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WELCOME to KIRKWOOD!

More than 70,000 futures have started at Kirkwood... And now yours is one of them! You’ve made a great choice, because Kirkwood students really can start here and go anywhere!

Important Dates

Fall 2012
August 17 – Last day to add classes without a signature
August 20 – Classes begin
August 20-24 – Welcome Week
September 3 – College holiday
October 15 – Midterm grades
November 30 – Last day to drop a class with a W
November 19-24 – Student recess days
December 7 – Last day of classes
December 8-14 – Final exams
December 14 – End of term

Spring 2013
January 21 – Last day to add classes without signature
January 22 – Classes begin
March 18-23 – Student recess days
March 25 – Midterm grades
May 3 – Last day to drop a class with a W
May 7 – Last day of classes
May 8-14 – Final exams
May 14 – End of term
May 18 – Commencement
May 20 – Summer 2013 classes begin

Find the full academic and event calendars at www.kirkwood.edu/calendar

Student Email

Stay in the Kirkwood loop!
Our primary way of communicating with you!

Sign up for your email at www.kirkwood.edu/email

In compliance with Public Law 105-244, Kirkwood Community College makes a wide variety of general institutional information available to students. The scope of information available includes: 1) financial assistance policies and procedures; 2) general institutional items such as graduation and transfer rates; 3) campus security policies and crime statistics; and 4) athletic participation and support statistics. All inquiries to obtain this information should be directed to the Information Center, 123 Linn Hall. Interested students may contact 319-398-5493 or infocenter@kirkwood.edu.

Kirkwood Community College declares and affirms to its students, employees and to the public that it does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, physical attributes, physical or mental ability, marital status, veteran status, genetic information, or socioeconomic status in its educational programs, activities, admission procedures or employment practices. The college affirms its commitment to comply with all applicable federal, state, and local laws, regulations and orders.
Making a Successful Transition to Kirkwood

Adjusting to a new environment can be a challenge. This plan is designed to help you adjust to college life and make the most out of your time at Kirkwood.

Before Classes Start

1. Create your email password and access your Kirkwood email account. It’s free, and the college will correspond with you using your Kirkwood email account. Your password will also be your login for EagleNet, Kirkwood’s online portal that you will use to access your class schedule, your student account and other student records. www.kirkwood.edu/email
2. Check for available housing.
3. Visit the campus to become familiar with your surroundings and find your classrooms.
4. Take our required placement exams or submit your ACT scores to the One Stop office. Math scores are valid for two years; reading and writing scores remain valid for three years.
5. Check your financial aid checklist in EagleNet to make sure you have provided all information needed to receive aid.
7. Buy your books in person at the Kirkwood Bookstore or online. Books are available 10 days prior to the start of each semester.
8. Ensure your personal commitments outside of school are taken care of prior to the first day of class (i.e. transportation, child care, housing, etc.)
9. Locate employment opportunities on-campus and off-campus. To learn more about the college-wide workstudy program visit www.kirkwood.edu/workstudy.
10. Update your local address & phone number in EagleNet.
11. Print off a copy of your schedule using EagleNet.
12. Check your account balance to ensure your tuition and related expenses are paid or that you have setup a FACTS payment plan.
13. Review the academic calendar and write important dates in your planner.
14. Have transcripts from other schools sent to Kirkwood.
15. Sign up for Kirkwood Alert at: http://alert.kirkwood.edu

The First Week

16. Double-check your financial aid package. If you have not received an award notification letter one month after applying, contact the One Stop office.
17. Schedule an appointment with your program coordinator or academic advisor if you need to change your schedule.
18. If you are feeling overwhelmed or anxious about classes, contact Counseling Services at 108 Iowa Hall or 319-398-5471 to speak with a counselor.
19. Attend every class and record assignments, deadlines and exams in a planner.
20. If you received accommodations in high school and you are interested in learning more about receiving accommodations at Kirkwood, contact Learning Services at 319-398-5574 or stop by Cedar Hall 2063.
21. Have fun at Welcome Week events.

The First Month

22. Meet with your program coordinator or academic advisor to develop a relationship and learn more about your academic program.
23. Talk to your instructors. Visit them during their office hours or after class.
24. Get connected with support services and consider a campus mentor. Learn more about mentoring at www.kirkwood.edu/mentoring.

Get involved in at least one campus club or organization. Check with Student Life for more information or visit www.kirkwood.edu/clubs

25. Get involved. Attend Kirkwood events and find fun things to do in the community.
26. Regularly check your Kirkwood email and EagleNet for important Kirkwood and class information.

The First Semester

27. Go to EagleView Program Planner to create your personal plan of study. Take it to your program coordinator or academic advisor prior to registering for next semester’s classes. Discuss your goals, plans and concerns regarding your Kirkwood experience.
28. Regularly check with your instructor to obtain your course grade to ensure you are not surprised with your midterm or final grade.
29. If you are unsure of your major, Career Services can help. Call 319-398-5471 to learn more about career services workshops or to schedule an appointment.
Continue to develop your network through interaction with faculty, active participation in organizations and work experience.

Check with financial aid about important application deadlines.

Meet with your advisor and register for next semester. For a schedule of classes, visit “Search for Sections” in EagleNet.

Read your Kirkwood email on a regular basis as this is the primary way the college will send information to you. If you have problems accessing your email submit a question to “Contact Us” at www.kirkwood.edu/email.

Second Semester

Re-apply for financial aid for the next academic year starting January 1. If you have not received an award letter by April, or one month after applying, contact the One Stop office. Be sure to check your financial aid checklist in EagleNet to ensure you have completed all of the necessary steps to obtain financial aid.

Review the scholarship application deadline for the next academic year.

Begin to research possible transfer schools and information regarding the transfer process.

Review your current lease and make a decision about living arrangements for next year.

Watch your Kirkwood email for information about summer and fall registration.

The Second Year

Attend the Fall College Transfer Fair.

Review your degree audit in EagleNet and talk with your program coordinator or academic advisor about graduation requirements.

Meet with a staff member in Career Services and participate in job-seeking skills workshops.

Purchase a cap and gown at the Kirkwood bookstore.

Review the deadline to complete a graduation application.

Send your transfer institution an official copy of your Kirkwood transcript.

Update your local address and phone number in EagleNet.

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CATCH THE EAGLE SPIRIT!

www.kirkwood.edu/eaglepride
College 101  
www.kirkwood.edu/101

College 101 is a three-credit course designed to help you be successful in college. Students who complete College 101 are more than twice as likely to graduate from Kirkwood as their peers.

College 101 will help you to:  
• Ease into college.  
• Build your academic skills.  
• Learn to navigate campus, and find services and programs.  
• Explore your strengths and values.  
• Discover your career options.  
• Make new friends and have fun while you learn.

Ask your advisor about enrolling in College 101 (SDV 109) this semester!

Learning Services  
www.kirkwood.edu/learningservices

Cedar Hall 2063  
319-398-5574  
1-800-332-2055 ext. 5574  
(TTY 319-398-5451)

Tutoring Services  
Tutoring is free for two different classes each semester, for up to two hours per week for each class.  
• Individual and online tutoring available  
• Walk-ins welcome  
• Computer application skills

Disability Accommodation Services  
Learning Services offers support and accommodations for qualified students. Examples of reasonable accommodations include texts in alternate format, alternative testing, taped lectures, support courses, counseling and sign language interpreting.

