



KIRKWOOD

EARN COLLEGE CREDIT IN HIGH SCHOOL

2024 – 2025 Programs of Study
**WASHINGTON COUNTY
REGIONAL CENTER**

www.kirkwood.edu/washingtonregional

Kirkwood
COMMUNITY COLLEGE



Kirkwood

COMMUNITY COLLEGE

Dear Parents, Students and K-12 Partners,

2024-2025 marks the 10th year of operations at the Washington County Regional Center and we are thrilled to celebrate this milestone. We are encouraged by the opportunity to connect with and make a difference for students, families, and our region's future workforce.

Last year, 470 high school students in Washington County were served through partnerships with seven local high school districts. We are thankful to continue our partnerships with Highland, Keota, Lone Tree, Mid-Prairie, WACO, Washington, Hillcrest Academy and home school associations. High School students from Washington County enrolled in College Credit in High School programming at no cost, earning both high school and college credit, and saved over **\$849,800** in tuition costs! In addition to saving time and money, these CCHS opportunities and Career Academies help students explore careers, develop technical skills, earn credentials, earn transferable credits, and give them confidence to succeed in their post-secondary goals.

To ensure that education goals are met, students are strongly encouraged to schedule academic advising appointments. Kirkwood staff are available to meet with students in-person, via Zoom or by phone to discuss options for the 2024-2025 academic year and develop personalized academic plans.

Students and parents considering CCHS options are also encouraged to attend a **Career Academy Information Night** to learn more about Career Academy offerings, program details, CCHS student expectations and ask questions. This event night will be held **Wednesday, February 7, 2024 at 6 p.m. at the Kirkwood Washington County Regional Center**. Students may register for 24-25 Career Academies this evening as well.

Students attending Washington County Regional Center Academy programming for 2024-2025 will be required to attend the in-person event, Career Academy Onboarding Night, in April to meet with faculty, tour labs and classrooms, and learn more about academy specific requirements. Additional details on event date and time will be shared with students by email. Parents are encouraged to attend as well.

As students begin planning their schedules and consider dual-credit opportunities while in high school, please do not hesitate to contact Kirkwood or your high school counseling office with any questions you may have.

We look forward to working with students as they jump start their college experience and explore their future career through Kirkwood concurrent credit classes. Best of luck this school year!

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78%

of dual-credit students earn a grade of C or better

3.23

average GPA of dual-credit students (over 3 years)

28%

of high school students in our region take dual-credit classes

7

high schools served in Washington County region.



College Credit in High School (CCHS)

Kirkwood partners with area high school districts to prepare students to learn essential skills and earn college credit through a variety of concurrent enrollment options. Credits earned through these partnerships count toward a student's high school diploma AND their future college degree – **all at NO COST to you or your family!**

Requirements for College Level Classes

Senior Year Plus Requirements

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

Iowa law requires students, instructors, and institutions to meet certain criteria to be eligible to participate in Senior Year Plus programming.

To participate in CCHS, students must satisfy all Kirkwood Community College prerequisites, which may include satisfactory placement scores or GPA requirements prior to registration. For more information, contact your high school counselor.

Options to Earn College Credit in High School at Kirkwood:

Liberal Arts Academy

Enrolling in the Liberal Arts Academy is a great way to start earning your associate's degree or future bachelor's degree. In addition to taking general education courses, choose courses that prepare you for transfer and meet requirements within your intended major.

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. Students must also satisfy Kirkwood Community College prerequisites.

Career Academy

Career Academies focus on career exploration while also aligning with industry workforce needs. Students can even earn industry-recognized certifications for immediate employment opportunities.

Participation in career and technical courses is not based on proficiency of Iowa Assessment scores. However, students will need to satisfy Kirkwood Community College prerequisites on individual courses as needed.

