

Returning Student ENROLLMENT CHECKLIST

- Record Update** – If you attended Kalamazoo Valley in the past two years, your account is still active. You will only need to submit a Personal Information Update form if you have moved or changed your name since last attending. Complete an application online if you have not attended in the past two years. This will update your information and reactivate your account. You must have your record updated before proceeding to the next step.
- 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. If you received aid before, be sure to log into My Valley to check your status and consult with an advisor.
- Orientation** – To complete orientation, log into MyValley and in My Links select “New Student On Campus Orientations” to schedule your appointment. 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. You can also review your recommended courses in MyValley by selecting “Enrollment Checklist.” If you cannot attend in person, you may select New Student Online Orientation. Then select “Adult, Transfer and Returning Student Orientation” from My Dashboard.
- Transfer** – To receive transfer credit toward a degree at Kalamazoo Valley, electronically send official transcripts to arr@kvcc.edu or forward official, unopened college transcripts for evaluation to Degree Auditor, Kalamazoo Valley Community College, PO Box 4070, Kalamazoo, MI 49003-4070.
- Consultation** – If you need help selecting courses or a program of study, counselors are available to assist you. Contact 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** – 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
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.