

New Student ENROLLMENT CHECKLIST

- Admission** – Complete an application online. Be sure to identify your program of interest or select undecided if you are unsure at this time. You will receive an acceptance letter within one week.
- Financial Aid** – If you are pursuing a degree or certificate and plan to apply for financial aid, it is important that you complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov> as soon as possible to start the financial aid process for the appropriate award year. Kalamazoo Valley’s federal school code is 006949. Financial aid options include grants, scholarships, work opportunities and loans for qualified students.
- Orientation** – In-person orientation is mandatory for all new students. You'll be introduced to the Kalamazoo Valley campuses and services available to you. Before attending, review the Guided Self-Placement English and Math recommendations emailed to you. Be ready to discuss them with Advisors and Counselors who will help you make an informed decision on course placement and register for classes online. Log into MyValley, select "New Student On Campus Orientations" in My Links to schedule your appointment. While there, you can also review your recommended courses by selecting "Enrollment Checklist."
- Registration** – Register for classes online in MyValley or by coming on campus during posted registration hours. Registration begins in March for summer, April for fall and October for winter, and continues through the start of classes.
- 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 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.
- 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 |
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| 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.

3/24/2025