WHY EARN CCHS? THE PROOF IS IN THE NUMBERS:

- ▶ **75.5% of CCHS students enroll in postsecondary education** the fall semester after their high school graduation – compared to 50.4% of non-CCHS students.
- ▶ On average, those CCHS students who do enroll in postsecondary education directly after high school are **15.4% less likely to drop out**.
- ▶ Within 8 years of their high school graduation, **87.5% of CCHS students have enrolled in postsecondary education** – compared to 67% of non-CCHS students.

**Statistics via research from the Iowa Department of Education*

STUDENTS WHO ENTER COLLEGE HAVING ALREADY EARNED COLLEGE CREDIT IN HIGH SCHOOL:

- ▶ Earn higher grade point averages.
- ▶ Have higher retention rates.
- ▶ Experience higher graduation rates.
- ▶ Graduate in less time.
- ▶ Change majors less often.
- ▶ Add minors and second majors more often.

**Compared to students who have not earned college credit in high school
Statistics via research from Iowa State University*

The logo for Kirkwood Community College is positioned on the right side of the page. It features a large, dark blue diamond shape. Inside the diamond, the word "Kirkwood" is written in a white, serif font, with a horizontal line underneath it. Below the line, the words "COMMUNITY COLLEGE" are written in a smaller, white, sans-serif font. The diamond is set against a background of lighter blue geometric shapes, including a smaller diamond and a triangle.

Awarding of Credits/Grades

High School Credit: Students with a passing grade will receive credit from their high school. Individual school districts determine whether the high school credit will be awarded to meet high school core curriculum requirements or elective requirements.

College Credit: Students will receive college credit from Kirkwood Community College. An official college transcript will be created and the grade earned will be reflected on the student's official college transcript.

Transferring Credit: Students not planning to attend Kirkwood after high school graduation should plan to include their official college transcript as part of their application to other colleges and universities. Students can request a copy of their transcript at <https://www.kirkwood.edu/transcript> or by logging into MyHub. Kirkwood strives to ensure that academic level courses transfer to other institutions and has transfer agreements with many state universities and colleges. If a student plans to attend a private college or an institution out-of-state, please contact the college directly to determine how credits earned will transfer.

RAI Scores

Iowa's three Regent universities assign a Regent Admission Index (RAI) score based on test scores, class rank, GPA, and the number of core courses you've completed. Some of these classes may factor into your RAI. For more information, visit <http://www.regents.iowa.gov/RAI>.

Note to Parents/Guardians of Academy Students

Through the Family Educational Rights and Privacy Act (FERPA), colleges are bound by law to keep student records confidential. Therefore, communication from Kirkwood will go directly to the student. You are encouraged to keep open lines of communication with your student. Some helpful tips:

- Most faculty use a class management tool called Talon. Your students should be able to log into their Talon account for the class and show you any assignment, grade, or attendance that the instructor had tracked for them.
- Midterm grades or pass/fail indicators are given each semester. Your student should be able to log into their MyHub account and show you their midterm grade.
- Work through the high school counselor when you have a concern. Our Kirkwood partnership allows us to stay in open contact with the school district since concurrent enrollment classes are offered for high school and college credit.
- In some instances, students may choose to release FERPA information. Contact our office for more information on this process.

CAREER ACADEMY

Advanced Manufacturing and Welding

www.kirkwood.edu/manufacturingacademy



MANUFACTURING, TRADES, AND TRANSPORTATION

The future of advanced manufacturing is exploding. Machines are getting smarter, the demand for products is increasing and the time we need to develop them is decreasing. Our region needs young professionals like you to design, program, operate, and maintain this technology. Taught by industry experts, this Career Academy experience can position you to be a leader in the growing world of manufacturing, robotics, and welding.



Note: Previous completion of Algebra I or Geometry is required. This academy experience requires a strict attendance policy in order to meet industry standards for certification. Personal protective equipment requirements outlined at Career Academy Onboarding Night.

Welding Registered Apprenticeship (RA) Option - Students are able to participate in a RA program. This program provides students the ability to work in the community at a location of their choosing while earning a competitive wage. Students are required to complete 2,000 hours at their location of employment. Upon completion, students will receive a nationally recognized certificate that will build their resumes and help them develop a competitive advantage in their selected pathway.

