

## 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 Middle College or Dual Enrollment qualifications under the Postsecondary Enrollment Options Act (PSEO).
- ☐ **Consultation** – Meet with a Kalamazoo Valley advisor or counselor to plan your college pathway to success. Call the Student Development Services 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** – You must be registered for classes and present a photo ID to obtain your Valley ID. Visit the Texas Township Campus Services Desk, Culinary Allied Health Building or Anna Whitten Hall to pick it up in person. Alternatively, request it via the MyValley portal to receive it by mail. The card is needed for services and required at 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
Recruitment and Outreach	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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