

24/SU	05/28/24-08/15/24	REGISTRATION PROCEDURES		INTERNAL USE ONLY
	08/15/24 - Last Day of Class	08/25/24 - Last Day of Term	First Half 05/28/24-07/8/24, Second Half 07/9/24-08/15/24	
DEPARTMENT LEGEND				
BK = Bookstore		INS = Instruction		
BO = Business Office		MIS = Management Information System		
CA = Culinary Arts Dept.		SS = Student Services		
ES = Enrollment Services				
FA = Financial Assistance				
			INDIVIDUAL	
FUNCTION DESCRIPTION	DEPT		RESPONSIBLE	DATE(S)
Course Drops (8th day of term)-24/SU	ES/INS		Proctor/Budde	06/10/24
Refunds - 100% of Tuition and Fees - 24/SU	BO		Business Office	06/10/24
STAR Closes	ES		Registrar	06/10/24
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Proctor	06/10/24
Bookstore - Last Day to Return	BK		Schrage/Worley	06/13/24
Withdraw (with a grade of W) (end of 5th wk) - 1st Half	ES		Kelley	07/01/24
Mid-Term	ES/INS		Kelley/Budde	07/08/24
Returning Borrower Transmittal	BO/FA		Proctor/Walker	06/17/24
New Borrowers Transmittal	BO/FA		Proctor/Walker	06/26/24
Bookstore - Summer 2nd Half Charges Begin	BK/BO		Schrage/Proctor	07/08/24
First Day of Term 2nd Half	INS		Budde	07/09/24
First Class - Evening/Weekend/Online -2nd Half	INS		Budde/Gorden	07/09/24
First Class - Day - 2nd Half	INS		Budde/Deans	07/09/24
Bookstore - Summer 2nd Half Charges End	BK/BO		Schrage/Proctor	07/11/24
Refunds - 100% of Tuition and Fees - 2nd Half	BO		Business Office	07/15/24
Course Adds (3rd day of term)-2nd Half	ES/INS		Kelley/Budde	07/11/24
Bookstore - Last Day to Return	BK		Schrage/Worley	07/11/24
Course Drops (4th day of term)-2nd Half	ES/INS		Kelley/Budde	07/15/24
R2 T4 60% Point - 24/SU	ES		Walker	07/14/24
STAR 2nd Half Closes	ES		Registrar	07/17/24
Withdraw (with a grade of W) (end of 10th wk) - Summer	ES		Kelley	08/01/24
Withdraw (with a grade of W) (end of 5th wk) - 2nd Half	ES		Kelley	08/08/24
R2 T4 60% Point - 2nd Half	ES		Walker	07/31/24
Student Accounts sent to Sent to Collections	BO		Proctor	08/19/24
				Registration Meeting
				12/07/22