The Test Center  
Provides COMPASS placement testing and exams for Distance Learning courses, departmental exams and various certification testing.

Student Support Services  
Offers writing instruction, college survival skills, tutoring and counseling services for eligible students.

Academic Skills Classes  
Offering skills classes in reading, writing, math, communication and other academic preparatory courses.

Advising and Degree Information

Types of Degrees

Associate of Arts (AA) and Associate of Science (AS)  
The Associate of Arts and Associate of Science degrees are considered liberal arts degrees. The AA and AS degrees are designed for students who plan to transfer to a four-year college or university to complete a bachelor’s degree. They include core course work students need to complete before concentrating on their major field of study, as well as a variety of elective courses that enrich and compliment the required curriculum.

AA and AS Degree Requirements

- Earn 62 semester hours of credit in the courses required for the degree.  
- Earn 16 semester hours in residence at Kirkwood in the program for which the degree is sought.  
- Maintain a minimum cumulative grade point average of 2.0.

The distribution of general education and elective courses in the AA or AS degrees prepares students, with the guidance of
an academic advisor, to plan their first two years at Kirkwood Community College, then seamlessly transition to a four-year college or university.

**Associate of Applied Science (AAS)**
The Associate of Applied Science prepares students for a specific technical career. The hands-on instruction takes place in our well-equipped campus labs and in the field during internships. Graduates of these programs are highly skilled technicians, specialists and paraprofessionals. AAS degrees can lead you directly to a career, or, in some cases, to a four-year school if Kirkwood maintains a transfer agreement.

**Associate of Applied Science Degree Requirements**
- Earn a minimum (some degrees vary) of 62 semester hours of credit in the courses required for associate of applied science degree.
- Earn 16 semester hours in residence at Kirkwood in the program for which the degree is sought.
- Maintain a minimum cumulative grade point average of 2.0.

**Certificates and Diploma Programs**
Kirkwood offers certificate and diploma programs that provide hands-on experience in an industry, skilled trade or technological field in as little as nine months to one year. If you choose to further your education at a later date, many of the courses in certificate and diploma programs apply toward two-year degree programs.

In order to earn a certificate through Kirkwood, you must apply through the corresponding two-year program. Once you are accepted, you can indicate the certificate or diploma of your choice.

Participants in certificate programs are not eligible for federal student financial aid, or Kirkwood scholarships, due to the short length of the program. Only students enrolled in diploma or two-year degree programs are eligible for financial aid.

**Diploma Requirements**
Earn 30-48 (programs vary) semester hours of credit in the courses required for the specific Applied Science program.

Earn eight semester hours in residence at Kirkwood in the program for which the diploma is sought.

Maintain a minimum cumulative grade point average of 2.0.

**Certificate Requirements**
Earn 12-18 semester hours of credit in courses required for the specific Applied Science program.

Earn six semester hours in residence at Kirkwood in the program for which the certificate is sought.

Maintain a minimum cumulative grade point average of 2.0.

**Meeting With Your Advisor (See page 14 for a list of advisors by program).**
You will be assigned an academic advisor while you attend Kirkwood. Your advisor will assist you in understanding graduation requirements, college policies and procedures, and can assist you in choosing your courses each semester. Department advising hours vary, so it is important to schedule a meeting with your advisor in advance. This is particularly important during November, December, April and May when many students are meeting with their advisors.

**Liberal Arts Majors/Transfer Students (AA or AS degrees)**
Students completing associate of arts or associate of science degrees, and students planning to transfer to four-year colleges, are assigned advisors at the Advising & Transfer Center in Iowa Hall on the Cedar Rapids campus.

**Applied Science Majors (AAS degrees)**
Students pursuing applied science degrees are assigned advisors in their academic departments or program areas.

**Other Kirkwood Locations**
Iowa City Campus, Kirkwood Regional Center or county center students should contact staff at their locations for advising assistance.

**Student and Advisor Expectations**

**Academic Advisors**
- Assist the student in understanding graduation requirements, admission requirements at other institutions, and college policies and procedures.
- Interpret test scores, exams and transfer course work from other institutions.
- Are available, approachable, personable, and demonstrate concern for and interest in an advisee.
- Assist students in working closely with their faculty mentors and professors.
- Are knowledgeable of student services at the college and assist students in their academic endeavors.
Student Advisees

- Display respect for the advisor and have a positive attitude toward the advising process.
- Meet the advisor at appropriate times and come to advising appointments prepared to assume responsibility for degree planning.
- Clarify personal values and goals, and provide advisor with accurate information regarding academic interests and abilities.
- Seek to become acquainted with the academic structure of the college and area of study.
- Become knowledgeable about academic programs, policies and procedures, and utilizes available college resources and services.
- Ask questions and share specific concerns.
- Keep personal records of progress toward meeting academic goals.
- Accept responsibility for decisions and actions (or inactions) that affect educational progress and goals.

Choosing a Major

For many students, choosing a major and choosing a career are one in the same. Although these choices can be related, the relationship of college majors to career fields varies. Some career choices dictate that you choose a specific major. Whereas for other career options you may have many different academic programs you could consider. Choosing a major does not limit you to one career choice, and choosing a career does not necessarily limit you to only one major.

There are more than 130 programs of study offered at Kirkwood and more than 200,000 different occupations in the United States, so when making major and career decisions, you should focus on:

- Knowing yourself—developing an understanding of you.
- Researching careers and majors—through print, Web and people resources.
- Understanding the decision-making steps and your own personal decision style.
- Evaluating and making connections between all of the above factors.

What personal factors are important to consider when choosing a major?

- Your interests and passions—what you like and truly enjoy.
- Your abilities, skills and strengths—what are your good at doing and use frequently.
- Your values—what is really important to you.
- Your personality—your patterns of behaving, thinking and feeling.
- Your motivations—what drives you?
- The realities—what do you need to do and what obstacles might you have to overcome.

Resources to help you choose a major...

About yourself...

- What courses have you liked and/or in which you have been successful?
- What activities or experiences have you been involved in?
- Why did you enjoy these?
- What types of jobs appeal to you?
- What is your dream job?

About the major...

- What kind of skills and knowledge does the major highlight?
- What are the specific requirements?
- What careers might this major lead to?

How do you relate to other students in the major?

Most academic majors don’t offer specific preparation for a single type of work. Instead, they educate you and provide you with a skill set (along with your activities, work, etc.) to help make up the complete personal package you will bring to your future career and employment options.

What are employers looking for in college graduates?

According to the National Association of Colleges and Employers Job Outlook 2012, the top five personal qualities/skills employers seek in college graduates are:

- Ability to work in a team.
- Verbal communication skills.
- Ability to make decisions and problem solve.
- Ability to obtain and process information.
- Ability to plan, organize and prioritize work.

Career Decision Making credit course

This two-credit course provides students with an understanding of the process of career development and making a career direction by extending students’ knowledge of career choices and then assisting in decision strategies. Students enrolled in this course work in cooperation with the instructor.

Career Services

The Career Services Department offers a variety of job seeking skill and career decision-making workshops that are free to Kirkwood students. These workshops assist students in career exploration.

