



# KIRKWOOD

EARN COLLEGE CREDIT IN HIGH SCHOOL



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

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[www.kirkwood.edu/jonesregional](http://www.kirkwood.edu/jonesregional)

**Kirkwood**  
COMMUNITY COLLEGE

# Kirkwood

COMMUNITY COLLEGE

Dear Students, Parents, and Counselors,

High school students have the incredible opportunity to take dual credit courses through Kirkwood's Academy program that awards both college and high school credit at no direct cost to the student. In fact, more than 3,800 high school students from Anamosa, Cascade, Central City, Lisbon, Maquoketa Valley, Midland, Monticello, North Cedar, and Springville school districts have benefitted from the Academy program since opening in 2009. Students that participate in the Kirkwood Academy program enjoy enormous advantages that promote greater success in professional and educational achievement. In addition to saving time and money, these academies help students explore and confirm career interests, develop technical skills, earn credentials, earn transferable credits, and give them confidence to succeed in their next chapter—college, career, military and beyond. Earning an Associate's degree before graduating high school is even within reach if carefully mapped out with one of us.

This program of study details the academies and courses that students may choose to take at the Kirkwood Jones County Regional Center in Monticello. Students may also have the opportunity to take Kirkwood dual credit courses online or at their high school, which varies by high school.

Your school district's support of this program and partnership with Kirkwood is of paramount importance to student's access and participation in the Academy program. We are proud of the service we have been able to provide to students over these years, and we look forward to continuing to partner with each of you to give students the best experience possible!

Please feel free to contact us directly with any questions you may have.

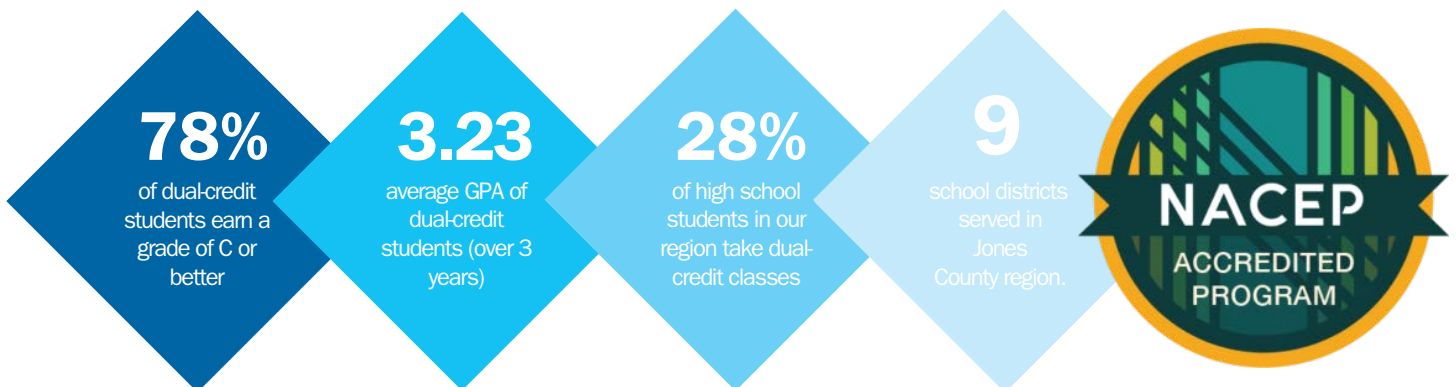
Sincerely,

**Lisa Folken**

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## 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 displayed on a dark blue diamond shape. The word "Kirkwood" is written in a large, 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 shape 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](http://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. (8 – 10:30 a.m.) or P.M. Academy (12:30 – 3 p.m.)

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

**Total Tuition Cost Savings: \$3,360**

[www.kirkwood.edu/cchs](http://www.kirkwood.edu/cchs)

# CAREER ACADEMY

## Architecture, Construction, and Engineering (ACE)

[www.kirkwood.edu/aceacademy](http://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. (8 – 9:30 a.m.) or P.M. Academy (1:30 – 3 p.m.)

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

**Total Tuition Cost Savings: \$2,520**

# CAREER ACADEMY

## Automotive Technology

[www.kirkwood.edu/automotiveacademy](http://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. (8 – 10:30 a.m.) or P.M. Academy (12:30 – 3 p.m.)

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

**Total Tuition Cost Savings: \$3,570**



# CAREER ACADEMY

## Digital Arts, Social Media, and Visual Design

[www.kirkwood.edu/digitalartsacademy](http://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.

