

## Special Registrations

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

### Required Information:

<b>Request Type</b>	<input type="checkbox"/> Student Overload (Dean or designee approval required)		<input type="checkbox"/> Honors Project	
	<input type="checkbox"/> Class Overload (Dean or designee approval required)		<input type="checkbox"/> Independent Study	
	<input type="checkbox"/> Petition		<input type="checkbox"/> Add Class After the Second Week	
<b>K-number:</b>	<b>Last Name:</b>	<b>First Name:</b>		
<b>Term &amp; Year:</b>	<b>Kirkwood Email:</b>	<b>Phone:</b>		
<b>Section #:</b>	<b>Course Name:</b>	<b>Instructor Name:</b>	<b>Cr Hr:</b>	
<i>Example: ENG-105-CRF01</i>	<i>Composition I</i>	<i>Jane Doe</i>	<i>3</i>	
<b>Instructor</b>	First date of attendance or expected first date of attendance _____			
<b>Instructor Signature</b>			<b>Date</b>	
<b>Dean Signature</b>			<b>Date</b>	
<i>I request and accept responsibility for the above changes to my schedule and education program.</i>				
<b>Student Signature</b>			<b>Date</b>	
<b>Office Use Only</b>				
<b>Received by:</b>	<b>Date:</b>	<b>Action:</b>		

## Instructions:

### Registered Student

- Log in to MyHub, click “View Courses” and then “Course Catalog”
- Use the Course Catalog search tool to find the class section you would like to add to your schedule - read the course description, verify that you meet the prerequisites, and verify there is space in the section.
- Click “Add Section to Schedule” and then view your Course Planner for the current term. Screen shot or print this page using the blue Print icon. This will include your current schedule as well as the section you would like to add.
- Complete this Special Registrations form.
- Email or present the completed form to the faculty of the section you want to add, along with your schedule from Course Planner.
- If the faculty signs the form, take it to the Department Office for processing. Office locations are below.
- If the form was emailed and faculty approves, they will forward the form to the Department Office for processing.
- Approved sections appear in “View Courses” in MyHub. Before you see the section there, watch your Kirkwood student email to see if something is preventing you from being added.

For tuition refund schedule go to [www.kirkwood.edu/lastdaytodrop](http://www.kirkwood.edu/lastdaytodrop)

### Cedar Rapids Campus

Dean of Students (AA & AS)....2<sup>nd</sup> Floor Kirkwood Hall  
Agricultural Sciences.....Washington Hall  
Allied Health.....2164 Linn Hall  
Arts and Humanities .....336 Cedar Hall  
Business and Information Technology .. 203 Nielsen Hall  
Communication, English, and Media.....3051 Cedar Hall  
English Language Acquisition (ELA) ...3051 Cedar Hall  
Hospitality.....180S Kirkwood Center  
Industrial Technologies .....101 Jones Hall  
Learning Services .....2063 Cedar Hall  
Math/Science.....1184 Linn Hall  
Nursing.....2172 Linn Hall  
Social Sciences.....1008 Cedar Hall

### Student not yet registered for this term

- Contact the department your major falls under, as you may be required to complete additional requirements before registering.

\*See below for a list of department locations.

### Distance Learning or Off Campus

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

### Other Offices

Global Learning .....1154 Linn Hall  
One Stop .....2<sup>nd</sup> Floor Kirkwood Hall