

High School Student ENROLLMENT CHECKLIST

- ☐ **Admission** - Complete an application online. You should begin this process by the first of April for fall semester classes or October for winter semester classes. You will receive your acceptance letter in the mail within one week. Applicants under the age of 14 will need to seek approval for admission from the Director of Admissions, Registration and Records. Please call 269.488.4281 for underage applicant procedures.
- ☐ **High School Approval** - Consult with your high school representative to determine your Early College or Dual Enrollment qualifications under the Postsecondary Enrollment Options Act (PSEO).
- ☐ **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 the Kalamazoo Valley application.
- ☐ **Consultation** – Meet with a Kalamazoo Valley counselor to plan your college pathway to success. Call the Student Service Center to schedule an appointment.
- ☐ **Registration** - Register for classes online in MyValley 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.
- ☐ **Payment (PSEO Form)** – A completed PSEO Tuition Authorization form must be submitted to the Financial Services office prior to the payment deadline. The PSEO form must show the classes you are approved and registered for to retain your classes. The form is available online or from your high school.
- ☐ **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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