

25/SU	05/27/25-08/14/25	REGISTRATION PROCEDURES		INTERNAL USE ONLY
	08/14/25 - Last Day of Class	08/27/25 - Last Day of Term	First Half 05/27/25-07/3/25, Second Half 07/8/25-08/14/25	
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)-25/SU	ES/INS		Proctor/Budde	06/09/25
Refunds - 100% of Tuition and Fees - 25/SU	BO		Business Office	06/09/25
STAR Closes	ES		Registrar	06/09/25
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Proctor	06/09/25
Bookstore - Last Day to Return	BK		Schrage/Worley	06/11/25
Withdraw (with a grade of W) (end of 5th wk) - 1st Half	ES		Kelley	06/26/25
Mid-Term	ES/INS		Kelley/Budde	07/03/25
Returning Borrower Transmittal	BO/FA		Proctor/Walker	06/16/25
New Borrowers Transmittal	BO/FA		Proctor/Walker	06/25/25
Bookstore - Summer 2nd Half Charges Begin	BK/BO		Schrage/Proctor	07/01/25
First Day of Term 2nd Half	INS		Budde	07/08/25
First Class - Evening/Weekend/Online -2nd Half	INS		Budde/Gorden	07/08/25
First Class - Day - 2nd Half	INS		Budde/Deans	07/08/25
Bookstore - Summer 2nd Half Charges End	BK/BO		Schrage/Proctor	07/08/25
Refunds - 100% of Tuition and Fees - 2nd Half	BO		Business Office	07/14/25
Course Adds (3rd day of term)-2nd Half	ES/INS		Kelley/Budde	07/10/25
Bookstore - Last Day to Return	BK		Schrage/Worley	07/08/25
Course Drops (4th day of term)-2nd Half	ES/INS		Kelley/Budde	07/14/25
R2 T4 60% Point - 25/SU	ES		Walker	07/13/25
STAR 2nd Half Closes	ES		Registrar	07/14/25
Withdraw (with a grade of W) (end of 10th wk) - Summer	ES		Kelley	07/31/25
Withdraw (with a grade of W) (end of 5th wk) - 2nd Half	ES		Kelley	08/07/25
R2 T4 60% Point - 2nd Half	ES		Walker	07/30/25
Student Accounts sent to Sent to Collections	BO		Proctor	08/18/25
				Registration Meeting
				12/12/23