13/WI 11/14/13-02/18/14	REGISTRATION PROCEDURES		INTERNAL USE ONLY	
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)**
Input 13/WI Courses - Datatel	INS		Deans/Dept. Heads	09/9/13-09/12/13
Tuition & Fee Updates	BO/MIS		BO/MIS	10/16/13
New AR Codes to MIS	BO		Heckart	10/16/13
Program Payment Plan Dates	BO		Heckart	10/16/13
Stop Registration Code Update	MIS		Bowser/Heckart	10/16/13
REGISTRATION 7:15 am	ES/SS/INS		Counselors/Deans/Dept. Heads	10/17/13
Counselors; A&S; Technical; Centerville; Service Centers				10/17/13
Room & Board Charges	SS		Heckart	10/16/13
Scholarships/Foundation (Ottumwa & Centerville)	FD		Henderson	11/14/13
ID System Update	LRC		Leffler	Continuous
Bookstore - First day to charge against Financial Aid	BK/BO		Schrage/McFarland	11/07/13
Extended Hours for the Bookstore/Centerville7:15 am - 6:00 pm	BK		Worley	11/14, 18-20/13
Extended Hours for the Bookstore/Ottumwa 7:15 am - 6:00 pm	BK		Schrage	11/12-14, 18/2013
Dorms Open - 10:00 a.m.	SS		Moore	11/14/13
Meals on Point of Sale System	CA		Hunolt	11/13/13
First Day of Term	INS		Sprouse	11/14/13
First Class Day - Evening/Weekend	INS		Sprouse/Starcevich	11/14/13
Course Adds (5th day of term)	ES/INS		Altheide/Sprouse	11/14/13-11/21/13
Course Drops (8th day of term)	ES/INS		Altheide/Sprouse	11/14/13-11/27/13
Refunds - 100% of Tuition and Fees	BO		Business Office	11/14/13-11/27/13
First Class Day - Day	INS		Sprouse/Deans	11/18/13
New Student Institutional Orientation-1:00-2:00p.m.	INS		Sprouse/Bowser	11/14/14
New Student Departmental Orientation-2:30-4:00 p.m.	INS		Deans/Dept. Heads	11/14/14
				Registration Meeting 1/31/2013

13/WI 11/14/13-02/18/14	REGISTRATION PROCEDURES			
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)**
Bookstore - Last day to charge against Financial Aid	BK/BO		Schrage/McFarland	12/03/13
On-Line De-Registration Attendance Reporting	INS		Registrar	12/02/13 (7:30 a.m.)
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		McFarland/Bowser	12/13/13
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		McFarland/Bowser	12/20/13
1st Payment Plan Date	BO		Heckart	12/17/13
Student Statements 13/WI Mailed	BO		McFarland	01/06/14
Mid-Term	ES/INS		Bowser/Sprouse	01/08/14
2nd Payment Plan Date - ($20 LATE FEE)	BO		Heckart	01/16/14
R2 T4 60% Point	ES		Bowser	01/20/14
Beginning of REGISTRATION - Spring Term	MIS		MIS	01/22/14
Drop with a Grade (end of 10th wk)	ES		Bowser	02/04/14
Bookstore/Ottumwa - Buy Back Dates	BK		Schrage	02/13, 17-18/2014 & 3/10/2014
Bookstore/Centerville - Buy Back Dates	BK		Worley	02/17, 18/14
Graduation Ottumwa Campus - Winter Term	ES		Lockridge	02/18/14
				Registration Meeting 1/31/2013