

Late Registration

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

Required Information:

<i>k-number:</i>		<i>Last Name:</i>		<i>First Name:</i>		
<i>Term & Year:</i>		<i>Kirkwood Email:</i>		<i>Phone:</i>		
<i>Section #</i>		<i>Course Name</i>		<i>Instructor Name</i>		<i>Cr Hr</i>
<i>Example: ENG-105-CRF01</i>		<i>Composition I</i>		<i>Jane Doe</i>		<i>3</i>
Instructor	First date of attendance or expected first date of attendance _____					
<i>Instructor Signature</i>					<i>Date</i>	
<i>Dean Approval For</i>	<input type="checkbox"/> Student overload <input type="checkbox"/> Class overload <input type="checkbox"/> Add after 1 st week					
<i>Dean Signature</i>					<i>Date</i>	
<i>I request and accept responsibility for the above changes to my schedule and education program.</i>						
<i>Student Signature</i>					<i>Date</i>	
<i>Office Use Only</i>						
Received by:		Date:		Action:		

Instructions:

Registered Student

- Log in to MyHub, click “View My Courses” and then “Course Catalog”
- 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 class
- Click “Add Section to Schedule” and then view your Course Planner for the current term. Print this page using the blue Print icon. The print out will include your current schedule as well as the course section you would like to add.
- Complete this Late Registration Form.
- Present the completed form to the faculty of the class you want to add, along with the schedule you printed from your Course Planner.

Admission to a class after the first day is at the discretion of the instructor.

- If the faculty approves, bring this form to the Department Office for processing. Office locations are below.
- The next day, check “View My Courses” in MyHub for the added class. If not there, check your Kirkwood student email to see if something is preventing you from being added to the class.

For tuition refund schedule go to www.kirkwood.edu/lastdaytodrop

Refunds will be mailed after the refund period has ended

Cedar Rapids Campus

Dean of Students (AA & AS)....2nd Floor Kirkwood Hall
Agricultural Sciences.....Washington Hall
Allied Health.....2164 Linn Hall
Arts and Humanities336 Cedar Hall
Business and Information Technology .. 203 Nielsen Hall
Communication, English, and Media.....3051 Cedar Hall
English Language Acquisition (ELA) ...3051 Cedar Hall
Hospitality.....180S Kirkwood Center
Industrial Technologies101 Jones Hall
Learning Services2063 Cedar Hall
Math/Science.....1184 Linn Hall
Nursing.....2172 Linn Hall
Social Sciences.....1008 Cedar Hall

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.

Distance Learning or Off Campus

Distance Learning (Web Live)Online
Distance Learning (KTS/ICN)..... 2196 Linn Hall
Iowa City CampusIowa City Center
Off-campus sites Nearest County Center

Other Offices

Global Learning.....1154 Linn Hall
One Stop2nd Floor Kirkwood Hall