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 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 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, via e-mail to accountsreceivable@kvcc.edu, or mailed to PO Box 4070, Kalamazoo, MI 49003-4070. Quesions can be directed to 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. Check us out at // KalamazooValleyCommunityCollege.



269.488.4100 / www.kvcc.edu

Last Modified: 05/27/2016



Postsecondary Enrollment Options (PSEO)

Tuition and Transcript Authorization

Studen	t Inform	ation:						
V								
V Valley number Last name				First	First name			
Please c	heck one:	☐ Early Mic	ddle College student (State approv	ved EMC, enrolled	l as 3500)		
			ual enrolled student	-,		,		
		_, _,						
Eligible	e course	s for whic	h the student has registere	ed:				
Seme	ster: 🗆 F	all □ Wint	er □ Summer Year:					
5-digit		Course	Contact	Credit	Earn Credit for:			
CRN	Subject	Number	Course Title	Hours	Hours	KVCC	High School	Во
Atten	nool							_ _ _
Teleph	one							
E-ı	mail							
			nt of Education for a nonpublic sc					
Ui	IC:		Please provide the str	udent's unique ide	entificatioi	1 code for	billing the Sta	ite.
Send c	official tra	anscript to) :					
Atten	ntion	_						
Scl	hool							
Addı	ress							
Teleph	one							



Postsecondary Enrollment Options (PSEO)Tuition and Transcript Authorization

Student Info	ormation:									
V										
Valley nun	nber	Last name		First name						
Student Ins	structions:									
FinanciaStudentsThe cho	• The choice of earning high school and/or college credit is final and cannot be changed once the course begins.									
prerequi	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 A	uthorization:									
Middle College	e. It is agreed the scho		lley for the cost of tuition	ent Options Act or as part of Early and fees for the course(s) listed, or artment of Education.						
The ma	ximum tuition and fee a	amount the school will pay	per class: ☐ 100% §	<u>S</u>						
			Da	te						
	Principal/Counselor's	signature								
		any remaining balance of epartment of Education.	the cost of tuition and fee	s for the course(s) listed that are						
			Da	to.						
	Parent's signature									
Transcript	Authorization:									
		an official transcript to th rned to the high school.	e high school after the co	empletion of the courses for the						
			Da	te						
	Student's signature									
Registration & transcript questions:	Admissions, Regis	tration 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

