Senior Citizen Student
ENROLLMENT CHECKLIST

☐ **Admission –** Complete an application online. Be sure to identify your program as unclassified if you are not pursuing a degree or select your chosen degree program. You will receive an acceptance letter within one week.

☐ **Senior Tuition Waiver –** Students who are at least age 62 and live in-district may qualify for a tuition scholarship. Before registering, be sure to read about the Senior Tuition Waiver online as qualification will depend on when you register for classes.

☐ **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. 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.

   If you qualify for the Senior Tuition Waiver, provide proper identification to the Admissions, Registration and Records office for certification after you have registered. Then submit your Senior Tuition Waiver certification form along with your fee payment to Student Financial Services by the payment 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 –** 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.   03/24/2025