

# Student Handbook

**Concurrent Enrollment | 2024-2025 Academic Year** 



# **Table of Contents**

1.	Fligibility and Definitions	2-5	
	Eligibility and Definitions Enrollment and Registration Process, Knumber and Placement Adds, Drops and Withdrawals MyHub, Email, and Talon		
	Orientation		
II.	Student Services	6-8	
	Advising		
	Satisfactory Academic Progress (SAP)		
	Library, Tutoring, Center for Online Writing Accommodations		
III.	College Credit in High School Policies & Practices 9		
	Special Note to Students		
	Productive Classroom Environment		
	Academic Integrity		
	Additional Note to Concurrent Enrollment Students Link to all Academic and Enrollment Policies		
IV.	Additional Information for Students	10-11	
IV.		10-11	
	Student Conduct Policy Attendance Expectations		
	Family Education Rights and Privacy Act		
	Transferring Kirkwood College Credit		
V.	Additional Resources	12	
	Web Resources		
	How to Connect with a Kirkwood Contact		

Kirkwood's College Credit in High School (CCHS) students have all the same rights and responsibilities as Kirkwood students. This handbook provides guidelines that high school students will use as a college-credit student at Kirkwood. This document is not a complete compilation of Kirkwood's Academic and Student Policies. For a comprehensive compilation, please visit <a href="https://www.kirkwood.edu/studenthandbook">www.kirkwood.edu/studenthandbook</a>.

#### **Continuous Nondiscrimination Statement**

It is the policy of Kirkwood Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact the Vice President, Human Resources and Institutional Effectiveness, 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404, 319-398-5572, equity@kirkwood.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.

# I. Eligibility, Admission and Enrollment Information

## College Credit in High School (CCHS) — Concurrent Enrollment at Kirkwood Community College

Kirkwood partners with local high schools to offer concurrent enrollment course work that meets the needs of students looking to explore a specific career and technical program at Kirkwood, as well as transfer-level general education course work to enhance any major. Students enrolled in a concurrent enrollment course earn both high school and college credit for the course.

High school faculty who meet community college faculty credentials are recognized as adjunct faculty, and adhere to the approved Kirkwood syllabus.

As defined by the Iowa Department of Education, Senior Year Plus (SYP) is an important part of high school reform efforts in Iowa. Through these programs, high school students are provided rigorous opportunities for advanced learning.

To this end, Kirkwood partners with area school districts to prepare students to learn essential skills and earn college credit through a variety of concurrent enrollment options. Iowa law requires students, instructors, and institutions to meet certain criteria to be eligible to participate in SYP programming.

## To participate, students must:

- Satisfy Kirkwood Community College prerequisites, which may include a satisfactory placement score or GPA for reading, writing, and math, indicated by the college's recognized placement exams.
- Complete "College Credit in High School" application for admission at: <a href="www.kirkwood.edu/cchsapply">www.kirkwood.edu/cchsapply</a>
- Please note that restrictions on participation in Senior Year Plus opportunities cannot be placed by the district. Examples include:
  - Districts may not require to exhaust district curriculum prior to enrollment in SYP courses
  - Districts may not limit a student to one course per semester
  - Districts cannot limit the number of courses that a student can take in an academic year; however, Kirkwood does limit to 18 credit hours per semester – anything more requires dean approval.
  - Districts may not limit the format in which a class can be taken.

## **Types of Eligible Coursework:**

#### **Arts and Science Coursework**

• To participate in liberal arts courses, students must demonstrate proficiency in each of the three academic areas – math, science, and reading, as indicated by Iowa Assessment Testing or an alternative measure of proficiency adopted by the school board. Alternative measures of proficiency may vary by school district. Students must also satisfy Kirkwood Community College prerequisites as needed.

## **Career Academy**

Participation in career and technical courses is not based on proficiency of lowa Assessment Testing.
 Students will need to satisfy Kirkwood Community College's prerequisites as needed.

