

April 24, 2012

Enclosed is important information about how, when and where to sign up for an advising session for the Liberal Arts Career Options majors for the Summer/Fall 2012 semester. Listed are also the requirements to be completed prior to your advising session. Coming prepared will allow you to finish your session quicker.

Please complete the following steps prior to your advising session:

Step One: If you are a **transfer student**, submit an official sealed copy of your transcript to Kirkwood's Enrollment Services prior to advising session. **(Allow 4-6 weeks to process)**

Address for Enrollment Services:

2nd Floor, Kirkwood Hall
Kirkwood Community College
6301 Kirkwood Blvd. SW
Cedar Rapids, IA 52406-2068

Step Two: Submit your ACT scores to Kirkwood's Enrollment Services or complete the Kirkwood placement test scores (COMPASS) prior to advising. For more information about COMPASS, test times and how to prepare, go to www.kirkwood.edu/testcenter. Your tests should have been taken within the past 2 years, otherwise, take a COMPASS test before the advising date.

Transfer Students have your college send a copy of your ACT Scores or placement test scores (COMPASS) to Kirkwood's Enrollment Services prior to registration. **(Allow 4-6 weeks to process)**

Step Three: Establish your EagleNet password. Go to www.kirkwood.edu/eaglenet, click on "EagleNet for Students," then click "Establish My Password."

Your Kirkwood ID number is K000000.

Step Four: All Career Options students **MUST** attend an advising session to register for summer/fall classes. Go to www.kirkwood.edu/careeropadvising select your program and register for one of the advising dates. Advising for new students is held in May for Summer/Fall term. If you cannot attend an advising session you **MUST contact your program coordinator** before you can register for classes.

Certified Drug and Alcohol	Jody Weigel	(319) 398-5715	jody.weigel@kirkwood.edu
Communication Media/Public Relations	Rose Kodet	(319) 398-4953	rkodet@kirkwood.edu
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Education Careers	Jack Terndrup	(319) 398-5551	jack.terndrup@kirkwood.edu
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Special Education	Doug Van Oort	(319) 398-4936	Doug.Van.Oort@kirkwood.edu
Paralegal	Greg Clevenger	(319) 398-5576	gcleven@kirkwood.edu

We look forward to seeing you at one of the advising sessions.