I Have a Plan Iowa Workshop

This two-hour workshop introduces you to the career decision-making process and the I Have a Plan Iowa website, used for researching career options. This workshop explores career options using I Have A Plan Iowa, assists you in awareness of the steps in the career decision-making process, applies self-assessment techniques to generate a list of possible careers and allows you to obtain information on other career workshops, assessments and services available through the Career Services department.

Myers-Briggs Type Indicator (MBTI) Workshop

This two-hour workshop introduces the Myers-Briggs Type Indicator (MBTI), a well-researched and popular personality
indicator. This assessment is a self-scored, 93-item personality indicator that will help you to determine your best fit personality type. You will learn which careers are appealing to your type, as well as how the career decision-making process varies depending on an individual's personality type.

To learn more about the various workshops offered during day and evening hours, contact Career Services at 319-398-5471, stop by 108 Iowa Hall or visit www.kirkwood.edu/careerservices.

**Required Testing**

**Mandatory Testing/Placement Exams**

All new students registering for more than six credit hours are required to take the COMPASS test prior to registration, unless they meet one of the following exemptions: (Allow at least two weeks for these exemptions to be evaluated).

- Earned a bachelor's degree from an accredited college or university.
- Successfully completed (C or better) college-level math and writing classes at a regionally accredited college or university.
- Completed the COMPASS test or ACT and sent the official record of scores to Kirkwood. Math scores are considered valid for two years while reading and writing scores are valid for three years.

Kirkwood uses assessment data to increase student success and overall institutional effectiveness. Assessment data, combined with thoughtful interpretation by faculty, staff and administrators, allows the college to make high quality decisions related to instruction and institutional priorities. Due to the importance of the assessment process, the COMPASS placement test is offered for free at all Kirkwood locations, as well as partner institutions in Iowa and across the nation (charges may apply at other institutions). Students who plan to take online courses must meet the minimum COMPASS score or have another placement exam on file regardless of prior course work.

**English Language Acquisition (ELA) Test**

If English is not your first language, you must take a mandatory COMPASS ESL/ELA Listening, Reading and Grammar/Usage test to determine if your skills are strong enough to support your college studies. The two-hour ELA exam is administered at our main campus Test Center (2055 Cedar Hall), the Iowa City Credit Center or the Washington County Center. If test results determine that additional English skills are required, contact the English department at 319-398-3998, to enroll in special ELA classes.

**Creating a Successful Schedule**

Planning your schedule and registering at Kirkwood involves more than picking courses from EagleNet or with an academic advisor. As you create your schedule of classes, consider what will help you to be successful in your life. To do this you must consider the requirements of the classes, your personal needs, life outside of Kirkwood and any other commitments you have.

**How many courses should I take?**

To earn a degree in four semesters, students should plan to enroll in an average of at least 15-16 hours per semester (12 hours is considered full-time in fall/spring semesters). To succeed academically, you should plan to spend at least two hours outside of class for every hour you spend in class. This out-of-class time includes time for reading assignments, library research, solving problems, writing papers, and consulting with your teacher or advisor, study groups and reviewing your notes.

**What time of day do I learn best?**

Are you a morning person, or a night owl? Do you learn best in the middle of the day or right before bed? These are all important factors to consider when scheduling classes. You should schedule your most challenging classes at times you learn best. Courses offered three days a week instead of two are usually shorter in overall length, allowing for information to be absorbed in smaller sections.

**What can I do to be successful at Kirkwood?**

During your first semester at Kirkwood, expect to develop new study behaviors and time management techniques. You are responsible for deciding how you spend your time, and that freedom comes with responsibility. You should do all assigned work and attend class.

- Get to know your instructors. They want to know you and help you be a successful student. Communication is very important.
- Attend class on a regular basis. This includes arriving on time and not leaving early or during a break.
- Schedule time every day to study for each class. You will find that these short sessions will help you to learn better, and this will be reflected through your grades.
- Begin to work with support services (i.e. academic tutoring, counseling services, writing lab, etc.) early in the semester.
- Be prepared for different instructional styles. Not all instructors teach alike. If you are having trouble understanding the material, talk to your instructor during office hours.
- Be aware of course add/drop dates.

**Your Grade Point Average**

Kirkwood grades and their values:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Other grades:

- P  Passing credit
- Q  No credit
- I  Incomplete
- E  Excused without credit
- T  Credit by examination
- N  Audit
- V  Withdrew from course
- X  Course repeated
- O  Original grade removed

The grades A, B, C, D and F are included in the computation of grade point average. Credit toward graduation is granted for A, B, C, D, P and T.
To calculate your GPA you must know:

- The grade you earned in each course.
- The number of credit hours assigned to each course.
- The numerical value of the grade you earned.

With this information follow these simple steps:

Multiply the numerical value of your grade by the number of credits assigned to the course. These are the grade points earned for each course.

Total the grade points from all of your courses.

Divide the total number of grade points by the total number of credit hours taken.

Here is an example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit hours</th>
<th>Grade (points)</th>
<th>Grade points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition I</td>
<td>3 hours</td>
<td>C+ (2.33)</td>
<td>6.99 points</td>
</tr>
<tr>
<td>Human Geography</td>
<td>3 hours</td>
<td>A- (3.67)</td>
<td>11.01 points</td>
</tr>
<tr>
<td>Intro to Psychology</td>
<td>3 hours</td>
<td>B (3.00)</td>
<td>9.00 points</td>
</tr>
<tr>
<td>Finite Math</td>
<td>3 hours</td>
<td>A (4.00)</td>
<td>12.00 points</td>
</tr>
<tr>
<td>Total</td>
<td>12 hours</td>
<td></td>
<td>39.00 points</td>
</tr>
</tbody>
</table>

39.00 grade points divided by 12 credit hours = 3.25 (GPA)

A GPA calculator is available through www.kirkwood.edu/students and then clicking on “GPA Calculator.” Transfer grades are averaged in to your cumulative GPA.

Academic Standing

Students who achieve and maintain the minimum cumulative grade point average and complete course requirements in the prescribed sequence are considered to be making satisfactory academic progress. Students who fail to achieve this standard will be placed on academic warning.

Academic Warning

Academic warnings are issued to students with non-passing grades at midterm of the current semester. Students placed on academic warning are required to meet with a counselor or academic advisor.

Financial Aid Satisfactory Academic Progress

Once school begins, you will want to maintain good grades. Federal regulations require that students make reasonable academic progress in order to continue receiving financial aid.

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>Completion Rate</th>
<th>Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>60%</td>
<td>2.0</td>
</tr>
<tr>
<td>30+</td>
<td>70%</td>
<td>2.0</td>
</tr>
</tbody>
</table>

A student is placed on financial aid warning the first term his/her academic transcript does not meet the standards of satisfactory academic progress (see previous chart) with one exception. Students who fail to complete any courses within their first term of enrollment (combination of Fs and Ws) are placed on suspension for the following term. If progress in the warning term is adequate to bring the cumulative record up to the standard, the warning status is removed. If progress in the warning term is not enough to bring the cumulative record up to standard, but meets the standard for the term, the warning status is extended until the cumulative record meets the standard. For example, if a student had attempted 33 credit hours in the past and is currently registered for 12 credit hours, the student must complete 70 percent of his/her classes or 8.4 credits with at least a 2.0 GPA to maintain the standard for the term.

