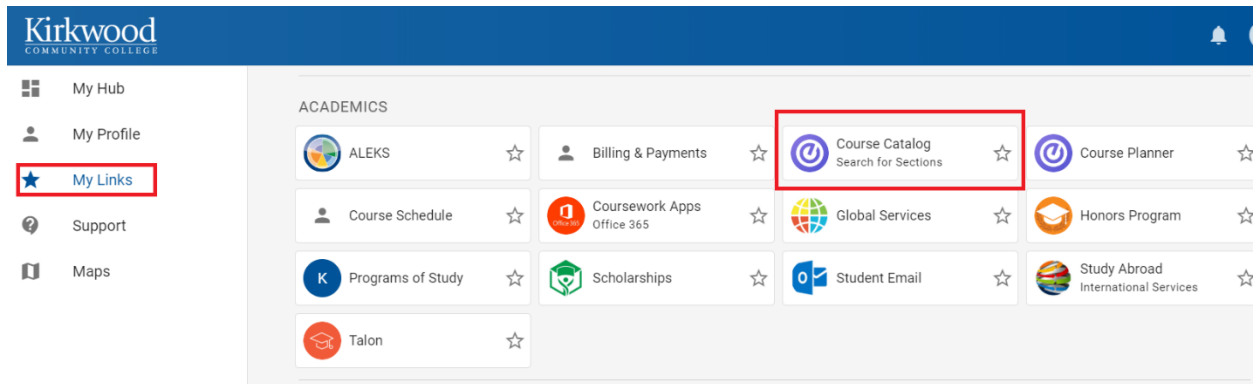


First off, you will need your k# and password set up before beginning this process. After logging into the Hub from the website <https://www.kirkwood.edu>, go to:

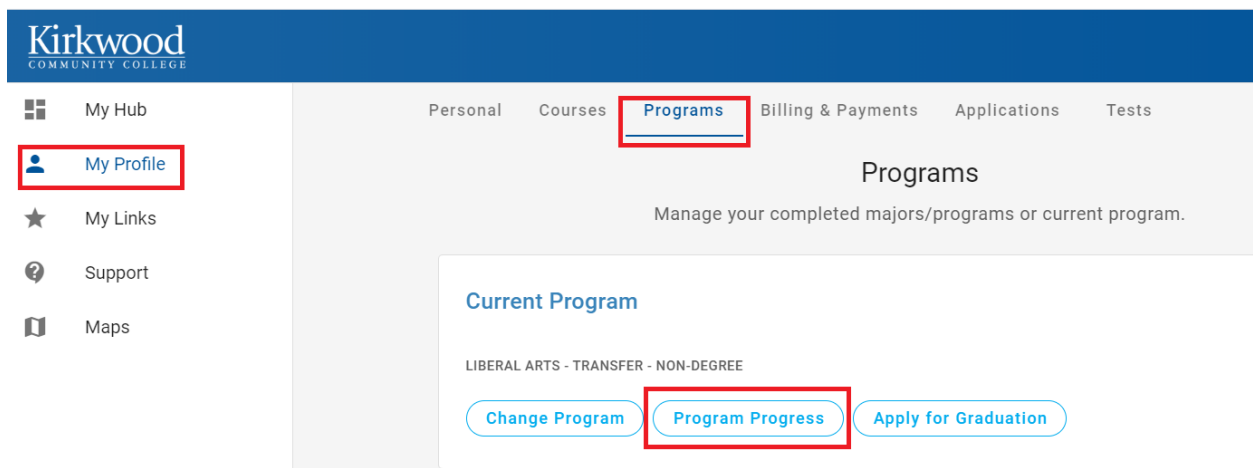
My Links | Academics | Course Catalog to search for available sections.



