



Kirkwood Community College

Credit Class Registration Form for Adjunct & Part-time Benefits Eligible 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 & CFA Instructors - non-paid Part-Time (*non-student*)

CFA only Site Name: _____ Student Name: _____

Class Information:

Class Name _____ Class Number/Course Section _____

Dates of Class _____ Tuition \$ _____

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
- Degree-seeking students and work study are not eligible
- Kirkwood pays only tuition. Books and fees are the responsibility of the employee.
- Supervisor of the PT or adjunct/CFA employee must sign and submit this registration form to HR (313 KH).
- Employees/CFA's are limited to two (2) Kirkwood courses (either two credit classes; two continuing education classes; 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