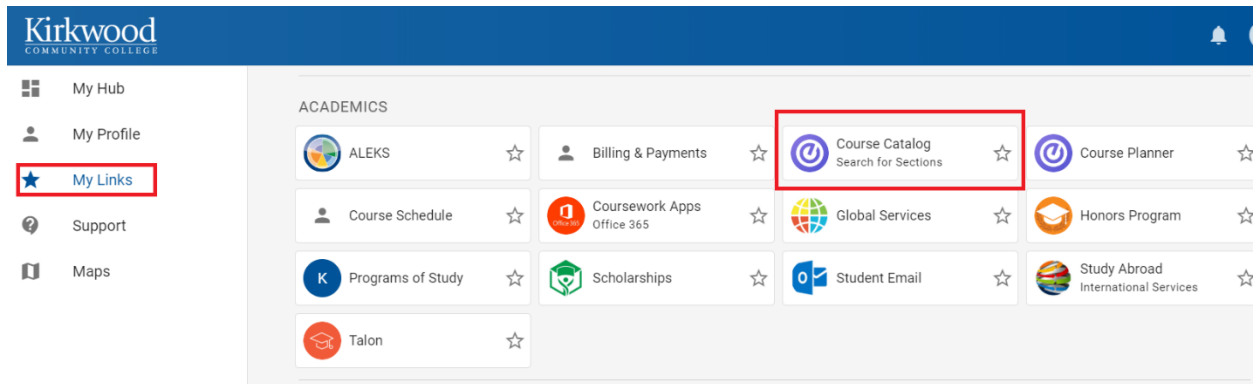First off, you will need your k# and password set up before beginning this process. After logging into the Hub from the website https://www.kirkwood.edu, go to:
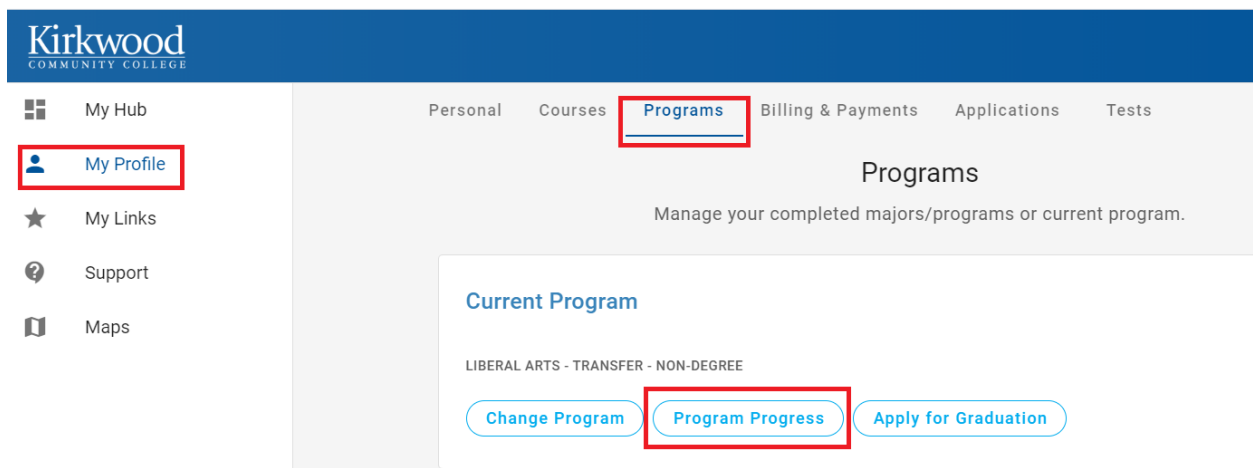
My Links | Academics | Course Catalog to search for available sections.
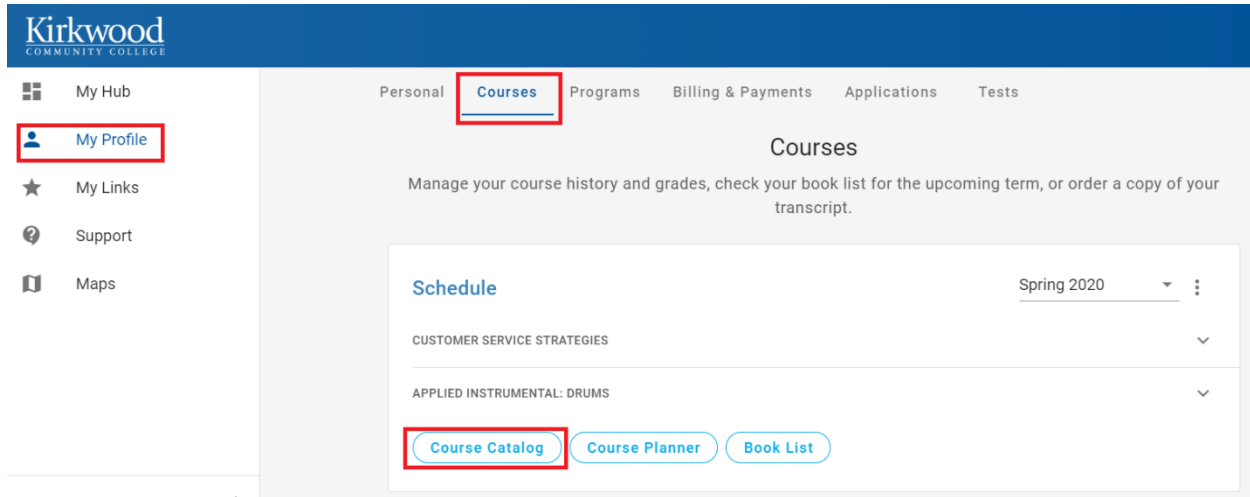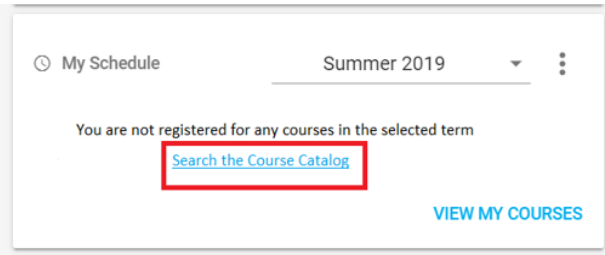