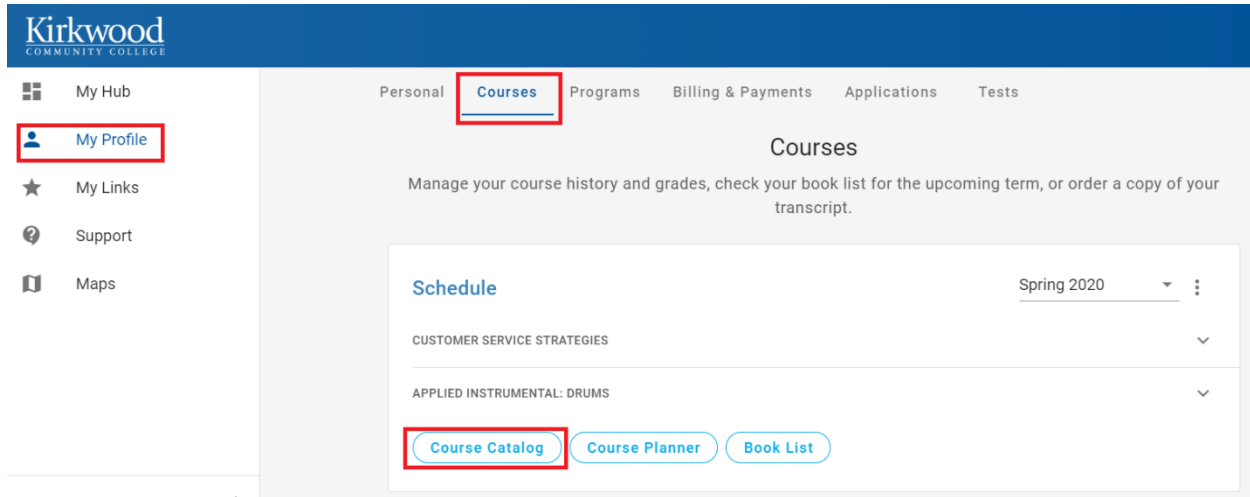
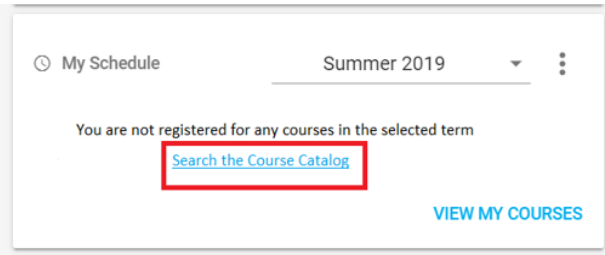
Particularly for returning students, it is good idea to run your degree audit while meeting with your advisor and when registering for classes.

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.

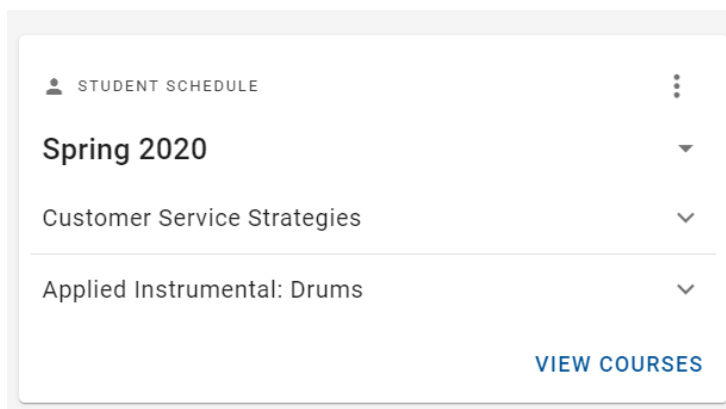
Find your Degree Audit here: **My Profile | Programs | Program Progress**



