

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 Early 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. Please call [269.488.4281](tel:269.488.4281) for underage applicant procedures.
- 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.
- PSEO FORM/PAYMENT**
A completed PSEO Tuition and Transcript Authorization form showing the courses you are registering for must be submitted to the Financial Services Office Pay Station. Once you register, as long as the PSEO form showing the actual classes you have registered for is received by the tuition payment deadline, 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).
- 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.*
- 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.
- 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](https://www.facebook.com/KalamazooValleyCommunityCollege)/KalamazooValleyCommunityCollege.

Kalamazoo**VALLEY**TM
community college
[269.488.4100](tel:269.488.4100) / www.kvcc.edu

Last Modified: 05/27/2016

Postsecondary Enrollment Options (PSEO)

Tuition and Transcript Authorization

Student Information:

 V _____
 Valley number Last name First name

Please check one: Early Middle College student (State approved EMC, enrolled as 3500)
 PSEO dual enrolled student

Eligible courses for which the student has registered:

Semester: Fall Winter Summer Year: _____

5-digit CRN	Subject	Course Number	Course Title	Contact Hours	Credit Hours	Earn Credit for:		
						KVCC	High School	Both
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Send ~~invoice~~ invoice to:

Attention _____
 School _____
 Address _____

 Telephone _____
 E-mail _____

Bill the Michigan Department of Education for a nonpublic school (Also list invoice address for any remaining balance.)
 UIC: _____ Please provide the student's unique identification code for billing the State.

Send official transcript to:

Attention _____
 School _____
 Address _____

 Telephone _____



