

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 Student Account	BK/BO	Schrage/McFarland	12/01/15
On-Line De-Registration Attendance Reporting	INS	Registrar	12/02-07/2015
Financial Assistance Grant Funds/Returning Borrower Distributio	BO/FA	McFarland/Thornbrugh	12/16/15
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	McFarland/Thornbrugh	12/18/15
2nd Payment Plan Date	BO	Heckart	12/05/15
Mid-Term	ES/INS	Bowser/Thompson	01/11/16
3rd Payment Plan Date	BO	Heckart	01/05/16
R2 T4 60% Point	ES	Thornbrugh	01/18/16
Beginning of REGISTRATION - Spring Term	MIS	MIS	01/21/16
Drop with a Grade (end of 10th wk)	ES	Bowser	02/03/16
Bookstore/Ottumwa - Buy Back Dates	BK	Schrage	02/16, 17, 18/2016
Bookstore/Centerville - Buy Back Dates	BK	Worley	02/17, 18/2016
Student Accounts with Outstanding Winter Balances sent to Collections	BO	Heckart	02/22/16
Graduation Ottumwa Campus - Winter Term	ES	Kelley	02/18/16
			Registration Meeting
			12/18/14