Particularly for returning students, it is good idea to run your degree audit while meeting with your advisor and when registering for classes.

Note: Degree Audit will help you know which of your classes apply towards your graduation requirements and Financial Aid. If you are taking a few classes to transfer back to your home college, check with your advisor there to make sure your courses will transfer.
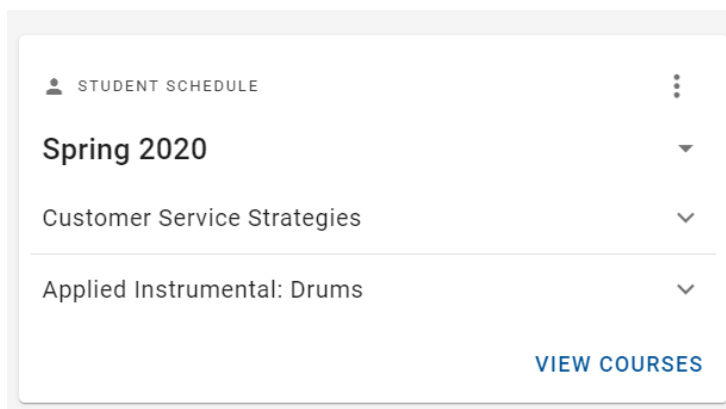
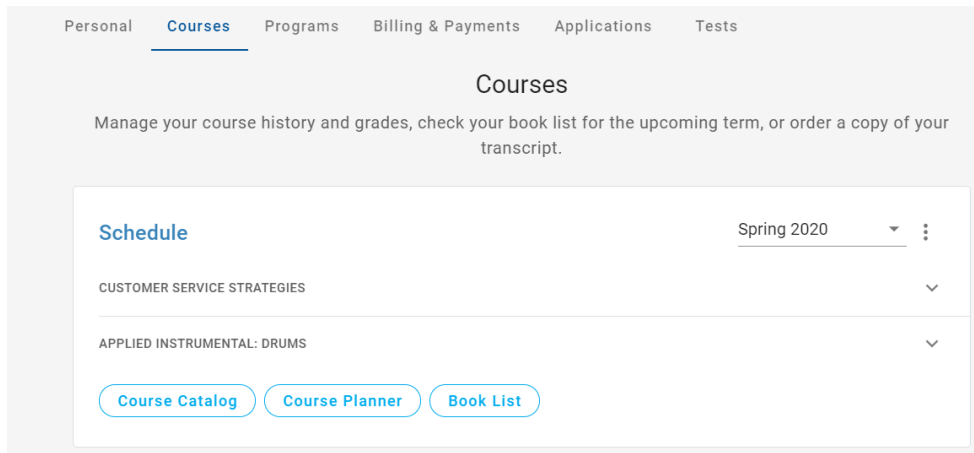Find your Degree Audit here: **My Profile | Programs | Program Progress**

In the Hub, you can find sections that fit in your schedule. If you have never registered before (or are not currently registered for any courses), you will see a link to **Search the Course Catalog** in the **Student Schedule** widget or alternatively under **My Profile | Courses | Schedule | Course Catalog**.