A.M. Academy (7:45 – 10:15 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Introduction to Safety & Health of Welders	WEL-228	FALL/M-F	1
Gas Metal Arc Welding Spray Transfer	WEL-245	FALL/M-F	2
Gas Metal Arc Welding Short Circuit Transfer	WEL-244	FALL/M-F	2
Print Reading and Welding Symbol Interpretation	WEL-233	FALL/M-F	3
Gas Tungsten Arc Welding (GTAW) for Carbon Steel	WEL-251	SPRING/M-F	2
CNC Mill Operator	MFG-173	SPRING/M-F	2
CNC Lathe Operator	MFG-174	SPRING/M-F	2
Introduction to Fabrication	WEL-208	SPRING/M-F	2

Total Tuition Cost Savings: \$3,360

www.kirkwood.edu/cchs

CAREER ACADEMY

Agriculture Science

www.kirkwood.edu/agricultureacademy



ANIMALS, FOOD, AND LAND

Ready to take your passion for agriculture to the next level? Our Agriculture Science academy experience offers everything you need to succeed in this dynamic and growing industry – from class lectures and discussions led by experienced professionals, to hands-on activities that will give you a real taste of what it's like to work in agriculture. Whether you're looking to start your own farm, become a research scientist, or work in policy or education, this is the perfect way to jump start your future in agriculture.

A.M. Academy (7:45 – 9:15 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Principles of Agronomy	AGA-114	FALL/MW	3
US History to 1877	HIS-151	FALL/TTh	3
Introduction to Ag Business	AGB-133	SPRING/TTh	3
Survey of the Animal Industry	AGS-113	SPRING/MW	3

Total Tuition Cost Savings: \$2,520

CAREER ACADEMY

Architecture, Construction, and Engineering (ACE)

www.kirkwood.edu/aceacademy



MANUFACTURING, TRADES, AND TRANSPORTATION

Learn how to build the future you've dreamed of in Kirkwood's ACE academy experience. With knowledgeable and experienced instructors, you'll receive an education that's second to none. In addition to academic coursework, this program offers hands-on training in state-of-the-art facilities with the latest industry tools and equipment. Complete unique, real-world projects with classmates and set yourself up for an exciting career as an engineer, architect, construction manager, or building inspector.

Note: Apprenticeship, courses apply toward a Construction Fundamentals Certificate. Previous completion of Algebra I or Geometry is strongly encouraged.

A.M. Academy (7:45 – 9:15 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Construction Safety	CON-108	FALL/M-F	1
Workbase Learning: Industrial Tech	WBL-148	FALL/M-F	2
Architectural Plans & Specs	CON-101	FALL/M-F	3
Structures and MEP	CON-313	SPRING/M-F	3
Construction Lab	CON-190	SPRING/M-F	3

Total Tuition Cost Savings: \$2,520

CAREER ACADEMY

Automotive Collision Repair

www.kirkwood.edu/automotiveacademy



MANUFACTURING, TRADES, AND TRANSPORTATION

This is one of two hands-on program offerings related to automotive maintenance. The Automotive Collision Repair academy teaches you the automotive basics first, then gives you the chance to restore and repair actual vehicles, learning best practices and modern techniques along the way.

Note: this academy experience requires a strict attendance policy in order to meet industry standards for certification. Personal protective equipment requirements outlined at Career Academy Onboarding Night.

