

Non-degree Seeking Student ENROLLMENT CHECKLIST

- ☐ **Admission** - Complete an application online. Be sure to indicate your program is unclassified so we know you are not seeking a degree. You can change your program if you decide to pursue a degree or certificate. 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 the Kalamazoo Valley application.

- ☐ **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** - 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.

- ☐ **Audit** - If you do not wish to receive credit or a grade for a class, submit your request to audit the course no later than the end of the first week of class. If you are pursuing a degree or certificate, especially if you qualify for financial aid, you must take your classes for credit.

- ☐ **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.

02/15/24