Those students who do not maintain the standards of satisfactory academic progress after their warning term are notified their financial aid is suspended. They do not receive additional financial aid until they complete at least one additional term of half-time work, and maintain the standards of the policy. The student must notify the financial aid office after this step is accomplished, then financial aid is reinstated on a warning status. Progress will continue to be monitored and the warning status will be extended as long as the student maintains satisfactory academic progress each term, until the cumulative record meets the standard, when the warning status can be removed.

How many credit hours should I take?

Work through the information below to help you plan your schedule.

**Hours per week**

- Credit hours per week (including travel time) __________
- Study time/class preparation/meeting with professors, advisors, tutors (2-3 hours per credit hours in class) __________
- Work (including travel time) __________
- Sleep __________
- Meals (including preparation and clean-up) __________
- Laundry/housekeeping __________
- Getting involved (clubs, organizations) __________
- Social time __________
- Personal time __________
- Exercise __________
- Other __________
GET READY to REGISTER

Name ____________________________________________________________  Kirkwood ID (K Number) __________________________

Preparing for advisement
You are learning skills today you will use every semester as you prepare to register for courses. At the completion of this training session, you will have the necessary information required to meet with your advisor and register for classes.

Questions to Help in Your Advisement

1. What program are you considering?
   ____ Associate of Arts (AA)
   ____ Associate of Science (AS)
   ____ Associate of Applied Science (AAS)  List program: ______________________________________________________________
   ____ Certificate or Diploma program in:
   ____ Other:
   ____ Not sure

2. Do you plan to transfer?  ____ Yes  ____ No  ____ Not sure
   If yes, what college(s) are you considering: ______________________________________________________________
   If yes, when do you plan to transfer? (e.g. fall of 2014) ______________________________________________________
   Do you plan to earn your associate's degree prior to transferring?  ____ Yes  ____ No  ____ Not sure

3. Do you plan to work during the upcoming term or have other commitments outside of taking classes?
   Please describe where you plan to work, including the number of hours per week and any other commitments you will have (e.g. sports, family caregiver, children, etc.)

4. Please list any questions you would like to ask an advisor:

Evaluate Your Degree Audit
If you have a degree audit, check off the categories of the core courses you have satisfied on the following pages. Make a tentative schedule in the course blocks with the help of your advisor.
Schedule Planning Worksheet

<table>
<thead>
<tr>
<th>Synonym #</th>
<th>Course #</th>
<th>Section</th>
<th>Title</th>
<th>Credit Hrs.</th>
<th>Day/Time</th>
<th>Location</th>
</tr>
</thead>
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Trial Schedule

<table>
<thead>
<tr>
<th>Time Block</th>
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<td>6:00</td>
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</tbody>
</table>
Mapping your path to completion – Eagle View Program Planner

Use the Eagle View Program Planner to plan your program of study from start to finish. You can use the course planning wizard and your degree audit, which evaluates your progress toward program completion, to plan your courses for each term. After planning and registering for your first semester courses, review the materials provided to you by your advisor during orientation and log into your EagleNet account to access Eagle View and begin mapping your path to program completion. Also discuss this plan with your advisor before advance registration begins next term.

The degree, diploma or certificate I expect to earn at Kirkwood is: ____________________________________________

My advisor is: __________________________________________________________________________________________

Advisor contact information: _____________________________________________________________________________

(List of departments and contact information on page 14).

<table>
<thead>
<tr>
<th>First Term</th>
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<tbody>
<tr>
<td>1.</td>
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<table>
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<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
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</tr>
</tbody>
</table>
Finding Your Advisor

Students are assigned to advisors in their programs or areas of study. Liberal arts majors (AA and AS majors) and those students planning to transfer are assigned an advisor from the Advising & Transfer Center in Iowa Hall.

Applied Science Majors (AAS majors) are assigned advisors in their program areas.

Iowa City Campus, Kirkwood Regional Center or county center students should contact staff at their locations for advising assistance.

Liberal Arts Majors and Transfer Students (AA and AS Majors)

Cedar Rapids Campus
Advising & Transfer Center
108 Iowa Hall
319-398-5540 or 1-800-332-2055, ext. 5540

Iowa City Campus
319-887-3658 or 1-800-332-2055, ext. 3658

County Locations:
www.kirkwood.edu/locations

Applied Science Majors (AAS Degrees)

Agricultural Sciences
www.kirkwood.edu/ag
Horticulture Building
319-398-4944
1-800-332-2055, ext. 4944
agsci@kirkwood.edu
  • Agriculture Geospatial Technology
  • Agriculture Business
  • Agriculture Production Management
  • Diesel Ag Technology
  • Diesel Truck Technology
  • Floral Careers
  • Golf Course & Athletic Turfgrass Management
  • Horse Science Technology
  • Humane Office Training
  • Landscape Maintenance
  • Landscape Construction and Design
  • Parks and Natural Resources
  • Pet Grooming/Pet Shop Management
  • Veterinary Assistant
  • Veterinary Technician

Allied Health
www.kirkwood.edu/alliedhealth
221 Linn Hall
319-398-5566
1-800-332-2055, ext. 5566
http://www.kirkwood.edu/site/index.php?p=794
  • Dental Assisting
  • Dental Hygiene
  • Dental Technology
  • Electroneurodiagnostic Technology (A Partnership with the University of Iowa)
  • Health Information Technology
  • Medical Assisting
  • Medical Laboratory Technology (A Partnership with Hawkeye Community College)
  • Medical Transcription
  • Occupational Therapy Assistant
  • Physical Therapist Assistant
  • Respiratory Therapist
  • Surgical Technology (With additional Distance Education options at other community colleges in the region)

Nursing
www.kirkwood.edu/nursing
117 Linn Hall
319-398-5563 or 319-398-4989

Paramedic
Healthcare Simulation Center
319-398-5672

Pharmacy Technician
2010 Linn Hall/Simulation Center
319-398-5626

Business and Information Technology
www.kirkwood.edu/businessdept
203 Nielsen Hall
319-398-5416
business@kirkwood.edu
  • Apparel Merchandising
  • Administrative Assistant
  • Business Administration
  • Business Administration (Online)
  • Computer Information Systems
  • Computer Support Specialist
  • Financial Services
  • Geographic Information Systems
  • Interior Design
  • Local Area Network (LAN) Management
  • Management

Hospitality Programs
www.kirkwood.edu/hospitality
The Hotel at Kirkwood Center
Room 180 S
319-848-8770
  • Bakery
  • Culinary Arts
  • Hotel Management
  • Restaurant Management

Industrial Technology
www.kirkwood.edu/industrialtech
Jones Hall Main Office
319-398-4983 or 319-398-5659
indtech@kirkwood.edu
  • Advanced Manufacturing Engineering Technology
  • Architectural Technology
  • Automotive Collision Repair
  • Automotive Technology
  • CAD/Mechanical Engineering Technology
  • Carpentry
  • CNC Machining Technology
  • Construction Management
  • Electronic Engineering Technology
  • Energy Production & Distribution Technologies
  • Entry-Level Firefighter
  • HVAC Installer
  • Industrial Maintenance & HVAC Technology
  • Masonry Construction
  • Plumbing Technology
  • Skilled Trades
  • Telecommunications Technology
  • Water Environmental Technology (Online)
  • Welding
## Arts and Sciences Core Courses