P.M. Academy (12:20 – 2:20 p.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Introduction to Metalworking & Refinishing I	CRR-121	FALL/M-F	3
Industrial Math	MAT-715	FALL/MWF	3
Automotive Suspension and Steering	AUT-402	FALL/TThF	2
Introduction to Metalworking & Refinishing II	CRR-122	SPRING/M-F	3
Basic Automotive Electricity	AUT-603	SPRING/M-F	3

Total Tuition Cost Savings: \$2,940

CAREER ACADEMY

Automotive Technology

www.kirkwood.edu/automotiveacademy



MANUFACTURING, TRADES, AND TRANSPORTATION

Turn your passion for cars into a fulfilling career with one of two unique, hands-on automotive academy experiences at Kirkwood. The Automotive Technology academy makes you an expert about cars and transportation, but it's not just a knowledge-heavy experience – you'll also get to work directly with state-of-the-art technology and get under the hood of actual cars.

Note: this academy experience requires a strict attendance policy in order to meet industry standards for certification. Personal protective equipment requirements outlined at Career Academy Onboarding Night. Academy includes ASE, Mopar CAP Local, Ford ACE, Snap-on NC3, S/P2 Safety and Pollution certifications.

A.M. Academy (7:45 – 10:15 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Technical Lab I	AUT-888	FALL/M-F	4
Industrial Math	MAT-715	FALL/MWF	3
Automotive Brake Systems	AUT-502	FALL/TThF	2
Automotive Suspension and Steering	AUT-402	SPRING/M-F	2
Automotive Heat & Air Conditioning	AUT-702	SPRING/M-F	2
Technical Lab II	AUT-889	SPRING/M-F	4

Total Tuition Cost Savings: \$3,570

www.kirkwood.edu/cchs

CAREER ACADEMY

Business

www.kirkwood.edu/businessacademy



BUSINESS

There's a lot to learn in business school, but that's a good thing! After all, knowledge is power. And with our business offering, you'll be armed with the skills and information you need to excel in any business venture. Whether you're interested in marketing, finance and accounting, economics, or managing peers and coworkers, this experience gives you the competitive advantage you need to get ahead in today's business world.

A.M. Academy (7:45 – 9:15 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Introduction to Business	BUS-102	FALL/MW	3
Principles of Marketing	MKT-110	FALL/TTh	3
Human Relations in Management	MGT-145	SPRING/TTh	3
Principles of Macroeconomics	ECN-120	SPRING/MW	3

Total Tuition Cost Savings: \$2,520

CAREER ACADEMY

Criminal Justice

www.kirkwood.edu/criminaljusticeacademy



SOCIAL SERVICES, SAFETY, AND EDUCATION

The American justice system is fascinating, and the Criminal Justice academy at Kirkwood is the perfect way to learn about it. While it's ideal for anyone who wants to pursue a career in public safety and law enforcement, this academy is also perfect for anyone who just wants to learn more about how our justice system works. See how crimes are solved, understand the inner workings of our legal system, and learn how you can make a difference in your community.

A.M. Academy (7:45 – 9:15 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Introduction to Criminal Justice	CRJ-100	FALL/TTh	3
Introduction to Sociology	SOC-110	FALL/MW	3
Criminal Investigations	CRJ-141	SPRING/MW	3
Police and Society	CRJ-111	SPRING/TTh	3

Total Tuition Cost Savings: \$2,520

CAREER ACADEMY

Digital Arts, Social Media, and Visual Design

www.kirkwood.edu/digitalartsacademy



ARTS AND DESIGN

Calling all creators and influencers! Kirkwood's Digital Arts academy experience covers all the bases, from graphic design and social media to Search Engine Optimization (SEO) and marketing. Expert instructors will challenge and inspire you to reach new heights in your creativity, giving you the skills you need to succeed in this ever-changing industry.

A.M. Academy (7:45 – 9:15 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Illustrator	GRA-127	FALL/MWF	3
Principles of Marketing	MKT-110	FALL/TTh	3
Emerging Tech Trends	BCA-179	SPRING/TThF	3
Social Media in Business	MKT-130	SPRING/MW	3

Total Tuition Cost Savings: \$2,520

CAREER ACADEMY

Education

www.kirkwood.edu/educationacademy



SOCIAL SERVICES, SAFETY, AND EDUCATION

The mind is a muscle. And like any muscle, it needs to be honed and trained in order to perform at its best. That's where our Education academy offering comes in. We're here to mold the minds of future teachers and educators, harnessing their interest and helping them develop into the best possible version of themselves. We're dedicated to helping our students reach their full potential, so our curriculum is designed to challenge and engage, preparing our students for a successful future in education.