Additional information on Senior Year Plus guidance can be found on Iowa Department of Education website.

#### **Concurrent Enrollment Format Definitions**

- Onsite: concurrent enrollment at the high school, most often taught by a high school paid instructor. Onsite sections are created and dedicated to high school students. In rare cases, courses are offered at a Kirkwood-provided location outside of the high school, but for enrollment and billing purposes are treated as onsite sections.
- Alternative Concurrent Enrollment: high school students join an existing traditionally offered
  college class. In Alternative Concurrent Enrollment, concurrent enrollment students will be
  taking the course with a Kirkwood paid instructor. These courses are not dedicated to high
  school students, but are college courses high school students are eligible to join along with
  degree seeking students; many of these courses are offered online or at Kirkwood's Main
  Campus.
- 3. Regional Center Courses: shared career academy programming at a Kirkwood location. These are courses dedicated to high school students and occur at one of four regional centers: Jones County Regional Center in Monticello; Kirkwood Center at the University of Iowa in Coralville, Linn County Regional Center in Hiawatha, or Washington County Regional Center in Washington.

## **Enrollment and Registration Process for Concurrent Enrollment Students**

- 1) Student expresses interest in enrolling in concurrent enrollment.
- 2) Student creates official Kirkwood record at <a href="https://www.kirkwood.edu/cchsapply">www.kirkwood.edu/cchsapply</a>. Students must create an account and then complete the entire application for submission.
- 3) Within two business days, the student will receive an email indicating that the application has been processed. The email will contain instructions on how the student can log back into their account and view their formal welcome letter. The letter will contain the student's unique identification number, also known as a **knumber**. This is the identifier to be used in place of the SSN, and it will not change.
- 4) Students will then need to set up their official Kirkwood account using their knumber and establishing a password (<a href="www.kirkwood.edu/setup">www.kirkwood.edu/setup</a>). Please note that this is a different process than what establishing a profile for the application process (see more information below).
- 5) Student will need to complete any required placement exam, or submit necessary GPA if required for individual course prerequisites as identified by the course catalog.
- 6) After the subsequent steps have been completed, students can enroll in concurrent enrollment courses through Dual Enroll. Students will need their knumber and password to login to <a href="www.kirkwood.dualenroll.com">www.kirkwood.dualenroll.com</a>. After creating a basic profile, students can select the appropriate term to register for future classes. After student has selected and submitted their desired courses, the selections will go to the high school and Kirkwood for final approvals. If the registration is not processed or approved for any reason, the student should receive notification in their Kirkwood email.
  - NOTE: Students who do not register through Dual Enroll will be considered self-pay students and will be responsible for their own tuition. Students who register through Dual Enroll and have the approval of the school district will have their tuition costs covered by the school district.
- 7) For any questions, county and regional centers are available to help students through the application and registration process at anytime. Contact information can be located at the end of this handbook.

## **Using knumber and Password**

You will use your knumber to login to email, Kirkwood computers, Talon, MyHub, Dual Enroll, etc. If you forget your knumber, you can get it two different ways:

- Go to www.kirkwood.edu/knumber, and select "Look Up Your K-Number."
- Alternatively, you can present a photo ID at any Kirkwood location.

**Password:** Once you have your knumber, you will need to establish a password.

- Go to <u>www.kirkwood.edu/setup.</u>
- Complete the information to set up your password, which will require various characters.
- Once you've set up your password, you can also use this website to change your password, or set-up your security question. Passwords will need changed every year.

#### **Placement**

If a student plans on taking a concurrent class that has a certain placement requirement, the student must fulfill that requirement.

