

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:

K-number:		Last Name:		First Name:	
Term & Year:		Kirkwood Email:		Phone:	
Synonym #	Section #	Course Name		CrHr	
<i>Example: 0184640</i>	<i>ENG-105-CRF01</i>	<i>Composition I</i>		<i>3</i>	
Instructor	First date of attendance or expected first date of attendance _____				
Instructor Signature				Date	
Dean Approval For	<input type="checkbox"/> Student overload <input type="checkbox"/> Class overload <input type="checkbox"/> Add after 1 st week				
Dean Signature				Date	
<i>I request and accept responsibility for the above changes to my schedule and education program.</i>					
Student Signature				Date	
Office Use Only					
Received by:		Date:		Action:	

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.
- 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

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 Health2164 Linn Hall
Arts and Humanities336 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 CampusIowa City Center
Off-campus sites..... Nearest County Center

Other Offices

International Programs1154 Linn
One Stop 2nd Floor Kirkwood Hall