

## How to Register for a KCELT Course on EagleNet

[www.kirkwood.edu/eaglenet](http://www.kirkwood.edu/eaglenet)

1. Log into EagleNet with your k number and password.
2. Click on EagleNet for Students.
3. Click on Register and Pay for Continuing Education Classes.
4. In the **Course Code Number** field, enter the **Section Number** of the date and time that works for you. (If you don't know the section number, you can also click in the **Search For** text box and search for a key word or words that would be in the title of the class.) Click **Submit**.

**Current Students**

**Register and Pay**

You may enter as many search criteria as you wish, but you will see only class search using the **Topic Code** field.

Search For (Key Word)

Course Code Number

Subject of Interest

Location

Instructor's Last Name

5. Select the course and click **Submit**:

Select	Course Name and Title	Meeting Information	Location	Start Date	End Date	Faculty	CEUs	Capacity / Available Seats
<input checked="" type="checkbox"/>	<a href="#">CURINAS-ELRNGBO-APEM1 (0133533) Angel Basics Online</a>	10/05/2009-10/05/2009 Internet Monday 03:00PM - 03:50PM, Room to be Announced		10/05/09	10/05/09	A. Peterka E. McWorthy	0.00	18 / 18

6. Enter how you heard about this class (any reason is fine) then click **Submit**.

**Course Name and Title**

CURINAS-ELRNGBO-APEM1 (0133533) Angel Basics Online


**How You Learned of This Class \***

Kirkwood Staff

- Under **Choose one of the following:** select **Register Now (check out)** or **Search for more classes** from the drop down and click **Submit**.

Price	Course Name and Title	Meeting Information	Start Date	End Date	Faculty	Credits	CEUs	Location	Remove
0.00	CURINAS-ELRNGBO-APEM1 (0133533) Angel Basics Online	10/05/2009-10/05/2009 Internet Monday 03:00PM - 03:50PM, Room to be Announced	10/05/09	10/05/09	A. Peterka E. McWorthy		0.00		<input type="checkbox"/>

Total Amount Due 0.00

Choose one of the following: \*  

- After checking out, a confirmation page displays – that your registration was successful.

Welcome Jodie!

### 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	CURINAS-ELRNGBO-APEM1 (0133533) Angel Basics Online	10/05/2009-10/05/2009 Internet Monday 03:00PM - 03:50PM, Room to be Announced	10/05/09	10/05/09	A. Peterka E. McWorthy		0.00	

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

- To view your registration class schedule or confirm your registration at a later date, return to the **Student Menu** and under **Academic Profile**, click on **My class schedule**.
- Select the appropriate KCELT term from the dropdown and then click **Submit** to view your schedule.

## Drop a KCELT Course

Need to drop a KCELT class? Email [kcelt@kirkwood.edu](mailto:kcelt@kirkwood.edu) and include your **k number** and **section name** (i.e. CURINAS-ELRNGBO-APEM1) as well as the **date of the course** you would like to drop **OR call Jodie Stoessel (Ext 7613)**.