Note: Upon successful completion of the Education Academy, along with 10 hours of supervised experience in a K-12 classroom, students are able to test for the State of Iowa Paraeducator Generalist Certification. Students must be 18 years old to be certified.

A.M. Academy (7:45 – 9:15 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Exploring Teaching	EDU-110	FALL/MW	3
Introduction to Early Childhood Education	ECE-103	FALL/TTh	3
Child Health, Safety, and Nutrition	ECE-133	SPRING/TTh	3
Behavior Management	EDU-119	SPRING/MW	3

Total Tuition Cost Savings: \$2,520

CAREER ACADEMY

Patient Care Exploration

www.kirkwood.edu/patientcareacademy

HEALTH AND WELLNESS

The Patient Care Academy is a great fit for students who are passionate about caring for others and want to make a difference in people's lives. You'll explore everything from anatomy and physiology to psychology and communication, learning how to work effectively with patients of all ages and backgrounds. By the end of the program, you'll have a strong foundation in patient care that will prepare you for whatever path you choose to pursue.

Note: Includes CPR, First Aid and Nurse Aide (CNA) Certifications

Nurse Aide Registered Apprenticeship (RA) Option - Upon completion of the Nurse Aide course, students are able to participate in a RA program. This program provides students the ability to work in the community at a location of their choosing while earning a competitive wage. Students are required to complete 2,000 hours at their location of employment and complete a 70 hour online course, Geriatric Specialist, HSC-224. Upon completion, students will receive a nationally recognized certificate that will build their resumes and help them develop a competitive advantage in their selected pathway. Grant funds available and managed through Grant Wood AEA to off-set costs associated with the program for schools, employers and students.



A.M. Academy (7:45 – 9:15 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Nurse Aide	HSC-168	FALL or SPRING/TThF	3.5
Explorations of Healthcare Careers	HSC-205	FALL or SPRING/MW	3

Total Tuition Cost Savings: \$1,365

This is a 1-semester experience. Students have the option to enroll in Exploration of Healthcare Careers and Nurse Aide during either Fall OR Spring semester. Additional coursework of the student's choice is completed the additional semester.

*Students must be 16 prior to the first day of their scheduled Nurse Aide course. Completion of high school biology within the last two years, with a grade of C or higher is recommended. Students must obtain 79 or higher in the Nurse Aide course to move on to clinical experience. There are no excused absences for Nurse Aide, per state regulations. Students must arrange their own transportation to clinical experience and be prepared for time commitment outside of academy class to complete the clinic requirements. Health immunization requirements (*if applicable) are shared with students at Career Academy Onboarding Night and must be completed prior to the first day of the scheduled Nurse Aide course.*

**Only required for CNA*

www.kirkwood.edu/cchs

CAREER ACADEMY

Pre-Med, Nursing, and Professional Health Careers

www.kirkwood.edu/premedacademy



HEALTH AND WELLNESS

There is a significant need for nurses and other medical professionals in most communities across the country. Take advantage of that opportunity and harness your passion for helping others in need. The Pre-Med academy experience is heavy on human science – anatomy, biology, physiology, and more – and even heavier on hands-on medical experiences and simulations. Whether you're interested in becoming a doctor, nurse, or any other type of medical professional, this experience is an excellent first step on your journey.

Note: Senior Year Plus (SYP) Arts and Sciences Proficiency required or alternative assessment measures as adopted by student's school district. Recent high school Biology with a grade of B or higher is also strongly recommended.

