

SPRING 2016 DROP FOR NON PAYMENT CALENDAR

| WEEKS PRIOR TO DREG | SPONSORED GROUPS (WESTERN STAGE, APPRENTICESHIP, GRANT FUNDED PROGRAMS) | SCHEDULING | IT | ADMISSIONS | FINANCIAL AID | BUSINESS SERVICES | VA | | | |
|-----------------------|---|---|--|------------|---------------|--|--|--|--|--|
| 9/14/15 6-8 WEEKS | PROVIDE SCHEDULING A LIST OF SPONSORED SECTIONS | ENSURE BILLING IS SET UP FOR SPONSORED SECTIONS | GENERATE LIST OF ALL CURRENT PERC HOLDS FOR SPONSORED GROUPS TO REVIEW FOR SPRING 2016 REG | | | NOTIFY STUDENTS OF FALL 2015 BALANCES, PROCESS ALL REFUNDS | | | | |
| 9/28/15 4-6 WEEKS | PROVIDE BUSINESS SERVICES ALL DOCUMENTS/CONTRACTS TO SUPPORT SPONSORED SECTIONS | | | | | UPDATE ALL HOLDS IN | UPDATE ALL VA HOLDS FOR SPRING 2016 REGISTRATION | | | |
| 10/12/15 2-4 WEEKS | | CONFIRM SPONSORED SECTIONS WITH ALL GROUPS | | | | | | | | |