**Applicable to A.A., A.S. and A.S./C.O. degree requirements.**

*One diversity course is required for the A.A. degree. Courses with (D) before the course number satisfy the diversity requirement.*

### Communication - Speech

- SPC-101 Fund of Oral Communication 3
- SPC-112 Public Speaking 3

### Communication - Writing

- ENG-120 College Writing (Composition I-II equivalent) 5
- ENG-105 Composition I 3
- ENG-106 Composition II 3
- ENG-108 Composition II: Technical Writing 3

### History - Cultures

*Students earning an A.A. degree must complete three credit hours from list 1 and three credit hours from either list 1 or list 2.*

#### Group 1 – Introductory Courses

- (D) ANT-105 Cultural Anthropology 3
- (D) ASL-171 American Sign Language II 4
- (D) ASL-241 American Sign Language III 3
- (D) ASL-271 American Sign Language IV 3
- (D) CLS-140 Understanding Cultures: The Mideast 3
- (D) CLS-151 Understanding Cultures: Latin America 3
- (D) CLS-159 Understanding Cultures: Indigenous Central America 3
- (D) CLS-162 Understanding Cultures: Pacific Societies 3
- (D) CLS-165 Understanding Cultures: Modern Japan 3
- (D) CLS-167 Understanding Cultures: Modern China 3
- (D) CLS-171 Understanding Cultures: Sub-Saharan Africa 3
- (D) FLF-142 Elementary French II 4
- (D) FLF-241 Intermediate French I 4
- (D) FLF-242 Intermediate French II 4
- (D) FLG-142 Elementary German II 4
- (D) FLG-241 Intermediate German I 4
- (D) FLG-242 Intermediate German II 4
- (D) FLS-142 Elementary Spanish II 4
- (D) FLS-241 Intermediate Spanish I 4
- (D) FLS-242 Intermediate Spanish II 4
- HIS-121 Ancient Mediterranean World 3
- HIS-122 Europe-Age of Monarchy 3
- HIS-123 Europe-Age of Revolution 3
- HIS-124 Europe-Age of Nationalism 3
- HIS-151 U.S. History to 1877 3
- HIS-152 U.S. History Since 1877 3
- HIS-291 History of Science 3
- (D) REL-101 Survey of World Religions 3
- (D) REL-120 Judaism, Christianity & Islam 3
- (D) REL-130 Intro to Religions of the East 3

#### Group 2 – Other Courses

- HIS-135 Modern World Military History 3
- (D) HIS-221 Holocaust/Genocide: Memory & Literature 3
- (D) HIS-254 American Indian History 3
- (D) REL-125 Introduction to Islam 3
- (D) REL-140 Religion in the United States 3
- (D) REL-160 Religions of China 3

### Humanities

*Students seeking an A.A. degree must select one course from 1, one course from 2 and one course from 1, 2 or 3.*

#### Group 1 – Arts and Ideas

- ART-101 Art Appreciation 3
- ART-173 Ceramics 3
- ART-184 Photography 3
- ART-203 Art History I 3
- ART-204 Art History II 3
- CLS-190 Culture and Technology 3
- DRA-101 Introduction to Theatre 3
- DRA-116 Film Analysis 3
- DRA-125 Introduction to Play Analysis 3
- HUM-105 Working in America 3
- HUM-116 Encounters in Humanities 3
- HUM-123 U.S. Film History 3
- HUM-124 World Film History 3
- MUS-100 Music Appreciation 3
- MUS-209 Topics in Western Music History 3
- PHI-101 Introduction to Philosophy 3
- PHI-105 Introduction to Ethics 3
- PHI-111 Basic Reasoning 3
- PHI-130 Philosophy of Human Nature 3

#### Group 2 – Literature

*(Prereq: ENG-105 or ENG-120)*

- LIT-203 Forms of Literature: Story Cycle 3
- LIT-204 Forms of Literature: Nonfiction 3
- LIT-205 Forms of Literature: Drama 3
- LIT-206 Forms of Literature: Fiction 3
- LIT-207 Forms of Literature: Poetry 3
- LIT-208 Forms of Literature: New Media 3
- LIT-209 Forms of Literature: Film 3
## Arts and Sciences Core Courses

### Mathematics

**Students earning an associate’s degree must complete one college-level math course.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT-115</td>
<td>Mathematics and Society</td>
<td>3</td>
</tr>
<tr>
<td>MAT-117</td>
<td>Math for Elementary Teachers</td>
<td>3</td>
</tr>
<tr>
<td>MAT-120</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT-136</td>
<td>Trigonometry &amp; Analytic Geometry</td>
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<tr>
<td>MAT-138</td>
<td>College Algebra with Limits</td>
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<tr>
<td>MAT-140</td>
<td>Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>MAT-149</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT-150</td>
<td>Discrete Math</td>
<td>3</td>
</tr>
<tr>
<td>MAT-155</td>
<td>Statistical Ideas</td>
<td>3</td>
</tr>
<tr>
<td>MAT-157</td>
<td>Statistics</td>
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<tr>
<td>MAT-162</td>
<td>Business Statistics</td>
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<tr>
<td>MAT-165</td>
<td>Business Calculus</td>
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<tr>
<td>MAT-175</td>
<td>Calculus for Biological Sciences</td>
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</tr>
<tr>
<td>MAT-210</td>
<td>Calculus I</td>
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<tr>
<td>MAT-216</td>
<td>Calculus II</td>
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<td>MAT-219</td>
<td>Calculus III</td>
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<td>MAT-227</td>
<td>Differential Equation with Laplace</td>
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<td>CHM-110</td>
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<td>CHM-132</td>
<td>Intro Organic &amp; Biochemistry</td>
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<td>CHM-165</td>
<td>General Chemistry I</td>
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<td>CHM-175</td>
<td>General Chemistry II</td>
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<td>ENV-115</td>
<td>Environmental Science</td>
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<tr>
<td>PHS-151</td>
<td>Intro to Astronomy</td>
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</tr>
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<td>PHS-170</td>
<td>Physical Geology</td>
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<td>PHS-171</td>
<td>Physical Geology Lab</td>
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<td>PHS-175</td>
<td>Environmental Geology</td>
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<td>PHS-176</td>
<td>Environmental Geology Lab</td>
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<td>PHS-180</td>
<td>Evolution of the Earth</td>
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<td>PHS-181</td>
<td>Evolution of the Earth Lab</td>
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<td>PHY-120</td>
<td>Introductory Physics</td>
<td>3</td>
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<tr>
<td>PHY-162</td>
<td>College Physics I</td>
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<td>PHY-172</td>
<td>College Physics II</td>
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<td>PHY-222</td>
<td>Classical Physics II</td>
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<tr>
<td>SCI-120</td>
<td>Forensic Science</td>
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<tr>
<td>SCI-122</td>
<td>Forensic Science Lab</td>
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### Social Science

