugh	07/16/23
STAR 2nd Half Closes	ES	Registrar	07/18/23
Withdraw (with a grade of W) (end of 10th wk) - Summer	ES	Kelley	08/03/23
Withdraw (with a grade of W) (end of 5th wk) - 2nd Half	ES	Kelley	08/07/23
R2 T4 60% Point - 2nd Half	ES	Thornbrugh	08/01/23
Student Accounts with Outstanding Summer Balances Sent to Collections	BO	Proctor	08/21/23
Graduation-Summer Term	ES	Kelley	08/17/23
			Registration Meeting
			12/08/21