



Kirkwood Community College
Class Registration Form for Adjunct & Part-time Benefits Eligible Employees

Employee Name _____ SS or k# _____

Department _____ Contact Phone _____

Employee Status: Adjunct Career Academy & CFA Instructors - non-paid
 Part-Time Benefits Eligible

CFA only Site Name: _____ Student Name: _____

Class Information:

Class Name _____ Class Number/Course Section _____

Dates of Class _____ Tuition \$ _____ Credit Continuing Ed

Guidelines (Part-Time Benefits Eligible/Adjunct Employee)

- Kirkwood pays only tuition. Books and fees are the responsibility of the employee.
- Supervisor of the part-time benefits eligible, adjunct/CFA employee must sign and submit this registration form to Human Resources (313 KH).
- Employees/CFA's are limited to two (2) Kirkwood courses, either a credit class or continuing education class, course per academic year. Please note student registration will be priority.
- Continuing Education class is limited to \$200 per session.
- This benefit does not include travel programs.
- No travel time will be paid to or from classes.
- If employee is unable to attend a Continuing Education class, he/she must withdraw by phoning extension 5529 prior to the start of the class. Failure to withdraw will forfeit the employee's benefit for that academic year.
- For credit courses, you need to fill out an admissions application, if you have not done so already, in order to get registered for the class. If not seeking a degree, please apply for the Liberal Arts, non-degree program.

Supervisor Signature (required for Part-Time/Adjunct only)

Date

Signature of HR Representative

Date

Return completed form to Human Resources, 313 Kirkwood Hall