

Special Registration

Notice to Students: A **Special Registration** form needs to be completed for each class being requested. The student is responsible for correctly filling out this form, obtaining the required signatures, and submitting it to the Department Office. Changes are not official until the form is processed by the department. Class enrollment is not guaranteed. *See instructions below.*

Required Information:

Request Type	Dean/designee signature required:		
	<input type="checkbox"/> Student Overload	<input type="checkbox"/> Class Overload	
	Instructor AND Dean/designee signatures required:		
	<input type="checkbox"/> Petition	<input type="checkbox"/> Add Class After the Refund Deadline	
For the Refund Deadline go to www.kirkwood.edu/lastdaytodrop			
K-number:	Last Name:	First Name:	
Term & Year:	Kirkwood Email:	Phone:	
Section #:	Course Name:	Instructor Name:	Cr Hr:
Example: ENG-105-CRF01	Composition I	Jane Doe	3
Instructor	First date of attendance or expected first date of attendance _____		
Instructor Signature		Date	
Dean Signature		Date	
I request and accept responsibility for the above changes to my schedule and education program.			
Student Signature		Date	
Office Use Only Received by: _____ Date: _____ Action: _____			

Instructions:

Registered Student

- Log in to MyHub, click “Search the Course Catalog” under Student Schedule
- Use the Course Catalog search tool to find the class section you would like to add to your schedule - read the course description, verify that you meet the prerequisites, and verify there is space in the section.
- Click “Add Section to Schedule” and then view your Course Planner (the “Plan and Schedule” page) for the current term. Screen shot or print this page using the blue Print icon. This will include your current schedule as well as the section you would like to add.
- Complete this Special Registrations form.

If instructor signature is required:

- Email or present the completed form to the faculty of the section you want to add, along with your schedule from Course Planner.
- If the faculty signs the form, take it to the Department Office for processing. Office locations are below.
- If the form was emailed and faculty approves, they will forward the form to the Department Office for processing.

If only Dean/designee signature is required:

- Bring the completed form to the Department Office for processing.
 - Watch your Kirkwood student email to see if something is preventing you from being added or additional information is needed.
- Approved sections will appear in your “Student Schedule” in MyHub.

Department Office Locations

Dean of Students.....3rd Floor Iowa Hall
Agricultural Sciences.....106 Washington Hall
Arts and Humanities.....2092 Cedar Hall
Business and Information Technology ..203 Nielsen Hall
Communication, English, and Media.....2092 Cedar Hall
English Language Acquisition (ELA).....2008 Iowa Hall
Department of Health.....2164 Linn Hall
Hospitality.....180S Kirkwood Center
Industrial Technologies.....101 Jones Hall
Kirkwood Regional Center at U of IRoom 100

Student not yet registered for this term

- Contact the department your major falls under, as you may be required to complete additional requirements before registering.

*See below for a list of department locations.

Learning Commons2071 Cedar Hall
Math and Science.....2092 Cedar Hall
Social Sciences.....2092 Cedar Hall

Other Offices

Global Learning..... 2008 Iowa Hall
Registrar’s Office3rd Floor Iowa Hall