If you are currently registered for any courses, it will show up in your **Student Schedule** widget, just below all your student links. If you click on **View Courses** to get more details, it will take you to the **Schedule** widget on the **Courses** page.

There are two buttons, **Course Catalog** and **Course Planner.**

Course Catalog takes you to the Catalog to search for sections that work in your schedule (or plan courses you need to take while here at Kirkwood).

Course Planner takes you to where you can register for the course sections you have planned.

Using the **Course Catalog**, if you need Accounting, US History and Composition II, you would select the **Term** and select the Course **Subject**. If you know the **Course number** and **Section** already, you can enter it to the right of the **Subject**. If you don't know the course number, that is fine too.

You can enter multiple subjects (or you can enter them one at a time) and then click **Search**.

You can filter on **Days of the Week** and **Location** too. For example, you can search for all Accounting, History, and Composition Courses that meet only on **Monday/Wednesday/Friday** at **Cedar Rapids Main Campus**. Your screen would look like this:

Search for Courses and Course Sections

Subject Search   **Advanced Search**

Catalog Advanced Search

Term
Fall 2019 ▾

Meeting Start Date
M/d/yyyy

Meeting End Date
M/d/yyyy

Courses

ACC Accounting ▾	Course number	Section
HIS History ▾	Course number	Section
ENG English Composition ▾	Course number	Section

+ Add More...

Days Of Week

☐ Sunday   ☑ Monday   ☐ Tuesday   ☑ Wednesday
☐ Thursday   ☑ Friday   ☐ Saturday

Location
Cedar Rapids - Main Campus ▾

Time Of Day
Select Time Of Day ▾

Clear   Search

Search Results will look something like this:

Filter Results

Availability ⌃
☐ Open Sections

Subjects ⌃
☐ ACC Accounting (5)
☐ ENG English Composition (8)
☐ HIS History (5)

Locations ⌃
☑ Cedar Rapids - Main Campus (18)

Show All Terms ⌃
☑ Fall 2019 (18)

Days of Week ⌃
☑ Monday (17)
☐ Tuesday (7)
☑ Wednesday (18)
☐ Thursday (7)
☑ Friday (13)

Time of Day ⌃
Select time range... ▾

Instructors ⌃
☐ Angelella, L (1)
☐ Arenz, D (1)

Advanced Search Selection: ACC, HIS, ENG
Filters Applied: Cedar Rapids - Main Campus ✕   Fall 2019 ✕   Monday ✕   Wednesday ✕   Friday ✕

HIS-121 Ancient Mediterranean World (3 Credits)   Add Course to Plan
Surveys the cultural, religious, political and social heritage of the ancient Near Eastern people as the foundation of Western civilization. Credits: 3, Hours: (3/0/0/0), Prereq: none; Coreq: none; Arts & Sciences Elective Code: A; Comments:
Requisites:
None
View Available Sections for HIS-121 ⌄

HIS-151 U.S. History to 1877 (3 Credits)   Add Course to Plan
Studies the European background, the colonial experience, the revolutionary period and 19th century history to the Civil War. Includes political, economic and social history of this period as well as the development of American thought. Credits: 3, Hours: (3/0/0/0), Prereq: none; Coreq: none; Arts & Sciences Elective Code: A; Comments:
Requisites:
None
View Available Sections for HIS-151 ⌄

HIS-152 U.S. History Since 1877 (3 Credits)   Add Course to Plan
Studies the period from reconstruction to the present. Emphasis is upon industrialization and its impact; the development of a strong federal government; an aggressive foreign policy; and a growing involvement in an international economy. Credits: 3, Hours: (3/0/0/0), Prereq: none; Coreq: none; Arts & Sciences Elective Code: A; Comments:
Requisites:
None
View Available Sections for HIS-152 ⌄

HIS-221 Holocaust/Genocide:Mem & Lit (3 Credits)   Add Course to Plan

You can find the sections that fit in your schedule by clicking the **View Available Sections** dropdown and clicking on the **Add Section to Schedule** button over on the right hand side for the section that works best for you.