- English For courses such as Composition, Kirkwood requires a specific placement score from ACT or SAT. In lieu of scores, Kirkwood will also accept a qualifying GPA score to meet the placement requirement. Though the requirement is a 2.8 GPA, it is highly recommended that that concurrent enrollment students have a 3.0 GPA.
- Math For courses requiring placement, Kirkwood requires specific placement scores from ACT, SAT, or the ALEKS test administered at Kirkwood. The ALEKS test can be taken remotely by students by going through MyHub: <a href="https://www.kirkwood.edu/myhub">www.kirkwood.edu/myhub</a>

Kirkwood will also accept AP course equivalencies. Students must ensure appropriate placement scores and prerequisite information is on file at Kirkwood prior to enrollment in coursework.

#### Adds, Drops and Withdrawal of Registration

Concurrent enrollment students must abide by registration policies at both the high school district and Kirkwood Community College. Students should refer to the high school guidance office for assistance with enrollment management issues. All section adds, drops and withdrawals must be approved in writing by your high school principal and/or counselor and as well be approved by Kirkwood. Please also see note regarding withdrawals and Satisfactory Academic Progress under the Student Services: Advising section on page 6.

## MyHub

MyHub is Kirkwood's student profile portal. In MyHub, students can find important information including class schedule, degree requirements, and much more. As noted, students **should not** register through MyHub for concurrent enrollment courses, but should go through Dual Enroll.

## **Kirkwood Email**

As a concurrent student, you are considered a college student like all other enrolled students. As such, you will be expected to be responsible for checking and keeping up on your Kirkwood email. Information regarding your progress, communication from instructors, and other valuable messages will be sent to your Kirkwood email address and not your personal or high school email address. To set up your email at Kirkwood, simply go to: <a href="https://www.kirkwood.edu/email">www.kirkwood.edu/email</a>. There is a section that it is titled "First Time Users" that will help you set up your account. Please remember to check your email daily.

#### **Talon**

Talon is an acronym for "Teaching and Learning Online". Talon houses curriculum for online courses as well as for some regional center and onsite (at your high school) courses. You should be able to locate your syllabus for any course you are taking as concurrent enrollment within Talon. To access Talon, simply go to: www.kirkwood.edu/talon.

## **Orientation and Onboarding**

Orientation is required for all students enrolling in concurrent credit courses. Students will be required to complete orientation online through Talon. Students will need to work through the topics listed above and will be asked to complete quizzes, earning an 100% in order to meet the orientation requirement. Completing orientation online through Talon is required for students enrolling in courses in all formats – onsite, alternative concurrent (online) and Regional Center locations. Please note the additional points related orientation and course format:

## Regional Center Orientation and Onboarding

In addition to completing online orientation, students who commit to taking concurrent enrollment courses at a regional center location will also be required to participate in Career Academy Onboarding Night. This in-person event will be held at the local Regional Center and will provide an opportunity to learn about specific career academy requirements, tour classrooms and labs, and meet with faculty and staff. At Career Academy Onboarding Night students will be able to complete their regional center specific authorization forms that require student signature as well as parent's or legal guardians' signature. Your registration is not finalized until this form is completed and signed.

## Alternative Concurrent Enrollment Orientation

Students who commit to taking Alternative Concurrent Enrollment courses through Kirkwood Community College (often in an online format) will not have access to their online course until orientation in Talon is complete. Students will be administratively withdrawn from the course if they do not complete orientation. It is critical for students in online courses to complete orientation in Talon prior to the course start date.

## ■ Onsite Concurrent Enrollment

Orientation is required for students only taking classes within the walls of the high school, or onsite coursework. The orientation can be accessed online in <u>Talon</u>. Students will need to work through the topics listed above and will be asked to complete quizzes, earning an 100% in order to meet the orientation requirement.

Orientation covers a variety of important information regarding:

- Navigating Through Talon
- Student Policies and Expectations
- Resources and Student Support
- Academic Integrity
- Academy specific information
- Forms and Authorizations

# II. Student Services

## **Advising**

All Kirkwood Regional and County Centers have a Student and Academic Support Coordinator (SASC) who will help students with college and career planning, guidance, course selection advice, mentoring, and more. The SASCs serve as academic advisors for the concurrent enrollment student population.