### P.M. Academy (1:30 – 3 p.m.)

| COURSE NAME                | COURSE NUMBER           | TERM/DAY   | CREDITS |
|----------------------------|-------------------------|------------|---------|
| Digital Photography        | <a href="#">ART-186</a> | FALL/TThF  | 3       |
| Illustrator                | <a href="#">GRA-127</a> | FALL/MWF   | 3       |
| Emerging Technology Trends | <a href="#">BCA-179</a> | SPRING/TBD | 3       |
| Social Media in Business   | <a href="#">MKT-130</a> | SPRING/TBD | 3       |

**Total Tuition Cost Savings: \$2,520**

# CAREER ACADEMY

## Emergency Medical Technician (EMT)

[www.kirkwood.edu/emtacademy](http://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.*

### P.M. Academy (1:30 – 3 p.m.)

| COURSE NAME     | COURSE NUMBER           | TERM/DAY   | CREDITS |
|-----------------|-------------------------|------------|---------|
| EMT I           | <a href="#">EMS-255</a> | SPRING/M-F | 4       |
| EMT II          | <a href="#">EMS-350</a> | SPRING/M-F | 3.5     |
| EMT II Clinical | <a href="#">EMS-365</a> | SPRING/TBD | 1       |

## Total Tuition Cost Savings: **\$1,785**

*Students must be 17 on the first day of spring semester of the year enrolled and must pay \$30 fee to the Iowa 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.*

# CAREER ACADEMY

## Patient Care Exploration

[www.kirkwood.edu/patientcareacademy](http://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. (8 – 9:30 a.m.) or P.M. Academy (1:30 – 3 p.m.)

| COURSE NAME                        | COURSE NUMBER           | TERM/DAY            | CREDITS |
|------------------------------------|-------------------------|---------------------|---------|
| Nurse Aide                         | <a href="#">HSC-168</a> | FALL or SPRING/TThF | 3.5     |
| Explorations of Healthcare Careers | <a href="#">HSC-205</a> | FALL or SPRING/MW   | 3       |

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

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

*\*Only required for CNA*

[www.kirkwood.edu/cchs](http://www.kirkwood.edu/cchs)

# CAREER ACADEMY

## Pre-Med, Nursing, and Professional Health Careers

[www.kirkwood.edu/premedacademy](http://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.*

### P.M. Academy (1:30 – 3 p.m.)

| COURSE NAME                            | COURSE NUMBER           | TERM/DAY   | CREDITS |
|--|-------------------------|------------|---------|
| Introduction to Psychology             | <a href="#">PSY-111</a> | FALL/MW    | 3       |
| Human Anatomy & Physiology I (hybrid)  | <a href="#">BIO-168</a> | FALL/TTh   | 4       |
| Developmental Psychology               | <a href="#">PSY-121</a> | SPRING/MW  | 3       |
| Human Anatomy & Physiology II (hybrid) | <a href="#">BIO-173</a> | SPRING/TTh | 4       |

**Total Tuition Cost Savings: \$2,940**

# CAREER ACADEMY

## Liberal Arts

[www.kirkwood.edu/programs/career-academies/liberal-arts](http://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 – 14 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: 8 – 9:30 a.m.**

| COURSE NAME                        | COURSE NUMBER           | TERM/DAY   | CREDITS |
|------------------------------------|-------------------------|------------|---------|
| Introduction to Psychology         | <a href="#">PSY-111</a> | FALL/MW    | 3       |
| Survey of World Religions          | <a href="#">REL-101</a> | FALL/MW    | 3       |
| Fundamentals of Oral Communication | <a href="#">SPC-101</a> | FALL/TTh   | 3       |
| Principles of Marketing            | <a href="#">MKT-110</a> | FALL/TTh   | 3       |
| Introduction to Ethics             | <a href="#">PHI-105</a> | SPRING/MW  | 3       |
| Developmental Psychology           | <a href="#">PSY-121</a> | SPRING/TTh | 3       |
| West & World I: Prehistory – 500   | <a href="#">HIS-126</a> | SPRING/TTh | 3       |

## P.M. COURSES: 1:30 – 3 p.m.

| COURSE NAME                        | COURSE NUMBER           | TERM/DAY | CREDITS |
|------------------------------------|-------------------------|----------|---------|
| Composition I                      | <a href="#">ENG-105</a> | FALL/MW  | 3       |
| Fundamentals of Web Programming    | <a href="#">CIS-207</a> | FALL/MWF | 3       |
| Introduction to Psychology         | <a href="#">PSY-111</a> | FALL/MW  | 3       |
| Introduction to Sociology          | <a href="#">SOC-110</a> | FALL/MW  | 3       |
| Statistics                         | <a href="#">MAT-156</a> | FALL/MW  | 3       |
| US History to 1877 (hybrid)        | <a href="#">HIS-151</a> | FALL/MW  | 3       |
| Composition I                      | <a href="#">ENG-105</a> | FALL/TTh | 3       |
| Fundamentals of Oral Communication | <a href="#">SPC-101</a> | FALL/TTh | 3       |
| Introduction to Psychology         | <a href="#">PSY-111</a> | FALL/TTh | 3       |
| Introduction to Business           | <a href="#">BUS-102</a> | FALL/TTh | 3       |
| Principles of Marketing            | <a href="#">MKT-110</a> | FALL/TTh | 3       |
| Survey of World Religions          | <a href="#">REL-101</a> | FALL/TTh | 3       |

