

KIRKWOOD

EARN COLLEGE CREDIT IN HIGH SCHOOL



2024 – 2025 Programs of Study

KIRKWOOD REGIONAL CENTER AT THE UNIVERSITY OF IOWA

www.kirkwood.edu/kirkwoodui





January 2024

Dear Parents, Students, and Community Partners

Kirkwood Community College is proud to collaborate with our local school districts, community partners, and local industry employers to offer state-of-the-art learning opportunities for students. At the Kirkwood Regional Center at the University of Iowa (KRCUI or Johnson County Regional Center), located in Coralville, our goal is to meet the needs of students and the community by offering a variety of educational opportunities and career experiences.

KRCUI is excited to offer college credit courses to students enrolled at our partner school districts (Clear Creek Amana, Iowa City Community School District, Regina, Solon, Tipton, West Branch) through concurrent enrollment. Students can earn transferable college credit while exploring courses in a variety of fields. Concurrent credit opportunities include Kirkwood's Career Academies at our Regional Center as well as courses offered onsite at our partner high schools, online, or on other Kirkwood campuses. Students can test the waters with one or two unrelated college-level courses, or complete one of our packaged Academy programs for career or interest focused coursework. Students also earn high school credit necessary for their graduation requirements while taking these courses.

KRCUI offers students diverse learning opportunities and experience with hands-on, real world learning which uses cutting-edge equipment and state-of-the-art lab facilities. Kirkwood's programs prepare students for careers in high demand industries that require post-secondary training. These opportunities enable students to fast track their education at no cost to their families.

As students are planning their schedules and taking advantage of these opportunities, please do not hesitate to contact our office with any questions you may have. We recommend also discussing these options with your high school counselor's office. For additional information on KRCUI, please visit our website.

We look forward to working with you and your students as they begin to explore their interests and passions through the many opportunities at Kirkwood Community College.

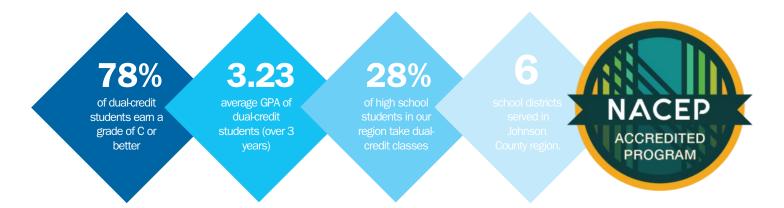
Jon L. Weih

Jon Weih, Director

Kirkwood Regional Center at the University of Iowa Schedule an appointment: calendly.com/jon-weih

Ellie Healy

Ellie Healy, Student & Academic Support Coordinator Kirkwood Regional Center at the University of Iowa Schedule an appointment: calendly.com/ellie-healy



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.

lowa 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 Pick-and-Choose

Enrolling in Liberal Arts classes 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.



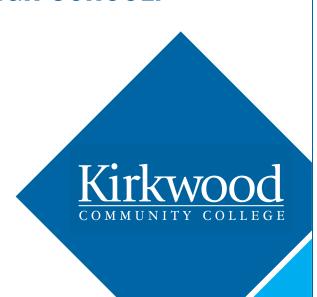
WHY EARN CCHS? THE PROOF IS IN THE NUMBERS:

- **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.

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



^{*}Statistics via research from the Iowa Department of Education

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

lowa'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.



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 orientation.

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 (7:30 - 10 a.m.) or P.M. Academy (12:30 - 3 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/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

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 (7:30 - 9 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	<u>CON-190</u>	SPRING/M-F	3

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 orientation.

P.M. Academy (12:30 - 2:30 p.m.)

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

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 orientation. Academy includes ASE, Mopar CAP Local, Ford ACE, Snap-on NC3, S/P2 Safety and Pollution certifications.

A.M. Academy (7:30 - 10 a.m.)

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

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 (7:30 - 9 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Introduction to Entreprenuership	MGT-300	FALL/TTh	3
Principles of Marketing	MKT-110	FALL/MW	3
Human Relations in Management	MGT-145	SPRING/MW	3
Principles of Macroeconomics	ECN-120	SPRING/TTh	3

Criminal Justice and Human Services

www.kirkwood.edu/criminaljusticeacademy

SOCIAL SERVICES, SAFETY, AND EDUCATION

Put your passion for helping others to work. Whether it's learning how to take on the complexity of other human beings and addressing social issues, or understanding the American justice system in a way that helps you serve and protect local communities, this academy experience will lead you to a rewarding career making a positive impact on others' well-being.



A.M. Academy (7:30 - 9 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Introduction to Criminal Justice	CRJ-100	FALL/MW	3
Introduction to Human Services	HSV-109	FALL/TTh	3
Introduction to Psychology	<u>PSY-111</u>	SPRING/TTh	3
Police and Society	<u>CRJ-111</u>	SPRING/MW	3

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 everchanging industry.

A.M. Academy (7:30 - 9 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
2-D Design	ART-120	FALL/MWF	3
Principles of Marketing	MKT-110	FALL/TTh	3
Video Production	MMS-111	SPRING/MW	3
Social Media in Business	<u>MKT-130</u>	SPRING/TTh	3

Early Childhood

www.kirkwood.edu/earlychildhoodacademy

SOCIAL SERVICES, SAFETY, AND EDUCATION

The Early Childhood Academy will help you learn how to make an impact on the next generation of learners.

Classes focus on the care and education of young children where you will gain knowledge about child development, nutrition, safety, and appropriate childhood curriculum and environments.

The four classes of this Academy will prepare you to apply for a Child Development Associate Credential (CDA) which can be gained through the Council for Professional Recognition: www.cdacouncil.org.



