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](http://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](http://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](http://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

**Criminal Justice/Law Enforcement**
- Mike Penrod (319) 398-4823 mpenrod@kirkwood.edu

**Disabilities Services**
- Jody Weigel (319) 398-5715 jody.weigel@kirkwood.edu

**Early Childhood Education**
- Melanie Nollsch (319) 398-1258 mnollsc@kirkwood.edu

**Education Careers**
- Jack Terndrup (319) 398-5551 jack.terndrup@kirkwood.edu

**Human Services**
- Jody Weigel (319) 398-5715 jody.weigel@kirkwood.edu

**Paraeducator**
- Doug Van Oort (319) 398-4936 Doug.Van.Oort@kirkwood.edu

**Secondary Education**
- Jean McMenimen (319) 398-5019 jmcmeni@kirkwood.edu

**Sign Language Interpreter**
- Linda Krog (319) 398-5480 lkrog@kirkwood.edu

**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.*