

How to Find and Register for KCELT Classes

1. Click on **EagleNet** and log in with your K number and password.
2. Click on, **EagleNet for Students**.
3. Scroll down to the bottom, right hand side of the screen under **Continuing Education Registration** and click on **Register and pay for Continuing Education Classes**. (Ignore the word "pay." It doesn't apply to professional development through KCELT.)
4. In the **Search For (Key word)** textbox, type at least a portion of the session name.
5. Scroll down to **Topic Code**.
6. Open the drop-down box and select, **KCELT Personal Development**.
7. Click **Submit**.
8. Select the classes you'd like to register for and click **Submit**.
9. In the drop-down selection box, **Are you working toward any of the following?**, choose **KCELT Personal Development** and click **Submit**.
10. Select **How You Learned of This Class** from the drop-down listing and click **Submit**.
11. In the **Choose one of the following:** drop-down box, select **Register now (check out)** and click **Submit**. (Do not make a selection for Payment Type.)
12. Your **Class Payment/Confirmation screen** appears. Print this out, and then click **OK**.

Class/Payment Confirmation

Thank you for using WebAdvisor!

Please print this page to keep for your records. Contact our Continuing Education Office if you need further assistance.

You have successfully registered for the following classes:

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location
0.00	KCELT-WMAD-BC002 (0104799) Website Manager - Advanced	07/30/2008-07/30/2008 Lecture Wednesday 11:00AM - 12:00PM, Linn Hall, Room 153	07/30/08	07/30/08	B. Cackoski		0.00	Cedar Rapids - Main Campus

You have not been charged for the successful registrations listed above.

Unsuccessful requests, if any, are listed below:

Course Name and Title	Meeting Information	Faculty	Location	Message

How to Drop a Class

NOTE: This process will only work for those individuals who have taken credit courses from Kirkwood in the past. If these steps don't work for you, email lauri.hughes@kirkwood.edu to drop your course.

Six steps:

1. Log into **EagleNet** with your K number and password.
2. Click on **EagleNet for Students**.
3. Scroll down to the bottom right hand side of the screen and click on, **Register and Drop Sections**.
4. Select the class you wish to drop.
5. Click **Submit**.
6. Scroll down and click **OK**.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title
Kcelt Summer 2008	Dropped from this section		KCELT-ADJO-MG002 (093413) Adjunct Orientation

This allows you to confirm the class was dropped