

## Veteran Student ENROLLMENT CHECKLIST

- ☐ **VA Educational Benefits** - Apply for VA educational benefits by logging in to your eBenefits account or by visiting [www.va.gov](http://www.va.gov) and complete the education application. If you have questions about applying for your benefits, call the Veterans Service Coordinator at 269.488.4040. Submit a copy of the Certificate of Eligibility you receive to the VA certifying official in the Student Financial Services office. Veteran Educational Benefits are certified on a semester basis. If you are using Tuition Assistance, submit any paperwork to the Student Financial Services office. **Note:** The Veteran Services Coordinator should be your first point of contact at the college.
  
- ☐ **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 [www.fafsa.gov](http://www.fafsa.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.
  
- ☐ **Transfer** - To receive transfer credit toward a degree, forward official, unopened college transcripts, a Joint Service Transcript (JST) or a Community College of the Air Force (CCAF) transcript for evaluation to: Degree Auditor, Kalamazoo Valley Community College, PO Box 4070, Kalamazoo, MI 49003-4070. Send electronic versions to [arr@kvcc.edu](mailto:arr@kvcc.edu). You can apply for your JST at [jst.doded.mil](http://jst.doded.mil) and the CCAF transcript at [airuniversity.af.edu/Registrar/Transcript-Requests/](http://airuniversity.af.edu/Registrar/Transcript-Requests/).
  
- ☐ **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.
  
- ☐ **Orientation** - Attending in-person orientation is mandatory for all new students. At orientation, you will be introduced to the Kalamazoo Valley campus and the services available to you. Advisors and counselors will help you select and register for classes online. Log into My Valley and in My Links select New Student On Campus Orientations to schedule your 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.
  
- ☐ **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            | <a href="mailto:arr@kvcc.edu">arr@kvcc.edu</a>                 |
| Enrollment Management                | 269.488.4303          | 269.373.7800            | <a href="mailto:enrollment@kvcc.edu">enrollment@kvcc.edu</a>   |
| Student Development Services         | 269.488.4040          | 269.373.7834            | <a href="mailto:development@kvcc.edu">development@kvcc.edu</a> |
| Student Financial Services           | 269.488.4340          | 269.373.7800            | <a href="mailto:finaid@kvcc.edu">finaid@kvcc.edu</a>           |
| Student Service Center               | 269.488.4100          | 269.373.7800            |  |
| Testing Center                       | 269.488.4235          | 269.373.7836            | <a href="mailto:testcenter@kvcc.edu">testcenter@kvcc.edu</a>   |

\* Anna Whitten Hall serves all downtown locations including the Bronson Healthy Living campus.

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