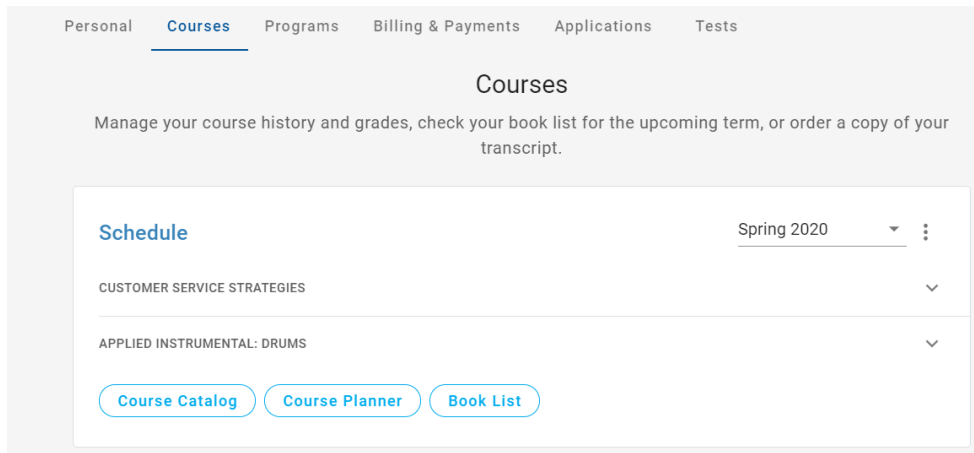
In the Hub, you can find sections that fit in your schedule. If you have never registered before (or are not currently registered for any courses), you will see a link to **Search the Course Catalog** in the **Student Schedule** widget or alternatively under **My Profile | Courses | Schedule | Course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

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Term Select Term	Meeting Start Date M/d/yyyy	Meeting End Date M/d/yyyy
Courses Subject	Course number	Section
Subject	Course number	Section
Subject	Course number	Section

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

Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date	
Fall 2019	M/d/yyyy	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			
<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	
Location			
Select Location			
Time Of Day			
Select Time Of Day			
Clear	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	Meeting Start Date	Meeting End Date
Fall 2019	M/d/yyyy	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		
<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input checked="" type="checkbox"/> Wednesday		
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 x Fall 2019 x Monday x Wednesday x Friday x

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.

View Available Sections for HIS-151 ▼

HIS-151 U.S. History to 1877 (3 Credits)
 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 ▲

Fall 2019

U.S. History to 1877 CRTP4 Add Section to Schedule

Seats	Times	Locations	Instructors
1	M/T/Th 1:50 PM - 2:45 PM 8/26/2019 - 12/13/2019	Cedar Rapids - Main Campus, Linn Hall 2182 Web Live	Peterson, J

U.S. History to 1877 CRF01 Add Section to Schedule
 Runs from 9/16/2019 - 12/13/2019

Seats	Times	Locations	Instructors
2	M/T/W/Th 9:05 AM - 10:00 AM 9/16/2019 - 12/13/2019	Cedar Rapids - Main Campus, Benton Hall 315 Lecture	Kutilek, M

U.S. History to 1877 CRF02 Add Section to Schedule
 Runs from 8/27/2019 - 12/13/2019

Seats	Times	Locations	Instructors
0	T 10:10 AM - 11:05 AM 8/27/2019 - 12/13/2019	Cedar Rapids - Main Campus, Linn Hall 2192 Lecture	Peterson, J
	Th 9:05 AM - 11:05 AM 8/27/2019 - 12/13/2019	Cedar Rapids - Main Campus, Linn Hall 2192 Lecture	

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.

Section Details

ENG-106-CRFB1 Composition II
 Fall 2019

Instructors Pounds, B (Buzz.Pounds@kirkwood.edu)

Meeting Information M, W, F 9:05 AM 10:00 AM
 8/26/2019 - 12/13/2019
 Cedar Rapids - Main Campus, Cedar Hall 326 (Lecture)

Dates 8/26/2019 - 12/13/2019

Seats Available 5 of 25 Total

Credits 3

Grading

Requisites ⚠ Take ENG-105 - Must be completed prior to taking this course.