A.M. Academy (7:45 – 9:15 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Introduction to Sociology	SOC-110	FALL/MW	3
Human Anatomy & Physiology I	BIO-168	FALL/TThF	4
Human Anatomy & Physiology II	BIO-173	SPRING/TThF	4
Nutrition	BIO-151	SPRING/MW	3

Total Tuition Cost Savings: \$2,940

CAREER ACADEMY

Welding

www.kirkwood.edu/weldingacademy



MANUFACTURING, TRADES, AND TRANSPORTATION

Get on the fast track to a career-ready degree in welding. Join passionate, certified instructors from one of the top weld-testing and instructional colleges in the country as you learn on top-of-the-line technology and equipment, including virtual reality welding.



Note: Includes OSHA-10, NIMS Credentials, and AWS SENSE Certifications.

Welding Registered Apprenticeship (RA) Option - Students are able to participate in a RA program. This program provides students the ability to work in the community at a location of their choosing while earning a competitive wage. Students are required to complete 2,000 hours at their location of employment. Upon completion, students will receive a nationally recognized certificate that will build their resumes and help them develop a competitive advantage in their selected pathway.

P.M. Academy (12:20 – 2:50 p.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Introduction to Safety & Health of Welders	WEL-228	FALL/M-F	1
Gas Metal Arc Welding Spray Transfer	WEL-245	FALL/MWF	2
Gas Metal Arc Welding Short Circuit Transfer	WEL-244	FALL/MWF	2
Thermal Cutting Processes	WEL-269	FALL/TTh	3
Gas Tungsten Arc Welding (GTAW) for Carbon Steel	WEL-251	SPRING/M-F	2
Shielded Metal Arc Welding	WEL-274	SPRING/M-F	3
Introduction to Fabrication	WEL-208	SPRING/M-F	2

Total Tuition Cost Savings: \$3,150

www.kirkwood.edu/cchs

CAREER ACADEMY

Liberal Arts

www.kirkwood.edu/programs/career-academies/liberal-arts

Jump-start your college education by starting college credit classes early with Kirkwood! No matter what you choose as your undergraduate major, nearly every degree program requires students to take some general education courses like those offered by the Liberal Arts Academy, so dive in!

Students must **select four classes total for the year (12 – 13 credits) from the following list** to build a liberal arts academy experience tailored towards individual career and college transfer goals. Please note, course offerings and dates may be subject to change based on enrollment management needs.



Total Tuition Cost Savings: \$2,520

AM COURSES: 7:45 – 9:15 a.m.

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Art Appreciation	ART-101	FALL/MW	3
Exploring Teaching	EDU-110	FALL/MW	3
Introduction to Business	BUS-102	FALL/MW	3
Introduction to Sociology	SOC-110	FALL/MW	3
Composition I	ENG-105	FALL/MW	3
Popular Culture	HUM-124	FALL/MW	3
Public Speaking	SPC-112	FALL/TTh	3
Introduction to Early Childhood Education	ECE-103	FALL/TTh	3
Principles of Marketing	MKT-110	FALL/TTh	3

AM COURSES: 7:45 – 9:15 a.m. (continued)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Introduction to Criminal Justice	CRJ-100	FALL/TTh	3
Introduction to Psychology	PSY-111	FALL/TTh	3
US History to 1877	HIS-151	FALL or SPRING/TTh	3
Human Relations in Management	MGT-145	SPRING/TTh	3
Introduction to Sociology	SOC-110	SPRING/TTh	3
Fundamentals of Oral Communication	SPC-101	SPRING/TTh	3
Environmental Science	ENV-115	SPRING/TTh	3
Composition II	ENG-106	SPRING/MW	3
Nutrition	BIO-151	SPRING/MW	3
Principles of Macroeconomics	ECN-120	SPRING/MW	3
Survey of World Religions	REL-101	SPRING/MW	3

PM COURSES: 1:20 – 2:50 p.m.

