18/WI 11/15/18-02/19/19	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	07/23/18
Email Shelle to give the "GO" for Section Building	IT/BO		Schnoebelen/Mulder	07/23/18
Turn on Section Building Capability	IT/BO		Schnoebelen/Mulder	07/23/18
Input 18/WI Courses - Datatel	INS		Deans/Dept. Heads	07/30-08/02/18
Course Sections Searchable in Web Advisor	MIS		Schnoebelen/Faybik	08/07/18
Book Entry Dates	BK		Schrage/Worley	11/20-28/18
Book Inquiry Opens	BK		Schrage/Worley	09/27/18
Orientation Release Date	INS		Thompson/Bowser	10/03/18
Tuition & Fee Updates	BO/MIS		BO/MIS	10/16/18
Program Payment Plan Dates	BO		Heckart	10/16/18
Unpaid Balance Code Update	MIS		Bowser/Heckart	10/16/18
REGISTRATION 7:30 am	ES/SS/INS		Counselors/Deans/Dept. Heads	10/17/18
Room & Board Assignment	SS		Hartley	10/11/18
Room & Board Charges	BO		Heckart	10/16/18
ID System Update	LRC		Talbert	Continuous
Bookstore - First day to charge against Student Account	BK/BO		Schrage/Heckart	10/17/18
Extended Hours for the Bookstore Ott/Cen 7:30 am - 6:00 pm	BK		Schrage/Worley	11/15, 19-20/18
Payment in Full	BO		Heckart	11/30/18
Residence Halls Open - 10:00 a.m.	SS		Hartley	11/15/18
Meals on Point of Sale System	CA		Gettings	11/15/18
First Day of Term	INS		Thompson	11/15/18
First Class Day - Evening/Weekend	INS		Thompson/Starcevich	11/15/18
Course Adds (5th day of term)	ES/INS		Bowser/Thompson	11/26/18
Course Drops (8th day of term)	ES/INS		Bowser/Thompson	11/29/18
Refunds - 100% of Tuition and Fees	BO		Business Office	11/29/18
First Class Day - Day	INS		Thompson/Deans	11/19/18
				Registration Meeting

				12/21/17
18/WI 11/15/18-02/19/19	**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)**
Bookstore - Last day to charge against Student Account	BK/BO		Schrage/Heckart	11/29/18
Bookstore - Last day to Return	BK		Schrage/Worley	12/04/18
STAR Closes	INS		Registrar	12/03/18
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		Heckart/Thornbrugh	12/14/18
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		Heckart/Thornbrugh	12/24/18
Mid-Term	ES/INS		Bowser/Thompson	01/09/19
First Scholarship Deadline	FD		Henderson	01/17/19
R2 T4 60% Point	ES		Thornbrugh	01/21/19
Beginning of REGISTRATION - Spring Term	MIS		MIS	01/22/19
Drop with a Grade (end of 10th wk)	ES		Bowser	02/05/19
Bookstore/Ottumwa - Buy Back Dates	BK		Schrage	02/14, 18-19/19
Bookstore/Centerville - Buy Back Dates	BK		Worley	02/18-19/19
Student Accounts with Outstanding Winter Balances sent to Collections	BO		Heckart	02/20/19
Graduation Ottumwa Campus - Winter Term	ES		Kelley	02/19/19
				Registration Meeting
				12/21/17