A.M. Academy (7:30 - 9 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Child Growth & Development	ECE-170	FALL/MW	3
Behavior Management	EDU-119	FALL/TTh	3
Child Health, Safety, and Nutrition	ECE-133	SPRING/MW	3
Early Childhood Guidance	ECE-243	SPRING/TTh	3

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 (7:30 - 9 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Exploring Teaching	EDU-110	FALL/MW	3
Introduction to Psychology	PSY-111	FALL/TTh	3
Topics in Education	EDU-200	FALL/F	1
Developmental Psychology	PSY-121	SPRING/TTh	3
Foundations of Education	EDU-210	SPRING/MW	3

Emergency Medical Technician (EMT)

www.kirkwood.edu/emtacademy

SOCIAL SERVICES, SAFETY, AND EDUCATION

If helping people in emergency situations gets your heart pumping, it might be time to rush into this academy experience. Learn about the skills and knowledge necessary to become an EMT or a firefighter, including first aid, rescue techniques, and much more. Our experienced instructors will prepare you for the rigors of both fields and provide you with everything you need to know to succeed in two vital roles in every community.

Note: Includes CPR. First Aid. and EMT-B Certifications.



A.M. Academy (7:30 – 9 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
EMT I	<u>EMS-255</u>	FALL/M-F	4
EMT II	EMS-350	FALL/M-F	3.5
EMT II Clinical	<u>EMS-365</u>	FALL/M-F	1
Principles of Emergency Services	FIR-213	SPRING/MW	3
Emergency Safety and Survival	<u>FIR-400</u>	SPRING/TTh	3

Total Tuition Cost Savings: \$3,045

Students must be 17 on the first day of fall semester of the year enrolled and must pay \$30 fee to the lowa Department of Public Health for certification. Students must have their own transportation arranged to clinical experience and be prepared for time commitment outside of class to complete clinic requirements. Health immunization requirements are shared with students at orientation and must be completed prior to the beginning of November of the year enrolled in the course.

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. 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: 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 (7:30 - 9 a.m.)

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

Total Tuition Cost Savings: **\$1,365**

This is a 1-semester academy 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 orientation and must be completed prior to the first day of the scheduled Nurse Aide course.

*Only required for CNA

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. Jump start your career at a college known for producing standout nurses and medical assistants.

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 (7:30 – 9:30 a.m.)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Public Speaking	SPC-112	FALL/TTh	3
Human Anatomy & Physiology I	BIO-168	FALL/TBD	4
Human Anatomy & Physiology II	BIO-173	SPRING/TBD	4
Introduction to Psychology	PSY-111	SPRING/TTh	3

Pre-Nursing with Nurse Aide Certification

www.kirkwood.edu/nursingacademy

HEALTH AND WELLNESS

Join one of the best nursing education programs in the entire country. This academy experience specifically focuses on preparing students to work in a long-term care facility – performing direct care for residents in a nursing home setting, ensuring proper resident safety, hygiene, and nutrition.



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.

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 (7:30 - 9:30 a.m.)

COURSE NAME	COURSE NUMBER	DAY/TIME	CREDITS
Human Anatomy & Physiology I	<u>BIO-168</u>	FALL/TBD	4
Nutrition	<u>BIO-151</u>	FALL/TTh	3
Human Anatomy & Physiology II	BIO-173	SPRING/TBD	4
Nurse Aide	HSC-168	SPRING/TThF	3.5

Total Tuition Cost Savings: \$3,045

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 orientation and must be completed prior to the first day of the scheduled Nurse Aide course.

Liberal Arts

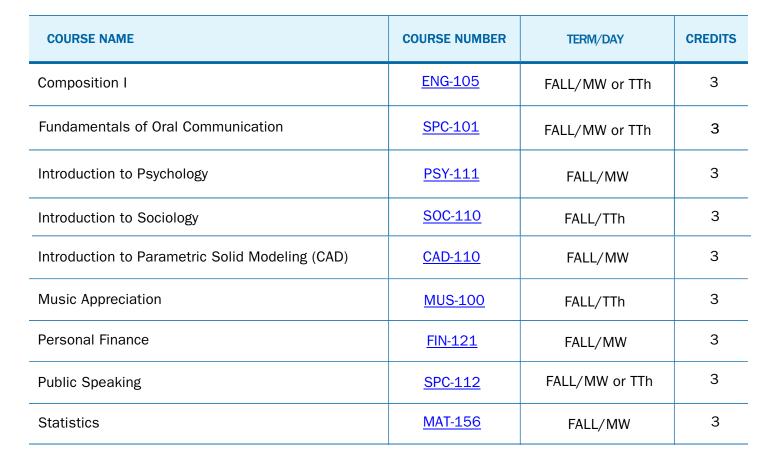
www.kirkwood.edu/programs/career-academies/liberal-arts

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 can **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.









AM COURSES: 7:30 – 9 a.m. (continued)

COURSE NAME	COURSE NUMBER	TERM/DAY	CREDITS
Composition II	ENG-106	SPRING/MW or TTh	3
Calculus	MAT-210	SPRING/MWF	4
Mass Media	MMS-101	SPRING/TTh	3
Fundamentals of Oral Communication	SPC-101	SPRING/MW or TTh	3
Human Biology	BIO-154	SPRING/MW	3
Introduction to 3D Printing (CAD-110 prereq)	CAD-168	SPRING/MW	3
Introduction to Psychology	<u>PSY-111</u>	SPRING/MW	3
Introduction to Sociology	<u>SOC-110</u>	SPRING/TTh	3
Public Speaking	SPC-112	SPRING/MW or TTh	3

Getting Started

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

- 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.



