

## Apprenticeship Student ENROLLMENT CHECKLIST

- ☐ **Admission** - Complete an application online. Be sure to select Apprenticeship as your program of study so we know you are interested in this training program. You will receive an acceptance letter within one week.
- ☐ **Assessment** - Course prerequisites are enforced at Kalamazoo Valley which requires assessment of your placement level prior to registering for classes. There are three ways you can satisfy this requirement:
  - SAT/ACT scores - Kalamazoo Valley accepts ACT scores and the SAT scores from tests taken March 2016 or after. Submit your scores to Student Development Services.
  - Placement Test - complete the free placement test given on a walk-in basis in our Testing Centers.
  - College Courses - complete a college level English and/or math class at another institution with a grade of 2.0/C or better, or have earned a bachelor's degree or higher as identified on your application.
- ☐ **Consultation** – Complete the Apprenticeship information sheet and release form available through your employer. It is recommended you begin several weeks prior to the opening of the registration period to allow for processing time. Registration begins in March for summer, in April for fall, and October for winter and continues through the start of classes.

After these forms are submitted, the Director of Apprenticeship and Prior Learning will place you in the correct specialty program, send an Apprentice Letter of Authorization form to your sponsoring company, and guide you through the entire process. For more information about the Apprenticeship program, call 269.488.4873.

- ☐ **Registration** - Once all completed apprenticeship forms are received and courses have been identified, your registration will be processed by the Apprenticeship office.
- ☐ **Payment** - Tuition bills are available online in MyValley. If an Apprentice Letter of Authorization form has been received, classes will be held while sponsoring companies are billed. If you have applied for financial aid or a third-party is paying, check your account to make sure your payment is in place and pay any remaining balance by the deadline. Pay for your classes online, on campus, or by mail during deferred payment periods. Payment plan options are available.
- ☐ **Purchase Books and Supplies** – If your sponsoring company will be paying for books and/or supplies, a book voucher will be available at least one week prior to the start of the semester in the Kalamazoo Valley Bookstore.
- ☐ **Student ID** – Stop by or schedule an appointment to pick up your ID at the Student Service Center. You will need to present a photo ID to verify your identity. You may also request a Valley ID in the MyValley portal and receive it in the mail. A card is needed to use many services and is required at the Arcadia Commons Campus for parking validation and door access.

## CONTACT INFORMATION

Service Office	Texas Township Campus	*Arcadia Commons Campus	E-mail
Admissions, Registration and Records	269.488.4281	269.373.7800	arr@kvcc.edu
Enrollment Management	269.488.4303	269.373.7800	enrollment@kvcc.edu
Student Development Services	269.488.4040	269.373.7834	development@kvcc.edu
Student Financial Services	269.488.4340	269.373.7800	finaid@kvcc.edu
Student Service Center	269.488.4100	269.373.7800	
Testing Center	269.488.4235	269.373.7836	testcenter@kvcc.edu

\* Anna Whitten Hall serves all downtown locations including the Bronson Healthy Living campus.

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