You will see a **Section Details** window pop up that confirms the section's instructor, meeting time, course description, etc. Pay close attention to any warning symbols, such as the one below, that indicates you are missing a required prerequisite. If everything looks good, click the **Add Section** button to add this section to your planned courses for the semester.

You can easily change your search criteria while using the Course Catalog. On the left hand side of the screen is the **Filter Results**, where you can add and remove any selected filters. For example, to see all of the Accounting, History, and Composition Courses that meet any day of the week at any location (instead of just Monday / Wednesday / Friday at Cedar Rapids Main Campus), just clear the check boxes and the Search Results page will update.

Filter Results

Availability

- ☐ Open Sections

Subjects

- ☐ ACC Accounting (6)

Locations

- ☐ Cedar Rapids - Main Campus (6)
- ☐ Iowa City Campus (2)
- ☐ Online (2)
- ☐ Belle Plaine (1)
- ☐ Benton County (1)
- ☐ Cedar County (1)
- ☐ Iowa County (1)
- ☐ Johnson County (1)

Show All Locations

Show All Terms

- ☑ Fall 2019 (6)

Days of Week

- ☐ Monday (5)
- ☐ Tuesday (3)
- ☐ Wednesday (5)
- ☐ Thursday (3)
- ☐ Friday (3)

Time of Day

Select time range... ▾

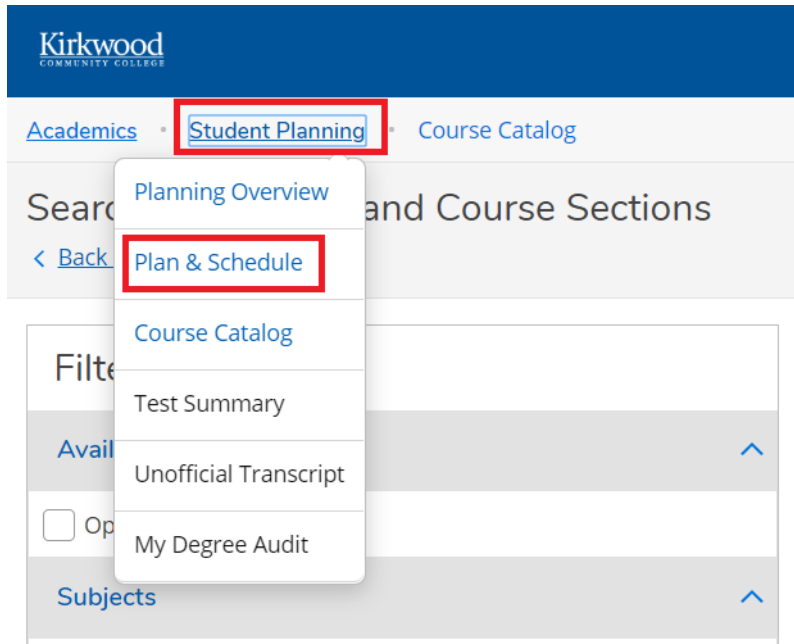### Instructors

- ☐ Crowther, J (2)
- ☐ DeJong, P (2)
- ☐ Hansel, H (2)
- ☐ Lingard, S (1)
- ☐ Mabe, M (2)