Working with a SASC is the key to your success as a Kirkwood student. Your SASC plays a critical role in promoting students success and assisting students to reach their goals. Students should meet with a SASC to guide students in decision making based on goals, degree requirements and transferability.

SASCs can assist students in making these important decisions and work with students to assist them with their next steps after Kirkwood, whether that's continuing their education at our main campus, transferring to a four-year school, or going into the workforce.

To get in touch with the SASC that would assist you, please reach out to your local county location; contact information is listed on page 13. If you are unsure of which county location to contact, please reach out to hscollegecredit@kirkwood.edu, and we will get you connected.

## Satisfactory Academic Progress (SAP)

A concurrent enrollment student's future financial aid can be impacted by their Satisfactory Academic Progress. Grades and completion are used to calculate SAP. Low or failing grades along with withdrawing from a class resulting in a W grade can negatively impact standing. Students are highly encouraged to reach out to their designated SASC if they are worried about about their progress. For more information on SAP, please visit: www.kirkwood.edu/get-started/paying-for-college/academic-progress

#### **Library Resources for Students**

In addition to quality books, journals and DVDS to use in your research, we have many online databases of magazine, journal, news and reference articles that you can access from any campus computer or your own home computer. If you prefer working from a library table or relaxing in a stuffed chair as you write, you may check out a laptop for use within the library or bring your own laptop to any center location to connect with Kirkwood's wireless network. Wireless internet is accessible in main campus and off campus locations. Library resources can be located at www.kirkwood.edu/library.

## **Learning Commons**

Self-advocacy is an important aspect of the college experience. If a student needs extra help, they are encouraged to reach out for it. One such way can be done through tutoring. Tutoring services are free to any Kirkwood student enrolled in credit classes for which tutoring is sought. Students may receive tutoring for two different classes each semester for up to two hours per week for each class. To learn more about tutoring, and additional study support options, go to <a href="https://www.kirkwood.edu/learningcommons">www.kirkwood.edu/learningcommons</a>.

## **Center for Online Writing**

Kirkwood's Center for Online Writing (COW) is available to help students at any level or ability improve all aspects of their writing. Offering guidance at any stage of a project, from brainstorming to editing, The Center for Online Writing is available for paper submissions. To learn more about the Center for Online Writing, you can go to <a href="https://www.kirkwood.edu/cow">www.kirkwood.edu/cow</a>.

#### **Accommodation Services for Students with Disabilities**

Provision of accommodation services to high school students enrolled in Kirkwood classes are provided in accordance with the same policies and procedures provided for all Kirkwood students. Procedures to receive accommodations for Kirkwood classes:

- 1. Go to www.kirkwood.edu/accommodations
- 2. Scroll down to select the box that says "New Students"
- 3. Read "How to Apply for Accommodations at Kirkwood"
- 4. Scroll down and select the "Apply for Accommodations" button.
- 5. Complete the form and select "Submit" You will receive an automated response to confirm your submission was successful.
- 6. Follow instructions to upload your most recent IEP or 504 Plan Documentation. Your high school can provide you with an electronic copy of your IEP or 504 Plan.
- 7. It is encouraged that students upload their IEP or 504 Plan Documentation electronically. If you are not able to do so, please email your documentation to SAS@kirkwood.edu or you may fax or mail your documentation to the address below.
- 8. For questions or assistance, call your County or Regional Center!

Mailing address for accommodations paperwork: Kirkwood Accommodation Services 3034 Iowa Hall 6301 Kirkwood Blvd SW Cedar Rapids, Iowa 52406

Phone: 319-398-5574 Fax: 319-398-4933

Email: learningservices@kirkwood.edu

#### **Initial Meeting**

Once your application and documentation has been reviewed, you will be notified via email with instructions about scheduling an initial meeting with an Accommodations Access Advocate. At this meeting, the Accommodations Access Advocate will get to know you, and discuss supports and work to determine reasonable accommodations for you. Accommodation letters will then be delivered to instructors via email.