Course Description Teaches precise and responsible use of research tools. Requires critical analysis of reading materials, audience and self when communicating content material. Develops students' ability to use effective and ethical arguments. Credits: 3, Hours: (3/0/0/0), Prereq: ENG-105; Coreq: none; Arts & Sciences Elective Code: A; Comments:

Books Total

Transfer Status Communication- Writing

Close Add Section

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 ^

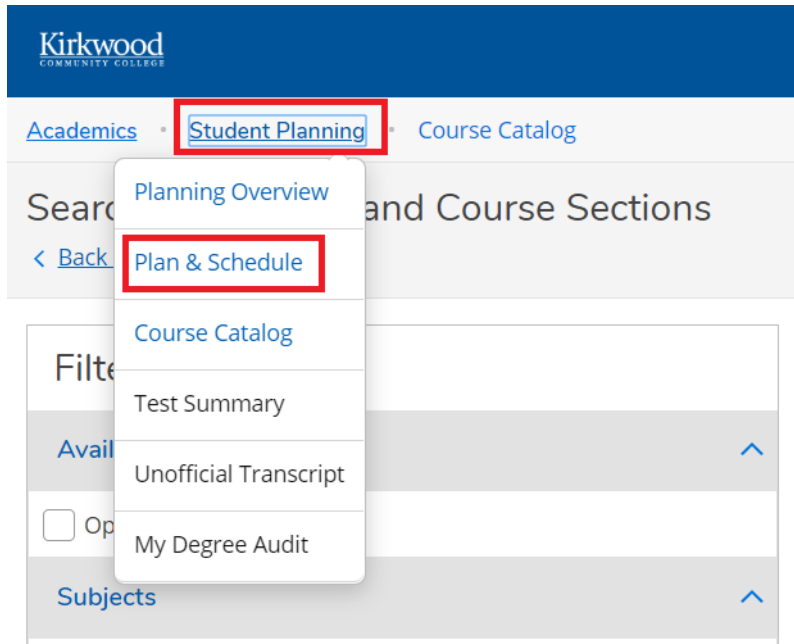
Crowther, J (2)
 DeJong, P (2)
 Hansel, H (2)
 Lingard, S (1)
 Mabe, M (2)
[Show All Instructors](#)

Course Levels ^

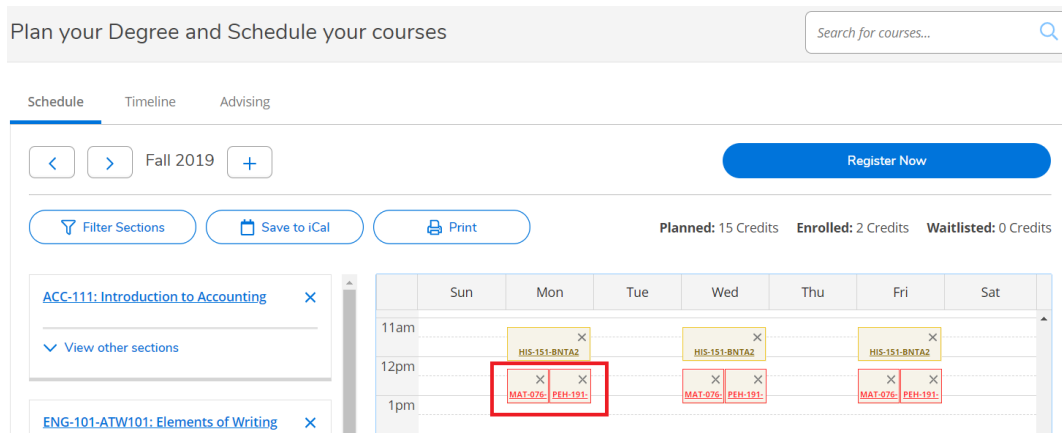
Credit (6)

