

Student Registration Process

Project Earlybird instructors must make certain all students are registered via the online Earlybird Registration Application. Students must complete ALL sections of the online Earlybird Registration Application by choosing one of the following:

- **New Earlybird Students (Returning students can also follow this process):**
 1. From the ICCC homepage at www.iowacentral.edu, click on **Academics** on the top of the page and then select **High School Partnerships**
 2. Once the new page appears, click on **Earlybird**
 3. This will bring students to the Earlybird page. They can click **Earlybird Registration App** underneath the Earlybird heading

- **Returning Earlybird Students:**
 1. From the ICCC homepage at www.iowacentral.edu, click on TritonPass in the upper right-hand corner of the page.
 2. Login to TritonPass using their username and password
 3. Once logged into TritonPass, click on the padlock and choose Self-Service
 4. Under the Student section, click the Early Bird Registration option.
 5. Follow the instructions on filling out the enrollment form.

When students complete the online Earlybird Registration Application, they are actually applying to Iowa Central Community College. They may receive information in the mail regarding their status towards being accepted at the college. At the completion of the course, the student will have an Iowa Central transcript. This transcribed credit is college credit and transfers with the grades to other colleges.

REMEMBER: A student taking an Earlybird course is actually an Iowa Central student as well as a high school student. Earlybird students are NOT eligible for Financial Aid.

Filling out the Enrollment Form:

The following steps are for **both returning students and new students**. All screens will be the same, but for returning students who have logged into Self-Service, their information will already be provided. Student enrollment will now take place via Self-Service Registration. When students click on the **Earlybird Registration App** (if they are enrolling directly off the website) or **Earlybird (HS) Registration** (if they logged in to their Self-Service, they will see a screen like the one below. They **MUST** click on **Click HERE to Redirect** to register correctly. The application status bar is illustrated across the top of the enrollment form. The registration process will be complete once a student clicks on **Submit Request** on the last page of the registration form.

Registration - Personal Info

* = Required

Try the NEW Self-Service Registration

[Click HERE to Register](#)

Legal First Name* Middle Legal Last Name*

Preferred Name Student ID (if logged in through Web Advisor)

Address*

City* State* Zip Code*

- **Personal Info screen #1** - *Required Information: Legal First and Last Name, Date of Birth, and Gender. The student's middle name, Iowa Central Student ID (if known), SSN (if known) are not required, but strongly encouraged as it helps eliminate duplicate accounts.*

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Legal First Name * Middle Legal Last Name *

Preferred Name

Student ID Date of Birth * SSN (if known)

Gender *

- Click **Next** on the top of the screen near the status bar.
- **Personal Info screen #2** – *Required Information: Address, City, State, and Zip Code.*

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Address Line 1 *

Address Line 2

City * State * Zip Code *

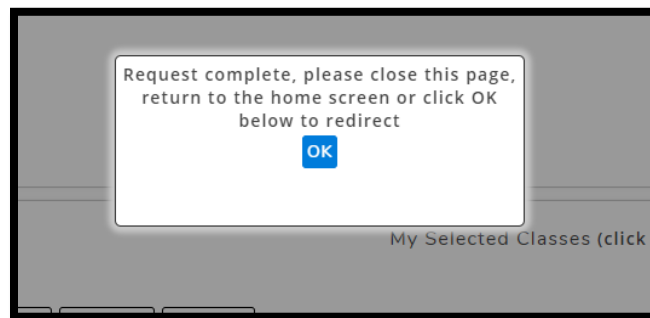
- Click **Next** on the top of the screen near the status bar.
- **Personal Info screen #3** – *Required Information: Race and Email Address (primary email address is preferred). Ethnicity and Phone Number are not required, but it is strongly encouraged as it helps eliminate duplicate accounts.*

- Click **Next** on the top of the screen near the status bar.
- **High School Info screen #4** – Students must select the **High School they attend**, their **Anticipated HS Graduation Year**, the **High School They'll Take Courses at** (which may vary from their actual high school), their **Anticipated Area of Study**, and what **Year/Level** they are currently at in school.

- Click **Next** on the top of the screen near the status bar.
- **Earlybird Registration screen #5** - Students must **select the course(s) they will enroll into** from the list of available courses offered at the high school(s) they choose on the previous screen. This list will sort the courses that are currently in session to the top of the list so if they are enrolling during the class meeting period, they shouldn't have to look far. Students are also able to sort courses by course prefix (ENG, PSY, SPC), or by course number (105, 111, 112).
- **Do NOT change the term unless you have been notified to do so by your high school teacher or counselor.**
- The list of course(s) that a student selects will be listed under **My Selected Classes** (top right under the status bar). Students who selected a class in error will simply need to click on the incorrect course under this heading to remove it from their registration form.
- To submit the registration, click **Submit Request** (red button located under the term options).

Course	Name	Days of Week	Times	Dates	Instructors	Location
MAT-210-FS01E	Calculus I	M T W T H F	12:41PM - 01:48PM	03/02/21 - 05/27/21	Steven Wilcken	
PET-105-FS01E	Basic Athletic Training	M T W T H F	12:41PM - 01:48PM	03/02/21 - 05/27/21	Breann Drees	
PSY-111-FS01E	Intro to Psychology	M T W T H F	12:41PM - 01:48PM	03/02/21 - 05/27/21	Jeffry Boyd	
ACC-111-FS01E	Introduction to Accounting	M T W T H F	08:00AM - 09:07AM	03/02/21 - 05/27/21	Tracy Hartley	
AUT-163-FS01E	Automotive Engine Repair	M T W T H F	07:55AM - 09:07AM	03/02/21 - 05/27/21	Kaden Peterson	

- To verify that an Earlybird Registration was submitted correctly, a **Request Complete** notification will populate on the screen.
- If a course was selected by mistake, students must contact Distance Learning right away at 515-574-1096 or email rock@iowacentral.edu



After a student enrolls, they will get a confirmation email to the email address they provided on the Personal Info screen. The Distance Learning Office and the high school counselor will receive notification of the enrollment every night, as well. Please allow 24 to 48 hours for enrollment to be reflected onto the Iowa Central class roster located in Self-Service.

Non-Discriminatory Statement

It is the policy of Iowa Central Community College not to discriminate in its programs, activities, or employment on the bases of race, color, national origin, sex, disability, age, sexual orientation, gender identify, creed, religion, and actual or potential family, parental or marital status.

If you have questions or complaints related to compliance with this policy, please contact the Vice President of Human Resources, Iowa Central Community College, One Triton Circle, Fort Dodge, Iowa 50501; Telephone: 515-574-1138, Email: concerns@iowacentral.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.