**Students seeking an A.A. degree need 3 courses, students seeking an A.S. degree need 2 courses.**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>CRJ-100</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>CRJ-200</td>
<td>Criminology</td>
<td>3</td>
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<tr>
<td>CRJ-201</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>(D) DSV-200</td>
<td>Exceptional Persons</td>
<td>3</td>
</tr>
<tr>
<td>ECN-120</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECN-130</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>(D) ECN-210</td>
<td>Asian Economic Systems</td>
<td>3</td>
</tr>
<tr>
<td>EDU-240</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>GEO-115</td>
<td>Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>(D) GEO-121</td>
<td>World Regional Geography</td>
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<td>GEO-162</td>
<td>Geography of Iowa</td>
<td>3</td>
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<tr>
<td>HSV-110</td>
<td>Human Service Policy &amp; Programs</td>
<td>3</td>
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<tr>
<td>MMS-101</td>
<td>Mass Media</td>
<td>3</td>
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<td>POL-111</td>
<td>American National Government</td>
<td>3</td>
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<td>POL-121</td>
<td>International Relations</td>
<td>3</td>
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<tr>
<td>(D) POL-125</td>
<td>Comparative Government &amp; Politics</td>
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<tr>
<td>POL-150</td>
<td>Introduction to U.S. Foreign Policy</td>
<td>3</td>
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<td>PRL-101</td>
<td>Paralegal Studies Orientation</td>
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<td>PSY-111</td>
<td>Introduction to Psychology</td>
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<td>PSY-121</td>
<td>Developmental Psychology</td>
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<td>PSY-241</td>
<td>Abnormal Psychology</td>
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### Arts and Sciences Core Courses

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<tr>
<td>PSY-251</td>
<td>Social Psychology</td>
<td>3</td>
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<tr>
<td>SOC-110</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC-115</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC-120</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>SOC-132</td>
<td>Sociology of Loss, Grieving &amp; Growth</td>
<td>3</td>
</tr>
<tr>
<td>(D) SOC-265</td>
<td>Introduction to Lesbian, Gay, Bisexual &amp; Transgender Studies</td>
<td>3</td>
</tr>
<tr>
<td>SOC-270</td>
<td>Social &amp; Behavioral Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>SOC-284</td>
<td>Sociology of the Environment</td>
<td>3</td>
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<tr>
<td>(D) SOC-200</td>
<td>Minority Group Relations</td>
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</table>

### Diversity Courses Not Also Approved for Core

(Required for a student seeking an A.A. degree)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CLS-125</td>
<td>Language and Society</td>
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<tr>
<td>CRJ-202</td>
<td>Cultural Awareness-CJ</td>
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<td></td>
<td>Practitioners</td>
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<tr>
<td>ITP-130</td>
<td>Social Aspects of Deaf Culture</td>
<td>3</td>
</tr>
<tr>
<td>LIT-158</td>
<td>Literature of African Peoples</td>
<td>3</td>
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</tbody>
</table>

### Student Services and Resources

#### Advising & Transfer Center

www.kirkwood.edu/transfer  
www.kirkwood.edu/advising  
Cedar Rapids Campus  
108 Iowa Hall  
319-398-5540 or 800-332-2055 ext. 5540  

Iowa City Campus  
Room 112  
319-887-3658 or 800-332-2055 ext. 3658

The Advising & Transfer Center assists students in developing an academic plan, including choosing the best courses to smoothly transfer to a four-year school. We can also help clarify course requirements or refer you to support services if needed.

#### Billing and Student Accounts

(See One Stop Office page 19).

#### Bookstores

www.kirkwood.edu/bookstore  
Cedar Rapids Campus  
1st floor Benton Hall  
319-398-6469  

Iowa City Campus  
Credit Center  
319-887-3640

In addition to providing textbooks for all Kirkwood courses, the Cedar Rapids bookstore also carries supplies, Kirkwood logo clothing, gift items, paperback books, greeting cards, CDs, DVDs, and computer software and supplies. The Iowa City bookstore, located in Kirkwood’s Iowa City Credit Center, carries textbooks for all courses held in Iowa City. Other items include clothing, magazines, software and school supplies.

#### Bus Service

www.cedar-rapids.org/transit

Kirkwood students can ride Cedar Rapids Transit for free! Just show your EagleCard student ID and get a free ride to and from campus on bus route 7. To purchase bus tickets for other routes in town that are not free, show your EagleCard at the Kirkwood Bookstore to purchase tickets. The Iowa City Campus is accessible by Iowa City Transit bus service, and monthly passes are available at the Iowa City bookstore.

#### Campus Jobs (Work-Study)

www.kirkwood.edu/workstudy  
Cedar Rapids Main Campus  
108 Iowa Hall  
319-398-7687

The Work-Study program offers an opportunity for students to obtain a job to earn money to help pay educational or personal expenses by receiving a bi-monthly paycheck. A student must apply for and be awarded federal financial aid to be eligible for work study.
Campus Security
www.kirkwood.edu/security
Cedar Rapids Campus
319-389-1774

Campus security officers provide services 24 hours a day, 365 days a year. Security responds to emergencies and other calls for service, conduct traffic checks on campus, walk thru the campus buildings, staff special events, and facilitate a variety of safety and security presentations. Escort services to and from classes and unlocking and jump starting vehicles are also provided to students free of charge.

Campus Security works closely with local, state, and federal police agencies. Through coordination with local law enforcement agencies, criminal activity engaged in by students at off campus locations in monitored and recorded. This information is referred to the appropriate area of the College.

Career Services
www.kirkwood.edu/careerservices
Cedar Rapids Campus
108 Iowa Hall
319-398-5471

Career Services assists students, alumni and community members seeking and/or preparing for employment.

Career exploration
• Resume, cover letter and references
• Interviewing
• Job/internship postings available at www.kirkwood.edu/jobs
• Networking with employers

Child Care - Kirkwood Kids Child Care Center
Cedar Rapids Campus
319-398-1256

Child care services are available on campus to Kirkwood students, staff and the community.

Counseling
www.kirkwood.edu/counseling
Cedar Rapids Campus
108 Iowa Hall
319-398-5471, toll free 800-332-2055 ext. 5471

Iowa City Campus
Room 112
319-887-3658, toll free 800-332-2055 ext. 3658

Counselors are available for students who need help with academic concerns, career plans or personal matters. A counselor is available on an appointment or drop-in basis to provide general Kirkwood information or refer students to the appropriate staff member, agency or counselor. Counseling is free and confidential for students.

Dean of Students Office
Cedar Rapids Main Campus
108 Iowa Hall
319-398-5471

The Dean of Students office staff is available to assist students with general advice, answer questions and help with any issues or concerns that may arise. They are connected to a network of campus-wide problem solvers and can refer students to an appropriate office or service, depending on the need.

The Dean of Students oversees the Advising & Transfer Center, Career Services, Counseling, EagleCard, and the Recreation Center.

Distance Learning
www.kirkwood.edu/distancelearning
Cedar Rapids Campus
210 Linn Hall
319-398-4958

Kirkwood offers many formats for learning, including degrees you can earn completely online. This includes:
• Interactive instructional television system
• Online
• Distance Learning Live
• Hybrid Courses

EagleCard (Student IDs)
www.kirkwood.edu/eaglecard
Cedar Rapids Main Campus
104 Iowa Hall
319-398-5680

The EagleCard is the official Kirkwood Community College identification card. It is required for:
• Buying books at the Kirkwood bookstores.
• Selling books back at book buy-back time.
• Checking out books from the Kirkwood library.
• Admittance to the Kirkwood Rec Center, computer labs, and athletic and entertainment events.