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Introduction to Psychology	PSY-111	FALL/TTh	3
Popular Culture	HUM-124	FALL/MW	3
Composition I	ENG-105	FALL/MW	3
Environmental Science	ENV-115	FALL/TTh	3
Composition II	ENG-106	SPRING/MW	3
Popular Culture	HUM-124	SPRING/MW	3
Survey of World Religions	REL-101	SPRING/MW	3
Cultural Anthropology	ANT-105	SPRING/TTh	3
Public Speaking	SPC-112	SPRING/TTh	3

COMPANION OPTIONS

COMPANION OPTIONS	COURSE NAME	COURSE NUMBER	DAY	CREDIT HOURS
Fall AM Courses 9:40 – 10:35 a.m.	Human Biology	BIO-154	MTTh	3
	Statistics	MAT-156	MTTh	3
COMPANION OPTIONS	COURSE NAME	COURSE NUMBER	DAY	CREDIT HOURS
Spring AM Courses 9:40 – 10:35 a.m.	Cultural Anthropology	ANT-105	MTTh	3
	Personal Finance	FIN-121	MTTh	3

Getting Started

Ready to enroll in dual credit programming? Follow these steps to ensure a smooth start.

1. **Meet with your school counselor and/or your designated Kirkwood Student and Academic Support Coordinator** to review your four-year plan and determine that you are on the right track for high school graduation and college credit requirements.
2. **Apply to Kirkwood** (if you haven't already done so) at www.kirkwood.edu/cchsapply. Once you receive your welcome letter, activate your password and student email account at www.kirkwood.edu/setup.
3. **Career Academy registration opens February 2024.** Once registration is open, **login to Dual Enroll** at www.kirkwood.dualenroll.com and setup your student profile – login with your k-number and password. Make sure to complete your parent info, parent email, select your school, and school counselor.
4. Carefully read the information on your screen. Select the term **2024/2025 Regional Center Academies** and click **Select**. Read the pop up screen carefully and click **Dismiss**.
5. **Choose your Career Academy** from the options available on your screen. For pre-packaged academies, the follow-up screen will show you days and times when the academy meets. When you find the academy you want, click **Register**. (Note: for the Liberal Arts Academy option, after clicking to register, you'll need to read through a pop-up box carefully and select **Complete Steps**. From there, click the hyperlink to **Student Liberal Arts Academy Selection** and choose courses from the available options).
6. **Complete any required additional steps.** Once you've registered for your Career Academy, read through the dialog box on your screen and select **Complete Steps**.
 - You'll see the courses you are registered for as well as steps you need to complete in the highlighted yellow box. Click on the hyperlink **Student Academy Companion Courses**. Select your companion course for both fall and spring semesters and click on **Complete Step**. (Note: the Linn County Regional Center and the Regional Center at the University of Iowa do not offer companion courses. Students at these locations should select "no" to companion course selection.)
 - Once you return to the same dialog box, select **Complete Steps** again. Now click the hyperlink to **Student Academy Companion Courses**. Select your companion courses for both the fall and spring semesters and click **Complete Step** (Note: the Linn County Regional Center and the Regional Center at the University of Iowa do not offer companion courses. Students at these locations should select "no" to companion course selection).
 - You'll return to the same dialog box from before, but it will now give you the option to view your status. Select **View Status** and make sure there are no more highlighted yellow boxes..
7. **Logout. You're all done for now!** Kirkwood and your school counselor will need to approve and verify eligibility and availability. Once courses are approved, **you'll receive an email** with course registration confirmation and directions on additional next steps – so make sure to check your Kirkwood email.
8. **Orientation.** All students are required to complete an orientation course online in Talon. Students attending classes onsite at a Regional Center may have additional in-person requirements.

Kirkwood Community College shall not engage in nor allow unlawful discrimination against individuals involved in its educational programs and activities on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, disability, or actual or potential parental, family, or marital status. If you have questions or complaints related to compliance with the policy, please contact the Vice President of Human Resources at Kirkwood Community College, 313 Kirkwood Hall, 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404, Telephone: 319-398-5572, Email: 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, Fax: 312-730-1576, Email: OCR.Chicago@ed.gov.