

Admission/Registration Checklists

The following checklists will help students get admitted to Kishwaukee College and register for classes. Select the checklist below that applies and follow the instructions carefully. Please review add/drop and withdrawal policies and procedures under "Academic Policies & Procedures" (p. 146).

New, Transfer Student Registration Checklist

1. Complete the Student Information Form online at www.kish.edu/apply.
2. Submit official high school and/or High School Equivalency (HSE) Certificate transcripts and any former college transcripts to Student Services (C2100) or via email to transcripts@kish.edu. Transfer students from other colleges or universities who are NOT completing a degree or certificate should refer to the student registration checklist below.
3. Send a copy of official JST – Joint Services Transcripts for any military learning experiences gained through the Armed Services.
4. Placement into college-level course can be determined by previous college coursework, Advanced Placement and CLEP scores, ACT scores, SAT scores, or high school GPA. All test scores and GPA must be within 3 years. Please visit www.kish.edu/placement for criteria.

If applicable, college and score transcripts should be submitted to Student Services (C2100). Students who do not meet the criteria for a waiver can schedule a placement exam by contacting Student Services at onestop@kish.edu or 815-825-9375.

5. Meet with Academic Advising, if necessary. An appointment can be made by visiting www.kish.edu/advising.
6. Register for classes online through myKC Self-Service. For questions about registration, please contact Student Services at onestop@kish.edu or 815-825-9375.
7. Financial aid may be available and information can be obtained through the Financial Aid Office. For payment options go to myKC or visit the Business Office (C2140). Payments must be received prior to the tuition due date; check your myKC for important dates and deadlines.

For questions, contact the Business Office at 815-825-9400.

8. Complete the online New Student Orientation (NSO). Visit www.kish.edu/orientation or contact the Student Outreach Office at 815-825-9460.

Returning Student Registration Checklist

Use this checklist if you have been enrolled at Kishwaukee College during a previous semester but have not attended classes during the past two years.

1. Submit the Student Information form online at www.kish.edu/apply
2. Send official transcripts from the military (JST – Joint Services Transcripts) or any colleges or universities attended since the last enrollment at Kishwaukee College to the Student Services Office (C2100) or transcripts@kish.edu
3. Meet with Academic Advising, if necessary.
4. Register online through myKC Self-Service. For questions about registration, please contact Student

Services at 815-825-9375 or via email at onestop@kish.edu.

5. Financial aid may be available and information can be obtained through the Financial Aid Office. For payment options go to myKC or visit the Business Office (C2140). Payments must be received prior to the tuition due date; check your myKC for important dates and deadlines. For questions, contact the Business Office at 815-825-9400.

Visiting Student Registration Checklist

Students who may be taking one or a couple of classes at Kishwaukee College and are not declaring a program may use unofficial documentation to enroll in courses with prerequisites. All students must complete the Student Information form. Go to the website to complete: www.kish.edu/apply.

Submit unofficial documentation such as grade reports, schedules, unofficial transcripts, AP scores, CLEP scores, etc. The documentation must display your name, date and institution where prerequisite was completed. You will not receive any transfer credits with the submission of unofficial documentation.

1. Submit unofficial documentation via email to transcripts@ kish.edu
2. If you are using a schedule which shows an in-progress prerequisite course and a grade is required, you must submit the final grade report to remain registered for the course. All final grades must be submitted 1 week prior to the start of the class.
3. Register for classes online through myKC Self-Service.
4. Arrange to pay tuition and fees by the established tuition due dates. Financial aid may be available and information can be obtained through the Financial Aid Office.

Community Education, Short Term Training and CDL Training Registration Checklist

1. Select your classes.
2. Select your registration method.

Telephone – Credit Card Only*

Register by telephone using your VISA, MasterCard or Discover.

Hours: 8:00 am – 4:00 pm

Phone: 815-825-9466

Mail

Complete the registration form and mail it with total payment to:

Kishwaukee College
Continuing Education
21193 Malta Road
Malta IL 60150

Walk-In

Register in the Continuing Education Office. Visit www.kish.edu/contactus for office hours.

Online

1. **Personal Enrichment– Non-Credit Certificates, Continuing Education & Small Business:**

- a. Enter the Eventbrite Class Code to register directly. No service fee to register.

2. Professional Development Classes –Short-Term Training and CDL Training*:

- a. Go to www.kish.edu/ce. Click on the Registration button in the green square on the right. Click on the KishSOS Register anytime link. Enter the course code number in the "Course Code Number" field.
 - i. Course Code example: CE 083 5001

**All payments with a credit/debit card will be charged a 2.5% service fee.*
Students' registrations are not final until full payment has been received.