## P.M. COURSES: 1:30 – 3 p.m. (continued)

| COURSE NAME                               | COURSE NUMBER           | TERM/DAY   | CREDITS |
|---|-------------------------|------------|---------|
| Composition II                            | <a href="#">ENG-106</a> | SPRING/MW  | 3       |
| Introduction to Ethics                    | <a href="#">PHI-105</a> | SPRING/MW  | 3       |
| Music Appreciation                        | <a href="#">MUS-100</a> | SPRING/MW  | 3       |
| Introduction to Programming Logic         | <a href="#">CIS-121</a> | SPRING/MWF | 3       |
| Project Management Basics                 | <a href="#">MGT-121</a> | SPRING/MW  | 3       |
| West & World I: Prehistory – 500 (hybrid) | <a href="#">HIS-126</a> | SPRING/MW  | 3       |
| Composition II                            | <a href="#">ENG-106</a> | SPRING/TTh | 3       |
| Developmental Psychology                  | <a href="#">PSY-121</a> | SPRING/TTh | 3       |
| Forms of Literature: Fiction              | <a href="#">LIT-206</a> | SPRING/TTh | 3       |
| Fundamentals of Oral Communication        | <a href="#">SPC-101</a> | SPRING/TTh | 3       |
| Principle of Macroeconomics               | <a href="#">ECN-120</a> | SPRING/TTh | 3       |

# COMPANION OPTIONS

| COMPANION OPTIONS   | COURSE NAME                               | COURSE NUMBER           | DAY  | CREDIT HOURS |
|---|---|-------------------------|------|--------------|
| <b>Fall PM Courses</b><br>12:30 - 1:25 p.m.<br><br>*9:30 - 10:25 a.m.   | Introduction to Business*                 | <a href="#">BUS-102</a> | MTW  | 3            |
|   | Architectural Plans & Specs               | <a href="#">CON-101</a> | MTW  | 3            |
|   | Basic Medical Terminology                 | <a href="#">HSC-117</a> | MTW  | 2.5          |
|   | Exploring Teaching                        | <a href="#">EDU-110</a> | MTW  | 3            |
|   | Fundamentals of Oral Communication        | <a href="#">SPC-101</a> | MTW  | 3            |
|   | Introduction to Criminal Justice          | <a href="#">CRJ-100</a> | MTW  | 3            |
|   | Introduction to Parametric Solid Modeling | <a href="#">CAD-110</a> | MWF  | 2            |
|   | Introduction to Psychology                | <a href="#">PSY-111</a> | MTW  | 3            |
|   | Principles of Marketing                   | <a href="#">MKT-110</a> | MTW  | 3            |
|   | US History to 1877 (hybrid)               | <a href="#">HIS-151</a> | MW   | 3            |
| COMPANION OPTIONS   | COURSE NAME                               | COURSE NUMBER           | DAY  | CREDIT HOURS |
| <b>Spring PM Courses</b><br>12:30 - 1:25 p.m.<br><br>*9:30 - 10:25 a.m. | Introduction to Sociology*                | <a href="#">SOC-110</a> | MTW  | 3            |
|   | Art Appreciation                          | <a href="#">ART-101</a> | MTW  | 3            |
|   | Behavior Management                       | <a href="#">EDU-119</a> | MTW  | 3            |
|   | Introduction to 3D Printing               | <a href="#">CAD-168</a> | MWF  | 3            |
|   | Interior Design Topics                    | <a href="#">INT-312</a> | MTW  | 3            |
|   | Introduction to Entrepreneurship          | <a href="#">MGT-300</a> | MTW  | 3            |
|   | Introduction to Sociology                 | <a href="#">SOC-110</a> | MTW  | 3            |
|   | Network Plus                              | <a href="#">NET-165</a> | M-Th | 3            |
|   | Nutrition                                 | <a href="#">BIO-151</a> | MTW  | 3            |
|   | Police & Society                          | <a href="#">CRJ-111</a> | MTW  | 3            |
|   | Survey of World Religions                 | <a href="#">REL-101</a> | MTW  | 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](http://www.kirkwood.edu/cchsapply). Once you receive your welcome letter, activate your password and student email account at [www.kirkwood.edu/setup](http://www.kirkwood.edu/setup).
3. **Career Academy registration opens February 2024.** Once registration is open, **login to Dual Enroll** at [www.kirkwood.dualenroll.com](http://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](mailto: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](mailto:OCR.Chicago@ed.gov).*