**Late Registration**

**Notice to Students:** A Late Registration form needs to be completed for each class being added. The student is responsible for correctly filling out this form, obtaining the required signatures, and submitting the form to the Department Office. Changes are not official until the form is processed by the department. Enrollment in class is not guaranteed. *See instructions below.*

**Required Information:**

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<th>K-number:</th>
<th>Last Name:</th>
<th>First Name:</th>
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**Term & Year:**  | **Kirkwood Email:** | **Phone:** |
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**Synonym #**  | **Section #**  | **Course Name**  | **CrHr** |
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<td>Example: 0184640</td>
<td>ENG-105-CRF01</td>
<td>Composition 1</td>
<td>3</td>
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*I request and accept responsibility for the above changes to my schedule and education program.*

**Student Signature**  | **Date**
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**Instructor Signature**  | **Date**
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**Dean Approval For**

| ☐ Student Overload | ☐ Class Overload | ☐ Add After 1st week |

**Dean Signature**  | **Date**
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**Office Use Only**

**Received by:**  | **Date:**  | **Action:** |
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**Instructions:**

**Registered Student**
- Print existing schedule for this term
- Use EagleNet to select class to be added - read course description, verify prerequisites are met, verify there is space in the class
- Select desired class so they appear on “Register and Drop Sections” page under “preferred sections” and print the page
- Complete this form
- Present printed schedule, preferred sections, print out and completed form to faculty of the class you want to add

*Admission to a class after the first day is at the discretion of the instructor.*
- If faculty approves, process this form at the Department Office. Office locations are below.
  - *International Students are required to get a signature from their International Advisor.*
- The next day, check “My Class Schedule” in EagleNet for the added class. If not there, check your Kirkwood student email to see if something is preventing you from being added to the class

**Student not yet registered for this term**
- Contact the department your major falls under, as you may be required to complete additional requirements before registering.

*See below for a list of department locations.*

For tuition refund schedule go to [www.kirkwood.edu/lastdaytodrop](http://www.kirkwood.edu/lastdaytodrop)

**Refunds will be mailed after the refund period has ended**

**Cedar Rapids Campus**
- Dean of Students(AA & AS) ………..108 Iowa Hall
- Agricultural Sciences ………..Washington Hall
- Allied Health ………..2164 Linn Hall
- Arts and Humanities ………..336 Cedar Hall
- Business and Information Technology ………..203 Nielsen Hall
- English ………..3051 Cedar Hall
- English Language Acquisition (ELA) ………..3051 Cedar Hall
- Hospitality ………..180S Kirkwood Center
- Industrial Technologies ………..101 Jones Hall
- Learning Services ………..2063 Cedar Hall
- Math/Science ………..1184 Linn Hall
- Nursing ………..2172 Linn Hall
- Social Sciences ………..1008 Cedar Hall

**Distance Learning or Off Campus**
- Distance Learning (Web Live) ………..Online
- Distance Learning (KTS/ICN) ………..2196 Linn Hall
- Iowa City Campus ………..Iowa City Center
- Off-campus sites ………..Nearest County Center

**Other Offices**
- International Programs ………..1154 Linn
- One Stop ………..2nd Floor Kirkwood Hall