

Veteran Student ENROLLMENT CHECKLIST

- Admission** - Complete an application online. Be sure to identify your program of interest or select **undecided** if you are unsure at this time. You will receive an acceptance letter within one week.
- VA Educational Benefits** - Apply for VA educational benefits by logging in to your eBenefits account or by visiting www.vets.gov and complete the education application. If you have questions about applying for your benefits, call the Veterans Service Coordinator at 269.488.4817. Submit a copy of the Certificate of Eligibility you receive to the VA certifying official in the Financial Aid office. Veteran Educational Benefits are certified on a semester basis. If you are using Tuition Assistance, submit any paperwork to Accounts Receivable in the 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 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 or a Community College of the Air Force transcript for evaluation to: Degree Auditor, Kalamazoo Valley Community College, PO Box 4070, Kalamazoo, MI 49003-4070.
- 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 new SAT scores from tests taken March 2016 or after. Submit your scores to the Student Success Center.
 - **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.
- New Student Orientation** - Attending orientation is mandatory for all new students. At orientation, you will be introduced to the Kalamazoo Valley campus and the services available to you. Counselors will help you select and register for classes online. Contact the Student Service Center to request a veteran-specific orientation.
- Registration** - Register for classes online in My Valley 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. Students attending college for the first time must be registered prior to the first week of class.
- Student ID** - Stop by the Student Service Center when the semester begins to pick up a Student ID card needed to use many services. At the Arcadia Commons Campus, it is required 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
Financial Aid	269.488.4340	269.373.7800	finaid@kvcc.edu
Pay Station	269.488.4162	269.373.7800	paystation@kvcc.edu
Student Service Center	269.488.4100	269.373.7800	
Student Success Services	269.488.4040	269.373.7834	success@kvcc.edu
Testing Center	269.488.4235	269.373.7836	testcenter@kvcc.edu

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

7/16/18