#### Follow-up

Accommodation letters will then be delivered to you and instructors via email about a week prior to class start dates. It will be your responsibility to confirm your accommodations with each instructor on or slightly before the first day of classes. You must renew accommodations each semester. A reminder email with instructions on how to renew will be sent to you when it's time to renew. Contact your Accommodations Access Advocate with any questions or concerns regarding your accommodations and/or classes. They are here to support you!

**NOTE:** A copy of the student's accommodation plan can be provided to a parent/guardian upon request if a completed release of information is on file for the student. Students, parents, and high school staff should be aware that modifications of curriculum or delivery of instructor provided at the high school may not be considered a reasonable accommodation in a college setting. More information can be found at: <a href="www.kirkwood.edu/learningservices">www.kirkwood.edu/learningservices</a> and the following chart helps explain the fundamental differences between high school and college-level accommodation services.

Differences between High School and College Accommodations			
HIGH SCHOOL	COLLEGE		
IDENTIFICATION			
The school district is responsible for identifying the student's disability.	Students must self-identify by requesting accommodations and providing documentation of their disability.		
SPECIAL EDUCATION SERVICES			
The Individual Education Program (IEP) team develops the IEP to define educational goals, supports and services that will be provided.	No IEP is written for college students. Special Education services are not provided in college.		
ACCOMMODATIONS AND MODIFICATIONS			
Accommodations or modifications to the curriculum are made to ensure completion of the general education requirements of the school district.  Teachers provide reminders of homework due dates and when tests will be taken. Extended time for completion may be granted.	Accommodations are provided to ensure equal access to education. Reasonable accommodations based the student's documented disability are allowed. Modifications to the curriculum are not available at the college level.  Students are expected to read the syllabus provided in each course and complete assignments independently and on time.		
BEHAVIOR SUPPORTS			
Educators are responsible to put supports in place for an inappropriate behavior that may be caused by a student's disability.	Students are responsible for their own behavior at all times and are held to the same standards of behavior as all college students.		
PARENTAL INVOLVEMENT			
Parents are actively involved in their student's educational planning and decisions.	Students are responsible for making decisions related to their education and are expected to advocate for themselves.		
Parents can discuss their student's progress with teachers.  Parents can sign documents for their student who is under the age of 18.	A student must sign a "release of information" wavier for parents to speak with college personnel regarding their college records.  Students sign documents for themselves.		
OTHER DIFFERENCES			
Schools have a system set up for providing transportation to and from school (e.g. buses).  Daily attendance is monitored and recorded by the high school. High school staff can contact parents if the student is not in attendance.	Students are responsible for finding their own way to and from their college campus for classes.  The college does not contact student or parent if a student misses class. Students should attend all college classes.  Some instructors may take attendance; some may not.		

# III. College Credit in High School Policies & Practices

## **Special Notice to Students**

Each student is responsible for being familiar with the student and academic conduct policies at Kirkwood Community College. Please visit <a href="www.kirkwood.edu/studenthandbook">www.kirkwood.edu/studenthandbook</a> for more information. Failure to read the regulations will not be considered an excuse for noncompliance. The college reserves the right to change policies or revise curricula as needed due to unanticipated circumstances. Rules and regulations have been adopted by the faculty and administration of the college. If a student finds that extenuating circumstances might justify the waiver of a particular college regulation, that student may file a petition with the registrar, according to established policies.

In addition, the following academic and student conduct policies are highlighted for concurrent enrollment students:

## A Productive Classroom Learning Environment

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 and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners.

