14/WI 11/17/14-02/18/15	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)**
RYAT Screens reviewed and approved	IT/BO		Schnoebelen/Mulder	08/04/14
Email Shelle to give the "GO" for Section Building	IT/BO		Schnoebelen/Mulder	08/07/14
Turn on Section Building Capability	IT/BO		Schnoebelen/Mulder	08/11/14
Input 14/WI Courses - Datatel	INS		Deans/Dept. Heads	08/11/14-08/14/14
Book Entry Dates	BK		Schrage/Worley	08/18-28/2014
Book Inquiry Opens	BK		Schrage/Worley	09/08/14
Tuition & Fee Updates	BO/MIS		BO/MIS	10/15/14
New AR Codes to MIS	BO		Heckart	10/15/14
Program Payment Plan Dates	BO		Heckart	10/15/14
Stop Registration Code Update	MIS		Bowser/Heckart	10/15/14
REGISTRATION 7:15 am	ES/SS/INS		Counselors/Deans/Dept. Heads	10/20/14
Counselors; A&S; Technical; Centerville; Service Centers				10/20/14
Room & Board Assignment	SS		Moore	09/25/14
Room & Board Charges	BO		Heckart	10/15/14
Scholarships/Foundation (Ottumwa & Centerville)	FD		Henderson	10/15/14
ID System Update	LRC		Leffler	Continuous
Bookstore - First day to charge against Student Account	BK/BO		Schrage/McFarland	10/20/14
Extended Hours for the Bookstore/Centerville7:15 am - 6:00 pm	BK		Worley	11/17-20/14
Extended Hours for the Bookstore/Ottumwa 7:15 am - 6:00 pm	BK		Schrage	11/12-13, 17-18/2014
Payment in Full or 1st Payment Date	BO		Heckart	11/05/14
Dorms Open - 10:00 a.m.	SS		Moore	11/16/14
Meals on Point of Sale System	CA		Gettings	11/17/14
First Day of Term	INS		Thompson	11/17/14
First Class Day - Evening/Weekend	INS		Thompson/Starcevich	11/17/14
Course Adds (5th day of term)	ES/INS		Bowser/Thompson	11/17/14-11/24/14
Course Drops (8th day of term)	ES/INS		Bowser/Thompson	11/17/14-12/01/14
Refunds - 100% of Tuition and Fees	BO		Business Office	11/17/14-12/01/14
First Class Day - Day	INS		Thompson/Deans	11/18/14
New Student Institutional Orientation-Beginning at 12:00 p.m.	INS		Thompson/Bowser	11/17/14
				Registration Meeting 1/30/2014

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FUNCTION DESCRIPTION	**DEPT**		**RESPONSIBLE**	**DATE(S)**
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/McFarland	12/03/14
On-Line De-Registration Attendance Reporting	INS		Registrar	12/04/14
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		McFarland/Bowser	12/16/14
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		McFarland/Bowser	12/19/14
2nd Payment Plan Date	BO		Heckart	12/05/14
Mid-Term	ES/INS		Bowser/Thompson	01/08/15
3rd Payment Plan Date	BO		Heckart	01/05/15
R2 T4 60% Point	ES		Bowser	01/19/15
Beginning of REGISTRATION - Spring Term	MIS		MIS	01/22/15
Drop with a Grade (end of 10th wk)	ES		Bowser	02/04/15
Bookstore/Ottumwa - Buy Back Dates	BK		Schrage	02/16-18/2015 & 3/12/2015
Bookstore/Centerville - Buy Back Dates	BK		Worley	02/17, 18/15
Graduation Ottumwa Campus - Winter Term	ES		Kelley	02/18/15
				Registration Meeting 1/30/2014