Topics ^

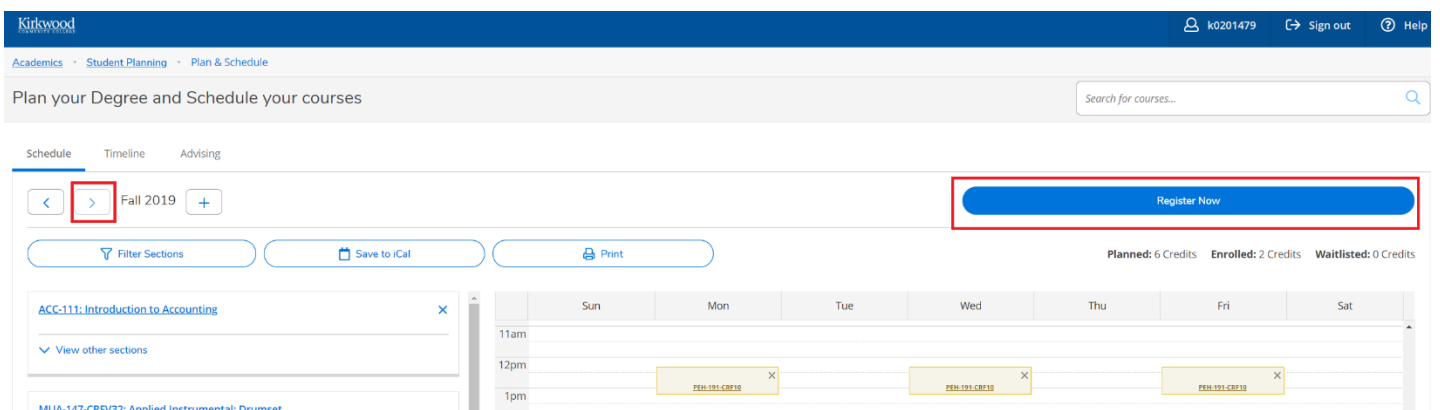
Now that all the course sections have been planned on the schedule, it is time to actually register for the classes. If you are still in the **Course Catalog**, go to the **Student Planning** menu, and select **Plan & Schedule**.



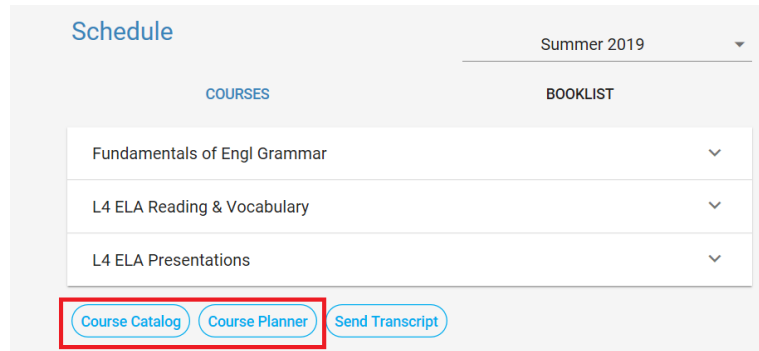
On the **Schedule** tab, find the right term by clicking on the **>** button. Review the calendar view of your selected sections to make sure the course times fit well in your schedule and do not overlap. If there is a problem with your planned schedule, the course section will be highlighted in red.



