

				12/10/20
21/WI	11/18/21-02/22/22	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/Proctor	12/02/21
Bookstore - Last day to Return	BK		Schrage/Worley	12/07/21
STAR Closes	ES		Registrar	11/30/21
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA		Proctor/Thornbrugh	12/17/21
Direct Loan Distribution(30 days)-New Borrowers	BO/FA		Proctor/Thornbrugh	12/21/21
Mid-Term	ES/INS		Budde	01/12/22
First Scholarship Deadline	FD		Henderson	01/13/22
R2 T4 60% Point	ES		Thornbrugh	01/21/22
Beginning of REGISTRATION - Spring Term	MIS/BO		Schnoebelen/Heckart	01/25/22
Drop with a Grade (end of 10th wk)	ES		Budde	02/10/22
Student Accounts with Outstanding Winter Balances sent to Collections	BO		Proctor	02/23/22
Graduation Ottumwa Campus - Winter Term	ES		Kelley	02/22/22
				Registration Meeting
				12/10/20