

20/WI	11/19/20-02/23/21	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	12/03/20
Bookstore - Last day to Return	BK	Schrage/Worley	12/08/20
STAR Closes	INS	Registrar	12/07/20
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Heckart/Thornbrugh	12/18/20
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Heckart/Thornbrugh	12/22/20
Mid-Term	ES/INS	Thompson	01/13/21
First Scholarship Deadline	FD	Henderson	01/14/21
R2 T4 60% Point	ES	Thornbrugh	01/22/21
Beginning of REGISTRATION - Spring Term	MIS	MIS	01/27/21
Drop with a Grade (end of 10th wk)	ES	Thompson	02/11/21
Student Accounts with Outstanding Winter Balances sent to Collections	BO	Heckart	02/24/21
Graduation Ottumwa Campus - Winter Term	ES	Kelley	02/23/21
			Registration Meeting
			12/12/19