You can deposit money on your EagleCard account and use it as a debit card. The EagleCard is accepted at on-campus vending machines, Sammy’s Cafe, Kirkwood Bookstores, Kirkwood C-store and select off-campus vendors.

Get your EagleCard at the EagleCard office, the Kirkwood Rec Center, the Iowa City Bookstore, or any county center office. Be sure to keep it with you - you may be asked to show it at any time.

EagleNet
www.kirkwood.edu/eaglenet

EagleNet is your online access to Kirkwood resources and registration information. EagleNet allows you to check grades, register for classes, drop classes, get your class schedule, check your tuition bill, check your financial aid status and more.
Log in with your k number and password. Your “k” number is your personal identification number assigned to you when you apply for Kirkwood.

**Financial Aid**
(See One Stop Office page 19).

**Housing Assistance**
www.kirkwood.edu/housing
Cedar Rapids Campus
230 Iowa Hall
319-398-7647

Iowa City campus, click “Iowa City Housing” on www.kirkwood.edu/housing

While Kirkwood Community College does not own or operate any student housing, nearly 4,000 Kirkwood students live in privately-owned housing adjacent to the Cedar Rapids campus. Housing staff can assist you in locating available housing near campus and in answering other housing-related questions.

**International Programs**
www.kirkwood.edu/international
Cedar Rapids Campus
134 Linn Hall
319-398-5579

Students come to Kirkwood from nearly 100 different countries around the world. There are many resources available for International students. Contact the International Programs office for more information.

**Learning Services**
www.kirkwood.edu/learningservices
Cedar Rapids Campus
2063 Cedar Hall
319-398-5574

Learning Services provides classroom and individualized instruction, Internet and computer-based instruction, aptitude and skills assessment, counseling, advising and peer tutoring. Learning Services arranges special accommodations for students with learning disabilities, such as sign language interpreters or textbooks on tape and offers a variety of academic support services including:
- Tutoring – including writing and math assistance
- Testing services
- COMPASS placement testing
- Disability Accommodation Services and arranging reasonable accommodations for students with disabilities.
- VITAL (Vocational Individualized Training and Learning)
- Assistive Technology Lab – including specialized software and devices.
- Perkins Vocational Education Services

**Library Services**
www.kirkwood.edu/library
Cedar Rapids Campus
111 Benton Hall
319-398-5553

Iowa City Campus
Credit Center
319-887-3613

Kirkwood’s Cedar Rapids and Iowa City libraries are open to all students. The librarians are experts in helping you navigate the college research process by defining the information you need, helping you find credible sources and helping you evaluate the sources. If the information you need is not available here, we will order it for you from another library through the Inter Library Loan program.

If you are working from home, are a distance education student or attend class at one of the Kirkwood centers, the same library services are available to you. The library website provides a full array of resources and services that you would find inside the libraries, along with instant messaging reference and handouts on creating citations and finding reliable websites. Librarians are available by phone to help you with your research and can send library materials to Kirkwood centers for your use.

**Nurse and Health Services**
www.kirkwood.edu/campushealth
Cedar Rapids Campus
132 Iowa Hall
319-398-5588

Iowa City Campus
Room 146
319-887-3949

Campus health works with area health providers to give you comprehensive care, referrals and resources, in a respectful, caring and confidential environment. All services and products are free, unless otherwise noted.

**One Stop Office – financial aid, billing, enrollment and student records**
www.kirkwood.edu/onestop
Cedar Rapids Campus
202 Kirkwood Hall
319-398-7600

Iowa City Campus
112 Credit Center
319-887-3658

**Specific services:**
- Financial aid (grants and loans)
- Course registration
- Adding and dropping courses
- Transcript requests
- Change of address and student records
- Changing majors
- Transfer credit evaluation
- Determining graduation requirements
**Registration and Records**  
(See One Stop Office page 19).

**Veteran’s Services**  
www.kirkwood.edu/va  
Cedar Rapids Campus  
202 Kirkwood Hall  
319-398-5633

Kirkwood is committed to those who have served or are serving in the military. Staff is available to assist veterans in the application process to ensure the students’ programs meet federal guidelines. A Veterans Lounge is available to all vets for use and is open during regular college hours. The Veteran’s Lounge is located on the third floor on Iowa Hall next to the Amana Room.

**Vocational Rehabilitation**  
Cedar Rapids Campus  
123 Iowa Hall  
319-398-4925

The Vocational Rehabilitation office works with Iowans with disabilities to find employment or expand skills to increase employment possibilities. This includes finding financial support, determining eligibility for Kirkwood programs, and individual guidance and support.

**Student Activities and Campus Life**

College offers opportunities for learning outside the classroom. Getting involved in co-curricular (academic-related clubs and activities) and extra-curricular activities will help you to make the most of your college experience and will help you to be a better student. With more than 80 clubs, organizations and other groups on campus, there are many opportunities to build your resume, meet new friends, and become the person you want to be. The following is a summary of the co-curricular and extra-curricular activities available at Kirkwood.

**Athletics**  
www.kirkwoodeagles.com

Kirkwood's champion athletic teams are always at the top of the NJCAA national polls. All events are FREE with your EagleCard.

**Clubs and Organizations - Student Life**  
www.kirkwood.edu/studentlife  
Cedar Rapids Campus  
230 Iowa Hall  
319-398-5578

Iowa City Campus  
Room 148  
319-887-3947

There are more than 75 clubs and organizations on campus. Being involved in a club, members have opportunities to learn how to organize activities, develop leadership skills and work with groups of other students.

**Honors Program**  
www.kirkwood.edu/honorsprogram

Kirkwood's Honors program challenges students to be the best in their chosen fields by working closely with Kirkwood faculty members within the discipline and completing special honors projects. Students interested should contact the Honors program faculty chair.

**Intramurals**  
www.kirkwood.edu/intramurals  
Cedar Rapids Campus  
Michael J Gould Recreation Center  
319-398-5596

All currently enrolled students, faculty and staff can take part in intramural and recreation/fitness programs. Activities include flag football, volleyball, basketball, softball, soccer, tennis, aerobics classes, fitness assessments and seminars, and many other special events and activities.

**Michael J Gould Kirkwood Recreation Center**  
www.kirkwood.edu/reccenter  
www.facebook.com/kccreccenter  
Cedar Rapids Campus  
319-398-5596

Provides free access to currently enrolled students and staff with a valid EagleCard. The Center features the latest in cardio and strength training equipment, three full-size basketball courts, a 200-meter walking/jogging track, an aerobics/fitness room, shower facilities, and a lounge area with computer ports, big-screen TV, pool table and ping pong table.

**Performing Arts**  
www.kirkwood.edu/arts  
Cedar Rapids Campus  
336 Cedar Hall  
319-398-4913

Students can choose from a variety of opportunities in music, vocal music, and theater. Admittance is free of charge to all Kirkwood Performing Arts department-produced music and theatre events with their valid EagleCards.

