

HIGH SCHOOL STUDENT CHECKLIST

For students dual enrolling under the
Postsecondary Enrollment Options Act (PSEO)

APPROVAL

Consult with your high school representative to determine your PSEO qualifications.

ADMISSION

You should begin this process by the first of April for Fall classes or October for Winter classes. Complete the application online at www.kvcc.edu/apply. You will receive your acceptance letter in the mail within one week. Applicants under the age of 16 will need to seek approval for admission from the Director of Admissions, Registration and Records after earning college level placement scores on the COMPASS test. After you submit an application and complete the test, you will be contacted by the Director's Administrative Assistant.

TESTING

Placement test scores are required to be on file prior to attending orientation and registering for classes. If you have ACT scores, you may submit them after you have received your acceptance letter. Otherwise, you can take the COMPASS test in the Kalamazoo Valley Testing Center, Room 2210, or check with your high school to see if it is available there. Please contact the Testing Center at [269.488.4235](tel:269.488.4235) for more information.

ORIENTATION

To ensure student success in college classes at Kalamazoo Valley, it is strongly recommended that dual-enrolled students participate in either an online or in-person orientation. Reserve your seat for in-person orientation by calling [269.488.4100](tel:269.488.4100). Please let the College representative know you are a high school student so you can be scheduled for an orientation designed specifically for high school students. Online orientation is accessed at www.kvcc.edu/myvalley.

REGISTRATION

Visit www.kvcc.edu/myvalley to register for the class(es) approved by the high school. You may register for additional classes, but you will need to pay for them on your own.

*Registration for Summer begins in March, for Fall in April, and Winter in October.
You must be registered prior to the first week of class.*

PAYMENT

A completed PSEO Tuition Authorization form showing the courses you registered for must be submitted to the Financial Services Office Pay Station by the payment deadline. At this point your classes will be held and an invoice will be sent to the high school after classes begin. The form may be submitted in person, via fax to [269.488.4555](tel:269.488.4555), via e-mail to accountsreceivable@kvcc.edu, or mailed to PO Box 4070, Kalamazoo, MI 49003-4070. Questions can be directed to [269.488.4162](tel:269.488.4162).

ATTEND

Welcome, Kalamazoo Valley Cougar! Make sure to obtain your student ID by visiting the Student Service Center near the Bookstore. If you have any further questions about attending Kalamazoo Valley, please contact the Student Service Center at [269.488.4100](tel:269.488.4100). Check us out at [f/KalamazooValleyCommunityCollege](https://www.facebook.com/KalamazooValleyCommunityCollege).

Kalamazoo**VALLEY**TM
community college

269.488.4100 / www.kvcc.edu

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