

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 or Middle College 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 14 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

Dual-Enrolled students who would like to participate in either an online or in-person orientation should consult with their high school counselor or go to www.kvcc.edu/orientation.

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 and Transcript 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

269.488.4400 / www.kvcc.edu

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Postsecondary Enrollment Options (PSEO)

Tuition and Transcript Authorization

Student Instructions:

- Admitted students who have registered for classes must have this form completed and submitted to the Financial Services Office by the payment deadline.
- Students are responsible for all costs other than tuition and fees for the approved courses.
- The choice of earning high school and/or college credit is final and cannot be changed once the course begins.
- Students may not audit a course taken under the Postsecondary Enrollment Options (PSEO) act.

Note: Transitional level courses may not qualify for PSEO. Prerequisite ACT or Compass test scores and/or prerequisite courses will be enforced for classes we offer. Please refer to the course description for enforced prerequisites.

Payment Authorization:

This student is eligible to attend these courses either under the Postsecondary Enrollment Options Act or as part of Middle College. It is agreed the school will pay Kalamazoo Valley for the cost of tuition and fees for the course(s) listed, or in the case of a nonpublic school, any remaining balance not paid by the Michigan Department of Education.

Principal/Counselor's signature

Date _____

If the high school will not be paying the full cost of tuition and fees:

I agree to pay Kalamazoo Valley for any remaining balance of the cost of tuition and fees for the course(s) listed that are not paid by the school or Michigan Department of Education.

Parent's signature

Date _____

Transcript Authorization:

I authorize Kalamazoo Valley to send an official transcript to the high school after the completion of the courses for the purpose of transferring the credits earned to the high school.

Student's signature

Date _____

Registration & transcript questions:

Admissions, Registration and Records
TTC 9140
p (269) 488-4281
f (269) 488-4161
records@kvcc.edu

Billing & payment questions; submit completed forms:

Financial Services Office
TTC 5150
p (269) 488-4162
f (269) 488-4555
accountsreceivable@kvcc.edu

Additional questions:

Student Recruitment
TTC 4261
p (269) 488-4303
recruiting@kvcc.edu