Show All Instructors
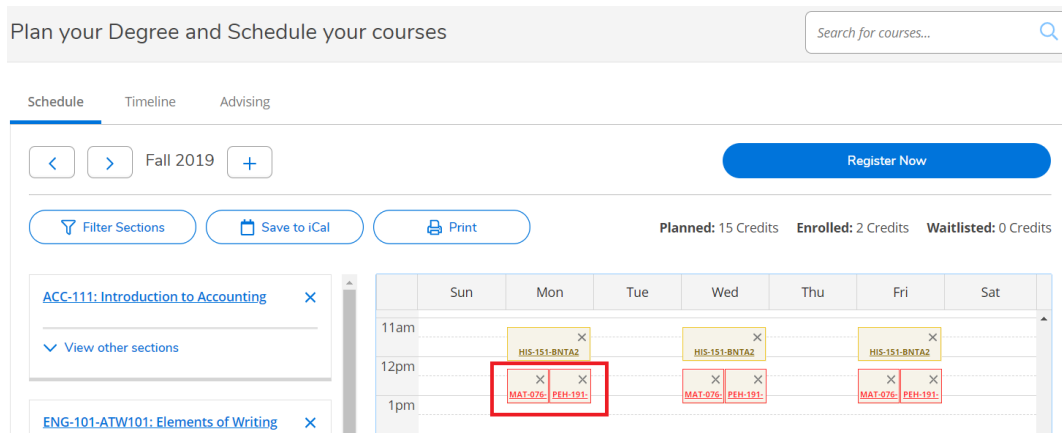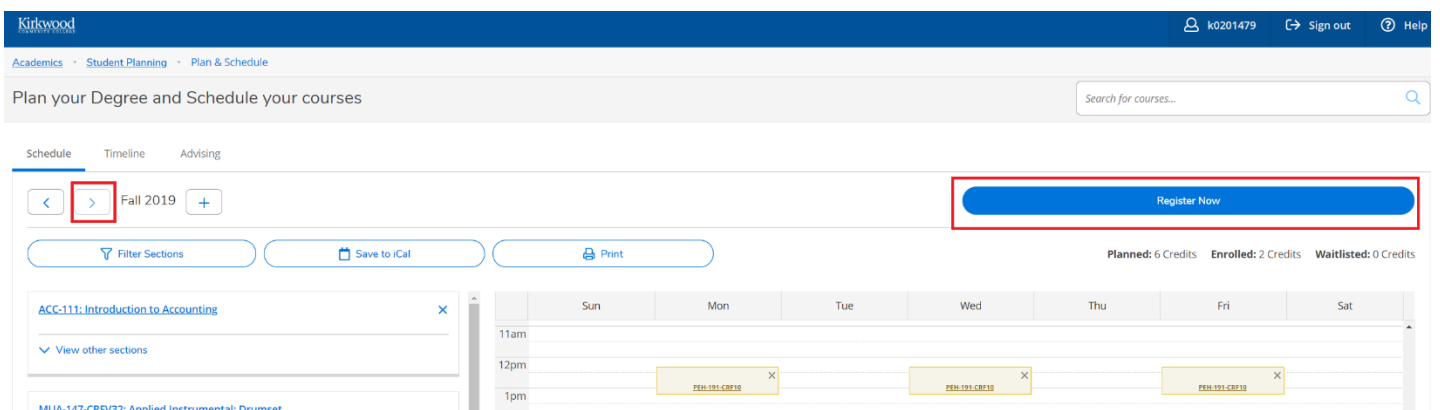
Course Levels

- ☐ Credit (6)

Topics

Now that all the course sections have been planned on the schedule, it is time to actually register for the classes. If you are still in the **Course Catalog**, go to the **Student Planning** menu, and select **Plan & Schedule.**
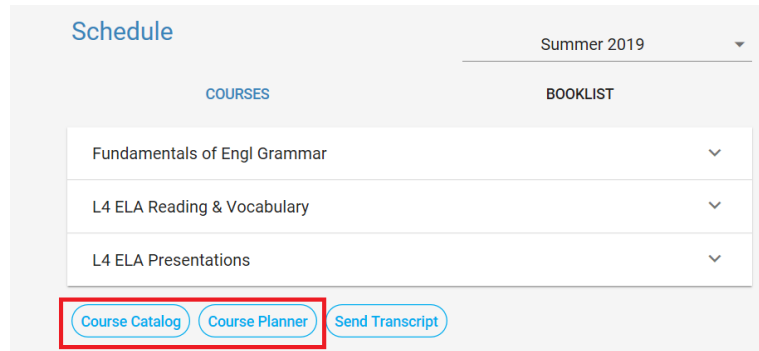

