

# STUDENT SERVICES

## NEED ASSISTANCE? STUDENT SERVICES CAN HELP!

Students who need assistance should contact the departments below to schedule:

- In-person appointments
- Virtual appointments

Students can call or email for an appointment.

## STUDENT SERVICES

Fall Semester Hours

- Mon, Wed, Thurs, Fri | 8 a.m. - 5 p.m.
- Tue | 8 a.m. - 7 p.m.

### Admissions, Registration and Records

Rm. 9140 (TTC) | Rm. 109 (AWH)  
[arr@kvcc.edu](mailto:arr@kvcc.edu) or [269.488.4281](tel:269.488.4281)

### Financial Aid Office

Rm. 9140 (TTC) | Rm. 09 (AWH)  
[finaid@kvcc.edu](mailto:finaid@kvcc.edu) or [269.488.4340](tel:269.488.4340)

### Student Development Services

Rm. 9300 (TTC) | Rm. 120 (AWH)

- **Advising and Counseling**  
[counseling@kvcc.edu](mailto:counseling@kvcc.edu) or [269.488.4040](tel:269.488.4040)
- **Kalamazoo Promise Services**  
[promiseservices@kvcc.edu](mailto:promiseservices@kvcc.edu) or [269.488.4040](tel:269.488.4040)
- **Office for Student Life and Engagement**  
[success@kvcc.edu](mailto:success@kvcc.edu) or [269.488.4040](tel:269.488.4040)
- **Student Employment & Workforce Services**  
Rm. 7463 (TTC)  
[careercenter@kvcc.edu](mailto:careercenter@kvcc.edu) or [269.488.4040](tel:269.488.4040)
- **Veteran Services**  
[veterans@kvcc.edu](mailto:veterans@kvcc.edu) or [269.488.4040](tel:269.488.4040)

### Apprenticeships, Faculty Receptionist (TTC)

[apprenticeship@kvcc.edu](mailto:apprenticeship@kvcc.edu) or [269.488.4873](tel:269.488.4873)  
Monday - Friday | 8 a.m. - 5 p.m.

### Bookstore, Rm. 1110 (TTC)

Monday - Friday | 8 a.m. - 5 p.m.  
[bookstore.kvcc.edu](http://bookstore.kvcc.edu) or 488.4030

Order online at [bookstore.kvcc.edu](http://bookstore.kvcc.edu), 24 hours a day, 7 days a week. Choose in-store pickup or ship for just \$5 (orders ship within two business days). Pick-up in-store at the Texas Township Campus.

Orders sent to Anna Whitten Hall can be picked up from the Library. Order sent to the Culinary and Allied Health Building can be picked up at the front desk of either building between 9 a.m. - 5 p.m., 72 hours after the order is placed.

Visit the bookstore website [bookstore.kvcc.edu](http://bookstore.kvcc.edu) for special start-of-the-semester hours.

### Internships, Rm. 7461 (TTC)

[intern@kvcc.edu](mailto:intern@kvcc.edu) or [269.488.4344](tel:269.488.4344)  
Monday - Friday | 8 a.m. - 5 p.m.

### IT (Computer) Help Desk

Texas Township Campus, Rm. 4200

[IT@kvcc.edu](mailto:IT@kvcc.edu) or [269.488.4250](tel:269.488.4250)

- Monday - Thursday | 7:30 a.m. - 9 p.m.
- Friday | 8 a.m. - 5 p.m.
- Saturday | 10 a.m. - 3 p.m.

Arcadia Commons Campus, Rm. 275 (CNM)

[IT@kvcc.edu](mailto:IT@kvcc.edu) or [269.373.7925](tel:269.373.7925)

- Monday - Thursday | 8 a.m. - 8 p.m.
- Friday | 8 a.m. - 5 p.m.
- Saturday | 10 a.m. - 3 p.m.

Phone and Email Support During Lab Hours

- Saturday and Sunday | 10 a.m. - 3 p.m.

### KVAAP

Rm. 7147 (TTC) | Rm. 212 (AWH)

[kvaap@kvcc.edu](mailto:kvaap@kvcc.edu) or [269.373.7945](tel:269.373.7945)

- Mon, Wed, Thurs, Fri | 8 a.m. - 5 p.m.
- Tue | 8 a.m. - 6 p.m.

### Libraries

Texas Township Campus, Rm. 3210

[libraries@kvcc.edu](mailto:libraries@kvcc.edu) or [269.488.4328](tel:269.488.4328)

- Monday - Thursday | 8 a.m. - 7 p.m.
- Friday | 8 a.m. - 5 p.m.

Anna Whitten Hall, Rm. 321

[libraries@kvcc.edu](mailto:libraries@kvcc.edu) or [269.373.7848](tel:269.373.7848)

- Monday - Friday | 8 a.m. - 5 p.m.

### Office for Early/Middle College &

Dual Enrollment, Rm. 7511

[earlymiddlecollege@kvcc.edu](mailto:earlymiddlecollege@kvcc.edu) or [269.488.4509](tel:269.488.4509)

- Monday - Friday | 8 a.m. - 5 p.m.

### Office for Student Access, Rm. 2220 (TTC)

[studentaccess@kvcc.edu](mailto:studentaccess@kvcc.edu) or [269.488.4397](tel:269.488.4397)

- Monday - Friday | 8 a.m. - 5 p.m.

### Pay Station, Rm. 5130 (TTC)

[paystation@kvcc.edu](mailto:paystation@kvcc.edu) or [269.488.4162](tel:269.488.4162)

- Monday - Friday | 8 a.m. - 5 p.m.

### Prior Learning, Faculty Receptionist (TTC)

[lbrooks@kvcc.edu](mailto:lbrooks@kvcc.edu) or [269.488.4873](tel:269.488.4873)

- Monday - Friday | 8 a.m. - 5 p.m.

### Testing Center

Texas Township Campus, Rm. 2210

[testcenter@kvcc.edu](mailto:testcenter@kvcc.edu) or [269.488.4235](tel:269.488.4235)

No appointment necessary. Must begin test one hour before closing time.

- Monday - Thursday | 8:30 a.m. - 9 p.m.
- Friday | 8 a.m. - 5 p.m.

Arcadia Commons Campus, Rm. 211 (AWH)

[acctestingcenter@kvcc.edu](mailto:acctestingcenter@kvcc.edu) or [269.373.7836](tel:269.373.7836)

No appointment necessary. Must begin test one hour before closing time.

- Monday - Thursday | 8:30 a.m. - 7 p.m.
- Friday | 8:30 a.m. - 5 p.m.

### Tutoring

Texas Township Campus, Rm. 2220

[learningcenter@kvcc.edu](mailto:learningcenter@kvcc.edu) or [269.488.4397](tel:269.488.4397)

Drop-in and Zoom appointments available.

- Monday - Thursday | 9 a.m. - 7 p.m.
- Friday | 9 a.m. - 3 p.m.
- Saturday | 10 a.m. - 2 p.m. (math only)

Arcadia Commons Campus, Rm. 122 (AWH)

Visit [www.kvcc.edu/tutoring](http://www.kvcc.edu/tutoring) for up-to-date hours.

For special hours during events and holidays, please visit [www.kvcc.edu](http://www.kvcc.edu).