



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

Employee Name \_\_\_\_\_ SS# \_\_\_\_\_

Department \_\_\_\_\_ Kirkwood Phone \_\_\_\_\_

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

**Class Information:**

Class Name \_\_\_\_\_ Class Number/Course Section \_\_\_\_\_

Dates of Class \_\_\_\_\_ Tuition \$ \_\_\_\_\_  Credit     Continuing Ed

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**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 or adjunct employee must sign and submit this registration form to Human Resources (313 KH).
- Employees are limited to one course, either a credit class or continuing education class, course per academic year.
- Continuing Education class is limited to \$200.
- 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.

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

Date

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Signature of HR Representative

Date

Return completed form to Human Resources, 313 Kirkwood Hall