## **Academic Integrity**

Kirkwood students are responsible for authenticating all work in a course. This includes but is not limited to quizzes, exams, presentations, papers, journals, and projecdts. If asked, the student must be able to produce proof establishing that the work they submit is original and created by the student. For this reason, it is recommended that students engage in a verifiable work process on assignments and conduct themselves during class in a manner that does not lead to the suspicion of academic dishonesty. Academic dishonesty may include but is not limited to:

- 1. Plagiarism and Fabrication
- 2. Misrepresentation
- 3. Cheating and Facilitation
- 4. Impeding Fair and Equal Access to the Education and Research Process

Students are strongly encouraged to read the Academic Integrity Policy in its entirety.

#### **Additional Note to Concurrent Enrollment Students**

Each course at Kirkwood has an approved list of student learning outcomes that must be met regardless of the course location, delivery method, or audience. This consistency ensures the courses will transfer smoothly to our transfer partner institutions and that students are prepared for the next course in a sequence or for programs that have prerequisites. College faculty can select their own approach in meeting the student learning outcomes based on their academic expertise, past experience, and review of best practices. College courses are designed to introduce you to a specific area of study while also developing things like critical thinking skills and communication skills. The curriculum is meant to be challenging and may introduce ideas with which you are unfamiliar or that invite you to think in new ways. You may interact with other students or faculty who have experiences or beliefs very different from your own. A college classroom is a place for freely sharing ideas in a way that is respectful, thoughtful, and demonstrates the ideal of civil discourse.

All Academic and Student Procedures can be found here: https://creditcatalog.kirkwood.edu/academic-student-procedures/

## **Student Conduct Policy**

Students choosing to earn college credit while in high school must be in good standing at their respective high school in order to enroll in and attend Kirkwood Community College CCHS Programs.

Students enrolled to earn Kirkwood Community College credit must abide by the school handbook of the local school district, as well as the rules and policies spelled out in the Kirkwood Community College Student Handbook, found online at (<a href="www.kirkwood.edu/studentpolicies">www.kirkwood.edu/studentpolicies</a>). Additional specific program requirements may also be outlined by the Kirkwood Academic Department.

Kirkwood Community College is committed to maintaining a safe environment for all students, faculty, staff and visitors. Student conduct that interferes or disrupts effective instruction or safe classroom operation will be addressed. Kirkwood staff can remove students from Kirkwood property or program for misconduct.

**Process for Misconduct Violations:** 

#### **Level 1: Incident Documentation**

- a. Immediate response by the instructor to acknowledge and stop the misconduct with the student.
- b. Written documentation of the observable behavior is shared with high school and college personnel, including Kirkwood's Dean of Students within 24 hours of the incident.
- c. Instructor meeting with the student and a second party (staff member) to review with the student theviolation of misconduct and the positive steps for moving forward. Acknowledgment that further violation will result in a meeting with all interested parties (student, instructor, district and Kirkwood staff, parents, etc.) for discussion. (If possible this meeting will occur prior to the next scheduled class meeting.)
- d. Student and instructor sign off on acknowledgment of the behavior issue and steps for improvement.

## Level 2: Meeting with all interested parties

- a. Second violation of misconduct with a student results in a meeting scheduled by Kirkwood to review the action plan or decision to continue. Kirkwood staff will be present, as well as high school district staff. High School will inform and include parents at this level of the discussion if they choose.
- b. Depending on the violation, Kirkwood can remove the student from the class or program at this step. The goal is to clearly define expectations for moving forward. Students at Level 2 should note that future incidents will result in removal from the class or program.

## Level 3: Removal from the CCHS program

If removal occurs within the parameters of the Kirkwood withdrawal date, it is the student's responsibility to work with high school personnel to withdraw; otherwise, removal may result in a failing grade on the student's Kirkwood Community College transcript.

