



Kirkwood Community College
Credit Class Registration Form for Adjunct & Part-time Employees
 For Continuing Ed Classes, please visit <http://www.kirkwood.edu/site/index.php?p=10526> to register.

Employee Name _____ K# _____

Department _____ Contact Phone _____

Email Address _____ Date of Birth _____

Home Address _____

Employee Status: Adjunct Career Academy - non-paid Part-Time

Class Information:

Class Name _____ Class Number/Course Section _____

Dates of Class _____ Tuition \$ _____

Employee Signature _____ Date _____

Credit Class Process: 1. Complete online admission application at Kirkwood.edu/apply. 2. Complete registration form and submit to supervisor. 3. Supervisor to sign and submit to HR. 4. HR to review and if eligible will send form to Enrollment. 5. Enrollment will register student for class and send a confirmation email after registration is complete.

Guidelines

- Employees wishing to register for a Continuing Education Class may complete the online form at <https://www.kirkwood.edu/site/index.php?p=10526>
- Employee is eligible the first semester/session following date of hire or date in Part-time/Adjunct status.
- Work study employees are not eligible.
- Kirkwood pays only tuition. Books and fees are the responsibility of the employee.
- Supervisor of the PT or adjunct employee must sign and submit this registration form to HR (313 KH).
- Employees are limited to two (2) Kirkwood courses (either two credit classes - up to 3 credit hours per class; two continuing education classes- limited to \$200 per class; or one of each) per academic year. Please note student registration will be priority.
- No travel time will be paid to or from classes.
- For credit classes a completed admissions application is required, if you have not done so already, in order to get registered for the class. If not seeking a degree, please apply for the Liberal Arts, non-degree program.

Supervisor Signature _____ Date _____

Signature of HR Representative _____ Date _____

Return completed form to Human Resources, 313 Kirkwood Hall