

Guest Student ENROLLMENT CHECKLIST

- ☐ **Admission** - Complete an online Kalamazoo Valley application. Be sure to identify yourself as a Guest student and indicate your program is unclassified so we know you are not seeking a degree. While we accept the Michigan Uniform Undergraduate Guest application, it is not necessary and our application is easier. You will receive an acceptance letter within one week.

- ☐ **Consultation** - We strongly suggest that you consult with your current college or university to ensure that the classes you take at Kalamazoo Valley will be accepted as transfer credits. Our counselors are available to guide you. Your current institution, however, determines what will be accepted as transfer credit.

- ☐ **Registration** - Register for classes online in My Valley or by coming on campus during posted registration hours. Registration begins in March for summer, in April for fall, and October for winter and continues through the start of classes.
 As a Guest student you will be given a waiver for all prerequisites and/or reading, writing, and math test scores to complete up to 15 credit hours. Faculty may require you to verify compliance to course prerequisites and/or test scores to remain in a course.

- ☐ **Payment** - Tuition bills are available online in MyValley. Pay for your classes online, on campus, or by mail during deferred payment periods. Payment plan options are available. If a third-party is paying, check your account to make sure your payment is in place and pay any remaining balance by the deadline.

- ☐ **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.

- ☐ **Transfer** - Once you have completed your course(s) at Kalamazoo Valley, be sure to submit a request to have an official transcript sent to your primary institution.

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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