



22/WI	11/17/22-02/21/23	REGISTRATION PROCEDURES	INTERNAL USE ONLY
<b>DEPARTMENT LEGEND</b>			
<b>BK = Bookstore</b>	<b>FD = IHCC Foundation</b>		
<b>BO = Business Office</b>	<b>INS = Instruction</b>		
<b>CA = Culinary Arts Dept.</b>	<b>LRC = Learning Resource Center</b>		
<b>ES = Enrollment Services</b>	<b>MIS = Management Information System</b>		
<b>FA = Financial Assistance</b>	<b>SS = Student Services</b>		
		<b>INDIVIDUAL</b>	
<b>FUNCTION DESCRIPTION</b>	<b>DEPT</b>	<b>RESPONSIBLE</b>	<b>DATE(S)</b>
Bookstore - Last day to charge against Student Account	BK/BO	Schrage/Proctor	12/01/22
Bookstore - Last day to Return	BK	Schrage/Worley	12/06/22
STAR Closes	ES	Registrar	12/05/222
Financial Assistance Grant Funds/Returning Borrower Distribution	BO/FA	Proctor/Thornbrugh	12/16/22
Direct Loan Distribution(30 days)-New Borrowers	BO/FA	Proctor/Thornbrugh	12/23/22
Mid-Term	ES/INS	Budde	01/11/23
First Scholarship Deadline	FD	Henderson	01/12/23
R2 T4 60% Point	ES	Thornbrugh	01/20/23
Beginning of REGISTRATION - Spring Term	MIS/BO	Schnoebelen/Heckart	01/24/23
Withdraw (with a grade of W) (end of 10th wk)	ES	Budde	02/09/23
Student Accounts with Outstanding Winter Balances sent to Collections	BO	Proctor	02/22/23
Graduation - Winter Term	ES	Kelley	02/21/23
			Registration Meeting
			12/08/21