

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:

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

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

Cedar Rapids Campus

Dean of Students (AA & AS)....2nd Floor Kirkwood Hall
Agricultural Sciences.....Washington Hall
Allied Health.....2164 Linn Hall
Arts and Humanities336 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 Technologies101 Jones Hall
Learning Services2063 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 CampusIowa City Center
Off-campus sites Nearest County Center

Other Offices

Global Learning1154 Linn Hall
One Stop2nd Floor Kirkwood Hall