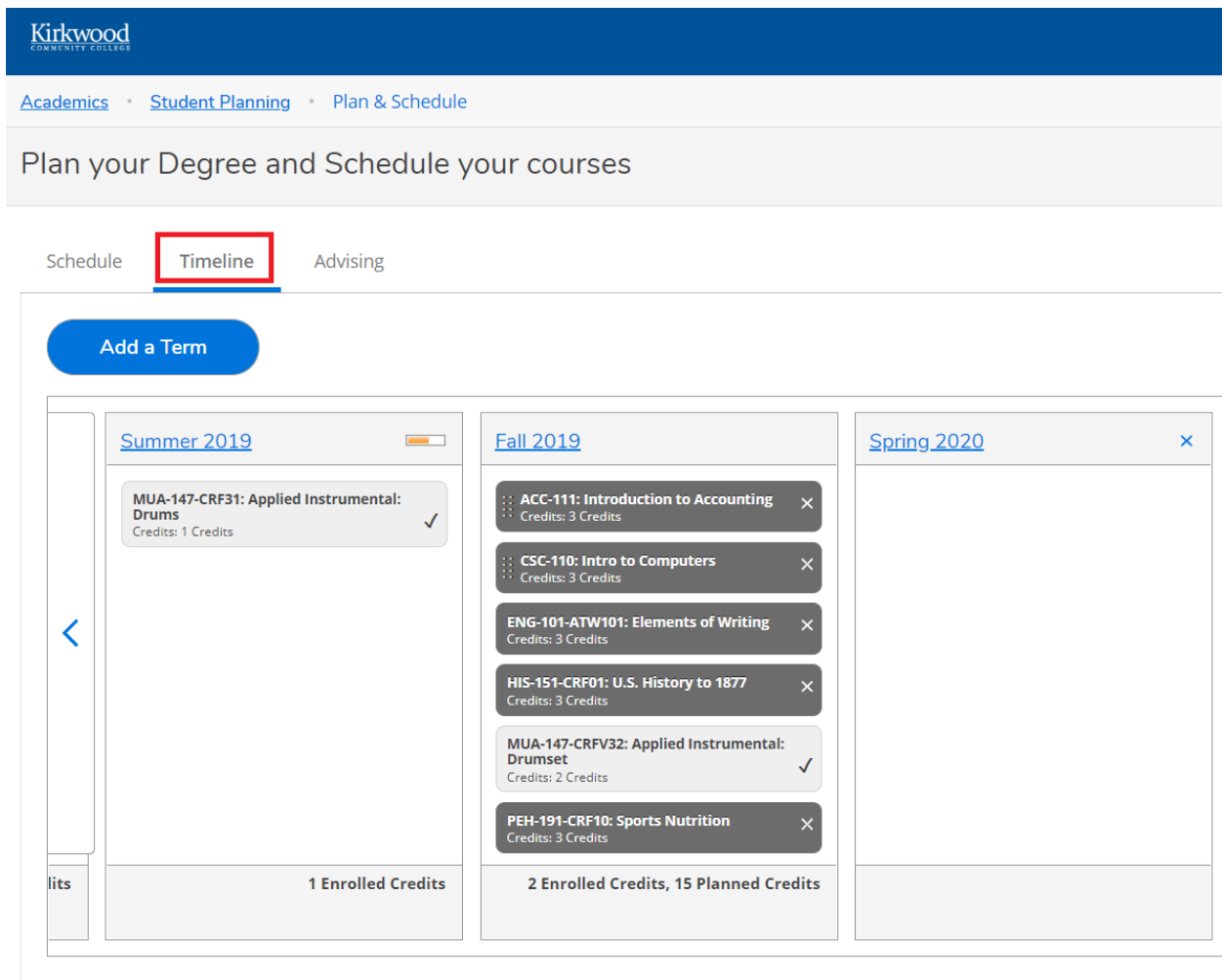
Once you are satisfied with your schedule, click the **Register Now** button.



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):

ACC-152 Financial Accounting (4 Credits) Add Course to Plan

Introduces the basic concepts and procedures of accounting including the accounting cycle, merchandise accounting, internal control, long-term and contingent liabilities, corporate accounting and the collection of data for external reporting. Includes the preparation and analysis of financial statements. Credits: 4, Hours: (4/0/0/0), Prereq: none; Coreq: none; Arts & Sciences Elective Code: A; Comments:

Requisites:
None

[View Available Sections for ACC-152](#)

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

⋮ CSC-110: Intro to Computers ×
Credits: 3 Credits

Kirkwood
COMMUNITY COLLEGE

[Academics](#) · [Student Planning](#) · [Plan & Schedule](#)

Plan your Degree and Schedule your courses

Schedule **Timeline** Advising

[Add a Term](#) [Remove Planned Courses](#)

Summer 2019	Fall 2019	Spring 2020
MUA-147-CRF31: Applied Instrumental: Drums Credits: 1 Credits ✓	ACC-111: Introduction to Accounting Credits: 3 Credits × ENG-101-ATW101: Elements of Writing Credits: 3 Credits × HIS-151-CRF01: U.S. History to 1877 Credits: 3 Credits × MUA-147-CRFV32: Applied Instrumental: Drumset Credits: 2 Credits ✓ PEH-191-CRF10: Sports Nutrition Credits: 3 Credits ×	ACC-152: Financial Accounting Credits: 4 Credits × CSC-110: Intro to Computers Credits: 3 Credits ×
1 Enrolled Credits	2 Enrolled Credits, 12 Planned Credits	7 Planned Credits

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.

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.