On the **Schedule** tab, find the right term by clicking on the **>** button. Review the calendar view of your selected sections to make sure the course times fit well in your schedule and do not overlap. If there is a problem with your planned schedule, the course section will be highlighted in red.
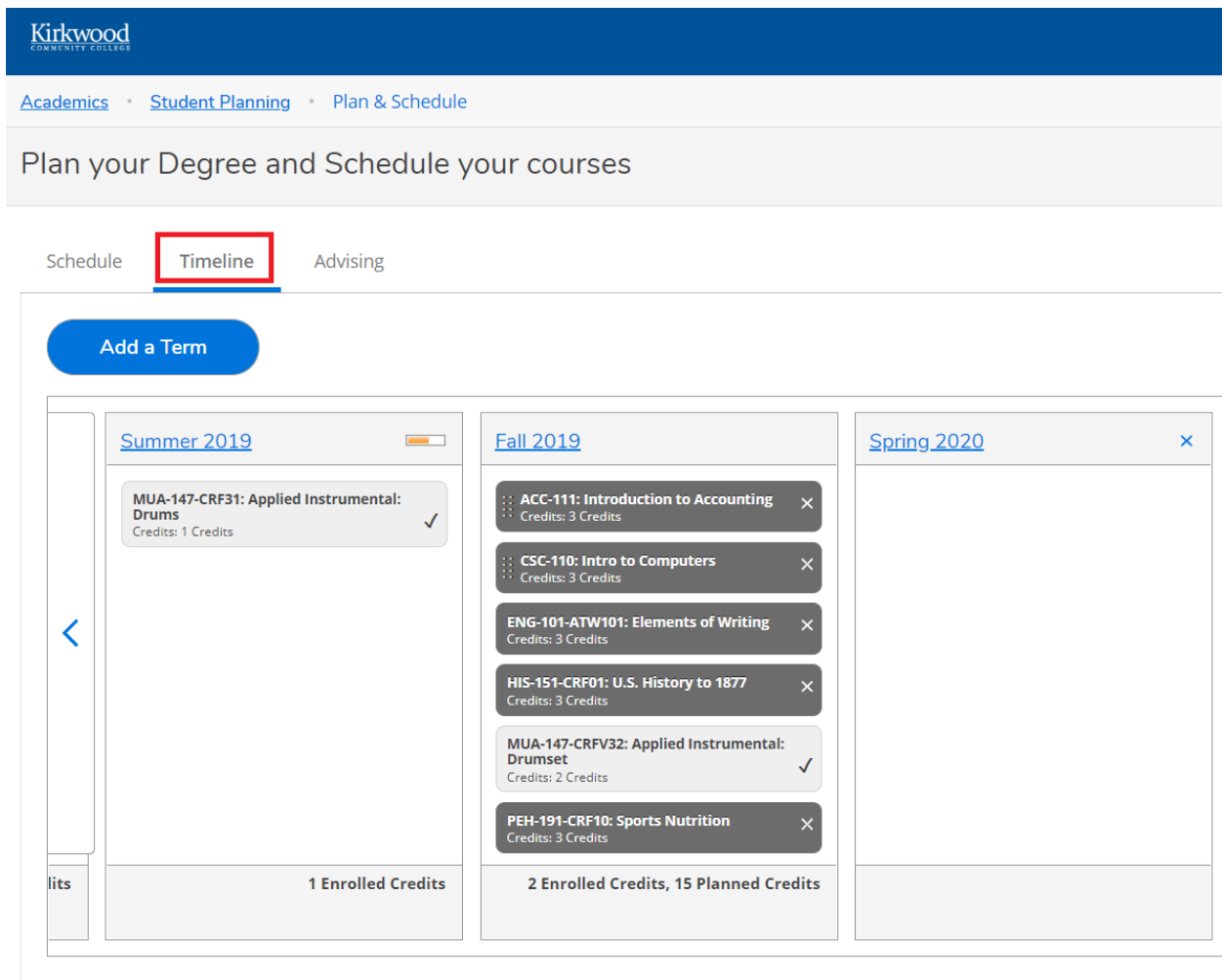

Once you are satisfied with your schedule, click the **Register Now** button.

If you are not currently in the **Course Catalog**, there is another way to register. In **The Hub**, go back to your **Schedule** page, and click the **Course Planner** button. This will get you to the **Register Now** button also.

There are other tabs besides just **Schedule**. If you click on the **Timeline** tab, you will see all the **Courses** and **Course Sections** you have planned, and the **Course Sections** you are already registered for.

A planned **Course** is like a placeholder. For example, you know you must take **ACC-111: Introduction to Accounting** and **ACC-152: Financial Accounting**, but you don't know what term you will take it in, what day and time it will meet, and who will be your instructor.

You can add the **Course** to your plan while meeting with your advisor (using the **Add Course to Plan** button):

then move it via drag and drop dots to the correct semester.

Planned sections cannot be moved, only planned courses.

The last tab is the **Advising** tab. The best way to get in touch with your advisor is to send an email, using the link underneath **My Advisors**.

If you **Compose a Note** or **Request Review**, your advisors will not see that until their next login into the system. It does not notify them a note has been left or that you want them to review your plan.

Academics • Student Planning • Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule   Timeline   **Advising**

My Advisors

Request Review

✉ Advising Center
✉ Jane Smith

Compose a Note   Course Plan last reviewed on 3/15/2016 by Bass , LL.

Save Note

View Note History

No advising notes have been entered.