## **Attendance Expectations**

- Students are expected to attend all sessions of classes for which they are enrolled. Absences shall in no way lessen student responsibility for meeting the requirements of the class. Students are accountable for the learning outcomes of each class session, including those sessions missed.
- Attendance policies can vary by instructor and Career Academy; students are expected to know the attendance requirements for each of their courses.
- Grades can be impacted by unexcused absences
  - o Students must communicate with instructors in advance of planned absences
  - o Illness notification in advance (when possible)
  - School sponsored events, sporting events, high school test dates, family vacations, etc.
     Absence dates must be shared and approved in advance by the instructor

## FERPA – Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

- Kirkwood school officials may not disclose personally identifiable information about students nor
  permit inspection of their records without written consent, unless such action is covered by
  certain exceptions permitted by the law.
- Students may complete a Records Release form to give Kirkwood officials permission to communicate with parents about student information protected by FERPA.
- High school paid officials are able to communicate with parents or legal guardians without the written consent of the student.
- Students under the age of 18 taking college credit courses are still protected under FERPA law.
- More information on FERPA and the Records Release Form can be found on Kirkwood's website, https://www.kirkwood.edu/get-started/enrollment/ferpa.

#### **Transferring Kirkwood College Credit**

Students can order a college credit transcript to be sent to another college by completing the Official Transcript Request form online at <a href="www.kirkwood.edu/transcript">www.kirkwood.edu/transcript</a>. Students can click the link to order their transcript through the National Student Clearinghouse. The details for ordering are as follows.

- 1. Before ordering, make sure your transcript shows the **grades** you expect it to. In MyHub, select "Grades" and look in the "Final Grade" column.
- 2. Kirkwood is not responsible for the cost of transcripts ordered too soon.
- 3. Official Kirkwood transcripts processed are \$7 per copy when delivered electronically. Other delivery methods can have additional charges.
- 4. For additional information regarding your transcript, you can contact enrollment@kirkwood.edu.

#### V. Additional Resources

#### **Important Web Resources**

General information for all Kirkwood College Students: www.kirkwood.edu/students

Kirkwood College Credit in High School: <a href="www.kirkwood.edu/cchs">www.kirkwood.edu/cchs</a>
Kirkwood Student Handbook: <a href="www.kirkwood.edu/studenthandbook">www.kirkwood.edu/studenthandbook</a>

Kirkwood Academic Calendar: <a href="www.kirkwood.edu/calendars">www.kirkwood.edu/calendars</a> Kirkwood Library Resources: <a href="www.kirkwood.edu/library">www.kirkwood.edu/library</a>

Kirkwood Learning Services: <a href="www.kirkwood.edu/learningservices">www.kirkwood.edu/learningservices</a>
Kirkwood Center for Online Writing Support: <a href="www.kirkwood.edu/cow">www.kirkwood.edu/cow</a>

Kirkwood Career Services: www.kirkwood.edu/careerservices

Kirkwood Learning Commons & Study Support: www.kirkwood.edu/learningcommons

## **County and Regional Center Contact Information**

Each Kirkwood Center works with and supports all high schools in their county for concurrent enrollment questions. Please contact us anytime.

## **❖** Benton County Center

www.kirkwood.edu/bentoncounty | 319-472-2318 | benton.county@kirkwood.edu

## ❖ Iowa County Center

www.kirkwood.edu/iowacounty | 319-668-2461 | iowa.county@kirkwood.edu

Serving also Belle Plaine Community School District

#### **❖** Jones County Regional Center

www.kirkwood.edu/jonesregional |319-465-2302 | jones.county@kirkwood.edu

Serving also North Cedar Community School District

## ❖ Kirkwood Regional Center at the University of Iowa (Johnson County)

<u>www.kirkwood.edu/kirkwoodui</u> | 319-358-3100| <u>johnson.regional@kirkwood.edu</u>

Serving also Tipton Community School District and West Branch Community School District

#### Linn County Regional Center

www.kirkwood.edu/linnregional |319-398-1052 | linn.regional@kirkwood.edu

## **❖** Washington County Regional Center

www.kirkwood.edu/washingtonregional |319-653-4655 |washingtoncounty@kirkwood.edu