

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 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 <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.

- 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. You can apply for your JST at jst.doded.mil and the CCAF transcript at airuniversity.af.edu/Registrar/Transcript-Requests/.

- Orientation** – In-person orientation is mandatory for all new students. 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. Log into MyValley, select "New Student On Campus Orientations" in My Links to schedule your appointment. While there, you can also review your recommended courses by selecting "Enrollment Checklist."

- 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** – 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.

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