**Phi Theta Kappa**  
www.kirkwood.edu/clubs, click “Phi Theta Kappa”

Phi Theta Kappa is the only internationally-recognized honor society for students attending two-year colleges. To be eligible, students must complete 12 credit hours at Kirkwood and have a 3.5 or greater cumulative GPA.
Student Media
www.kirkwoodstudentmedia.com
The Communiqué, 319-398-4953
Kirkwood Student Productions, 319-398-7163
Cedar Valley Divide, 319-398-4998

The Communiqué is Kirkwood’s biweekly student newspaper that is written and edited by students. Positions are open to all Kirkwood students. Kirkwood Student Productions (KSP) offers students the opportunity to work in front of and behind the camera on a variety of projects including newscasts, sporting events and jazz concerts. Call 319-398-7163 for more information. The Cedar Valley Divide is Kirkwood’s student literary and art magazine. To enroll in the course or to submit work, contact the English department at 319-398-4998 or in 3051 Cedar Hall.

Study Abroad
www.kirkwood.edu/studyabroad
Cedar Rapids Campus
134 Linn Hall
319-398-5884

Students earn college credits while embarking on once-in-a-lifetime adventures through Kirkwood’s Study Abroad programs. Financial aid can be applied to Study Abroad programs and scholarships are also available.

Student Policies and Rights

We believe that the best learning takes place in an environment where faculty and students exhibit trust and mutual respect. In a productive learning environment, faculty, staff, and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.

As a new Kirkwood student, you are expected to follow the rules described in the Student Conduct Code and other college policies. This includes, but is not limited to, policies on cheating and plagiarism, academic progress, campus security, alcohol and other drugs, and sexual harassment and misconduct. The college community extends beyond the Kirkwood campus and the Student Conduct Code and other policies apply to conduct that occurs both on and off campus.

All policies affecting students are described in detail in the Student Handbook, which is available online at: www.kirkwood.edu/studenthandbook. The Student Handbook also describes the procedures for resolving alleged rule violations and your rights as a student. Policies are subject to change. Printed copies of the Student Handbook may be obtained in the Dean of Students Office, 115 Iowa Hall on the Cedar Rapids main campus.

Kirkwood’s Values and Standards

All students, faculty, staff, service providers and visitors who are involved with any aspect of the college’s mission are members of Kirkwood’s learning community. As such, we share certain rights and responsibilities to each other and to the learning process – among them the right to a positive educational climate, and the responsibility to uphold values necessary to create and sustain this educational climate including:

- Valuing diversity.
- Respecting and managing resources well.
- Promoting opportunities for educational growth and development
- Encouraging a spirit of critical judgment.
- Learning to engage in a sustained and independent search for truth.
- Maintaining an orderly, civil and safe campus environment.

Cheating and Plagiarism

Kirkwood students are responsible for authenticating any assignment submitted to an instructor. If asked, you must be able to produce proof that the assignment you submit is actually your own work. Therefore, we recommend that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, write summaries of research materials, hang onto Writing Center receipts, keep logs or journals of your work on assignments and papers, and save drafts or versions of assignments under individual file names on your computer.

The inability to authenticate your work, should an instructor request it, is sufficient ground for failing the assignment. In addition to requiring students to authenticate their work, Kirkwood Community College instructors may employ various other means of ascertaining authenticity – such as engaging in Internet searches, creating quizzes based on student work, or requiring students to explain their work or process orally. Students found responsible for cheating or plagiarism may be failed from an assignment, test, or course. Repeated instances of cheating and plagiarism may result in suspension from the college.

What are the consequences of violating the Student Conduct Code and other policies?

You may be subject to sanctions including but not limited to warning, probation, suspension, or expulsion from the college; receiving a failing grade on an assignment or class, educational classes; community service; treatment or professional evaluation. Also, some colleges and universities and employers inquiere about disciplinary violations or conduct background checks when students apply for admission or jobs. Therefore, if you violate the Student Conduct Code, you will have a record that you may have to explain to another college or future employer.

What are my rights as a student?

You have the right to participate in an educational conduct process that provides you with an opportunity to discuss the alleged violation and to present statements or evidence on your behalf before a decision is made. After a determination is made, you also have the right to appeal the decision.
Frequently Asked Questions

How can I get adjusted to college life?
There’s a great three-credit-hour class called College 101 that covers how to make the change from high school to college, and how to excel once you’re here.

How many credits do I need to take to be a full-time student?
You must take 12 or more credits each semester to be considered a full-time student. Anything less than 12 credit hours is considered part-time, except during the summer semester when nine credit hours is considered full-time.

I found some classes that look interesting. How can I find out what they’re about?
Check out "Course Descriptions" in the Kirkwood catalog at www.kirkwood.edu/catalog.

What are the requirements for getting an Associate of Arts or an Associate of Science degree?
Take a look at “Arts & Sciences Degrees” in the Kirkwood catalog, or check out the requirements online.

Attending class on Kirkwood’s main campus is not convenient for me. What are my options?
If you can’t make it to our main campus in Cedar Rapids, you can attend class at any of our 10 off-campus sites throughout the seven-county area we serve. Other options include taking classes through Distance Learning.

How do I drop a class?
If you want to drop a class, log in to EagleNet and click the Register/Drop Sections link under the EagleNet for Students menu.

Can I get a tutor if I need some help with a class?
Yes. Free tutoring is available to every student taking a class for credit. Stop by 2071 Cedar Hall or call 319-398-5425 to speak to someone in Learning Services.

What are PA classes?
Personal Achievement (PA) classes help you get up to speed in areas that you may be having trouble with. There are PA classes in writing, mathematics, pre-algebra and basic study skills. There’s also a 12-credit college prep block called Basic Writing and How to Be Successful in College. Find out more by contacting Learning Services.

How do I change my major?
Go to www.kirkwood.edu/majorchange and complete the information needed.

How do I change my advisor?
You simply need to change your major and your advisor assignment will be changed automatically.

If I drop a class, will it affect my financial aid?
It might. Check with the One Stop office before you drop a class.

What do I need to do to graduate?
Meet all the degree requirements for your program, then apply for graduation by logging into EagleNet and completing the graduation application.

What’s the minimum GPA required to get a degree from Kirkwood?
Kirkwood requires a minimum GPA of 2.0. If you’re transferring to another college or university, your GPA may need to be higher to be admitted. Be sure to check with the Admissions office at that college or university.

How do I have transcripts sent to another college?
Stop by the One Stop office and fill out a transcript request form, or fill out the form at www.kirkwood.edu/onestop.

How many Kirkwood credits will transfer to a four-year college or university?
Check with the Advising & Transfer Center for more details. Or visit www.transferiniowa.org.

How will my credits transfer from another college or university to Kirkwood?
When examining transcripts from other colleges, Kirkwood follows the recommendations contained in the current issue of the Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Registrars and Admission Officers. To learn more please visit http://www.kirkwood.edu/catalog/2011-2012/transfer-of-credit-from-other-institutions.htm.

What grade point average do I need for my major?
To receive an Associate of Arts or Associate of Science degree from Kirkwood, you must have a minimum GPA of 2.00. GPA requirements in your major vary, depending on which college or university you’re transferring to. Contact the Advising & Transfer Center for specific college or university GPA requirements.

How do I check my progress toward completing my degree?
Your degree audit helps you to track progress toward completing your degree. You may view your degree audit by logging into your EagleNet account at www.kirkwood.edu/eaglenet.