

Underage 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.
- ☐ **Assessment** - Complete the free placement test given on a walk-in basis at the Kalamazoo Valley Testing Centers. High school students can check with their high school to see if the test is available at their school.
- ☐ **Consultation** - After your assessment has been evaluated, you will be contacted by the Admissions, Registration and Records office. If appropriate, a meeting will be scheduled with you and your parent(s). An admission decision will be made during this meeting.
- ☐ **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.
- ☐ **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.

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