

Kalamazoo County Early/Middle College – Steps for Participation

Student and parent/guardian complete the Early/Middle College (EMC) Application and return it to the high school counseling office by the **first Friday in March (March 3, 2017)**

- The EMC Application is available at the local High School Counseling Office or can be found on the EMC website which is www.kresa.org/emc.
- The student and parent/guardian complete and sign the EMC application.
- The completed application is returned to the High School Counseling Office.

Student completes the KVCC Application by the **second Friday in March (March 10, 2017)**

- The KVCC application is available on-line at www.kvcc.edu/apply. Follow the on-line directions to create an account and apply.
- Once the KVCC application has been submitted the student will receive an acceptance letter in the mail within one week. This will have a Valley number on it.
- Students should keep their Valley number in a safe place for their access.
- Students should also provide their High School Counselor with their Valley number.

Student completes Accuplacer Assessment Testing by the **third Friday in March (March 17, 2017)**

- KVCC has minimum college level benchmarks that must be met for enrollment. There are also higher benchmarks that must be met for particular courses. Students must meet the minimum benchmarks for the EMC courses need in their program of study before they will be allowed to enroll.
- Students may be able to access the Accuplacer testing in their high school. Talk with your high school counseling office to see if this is available in your building.
- Accuplacer testing is also available at KVCC on a walk-in basis in the KVCC testing centers. Students may call 488-4235 for the Testing Center hours at the Texas Township Campus (Room 2210). Students may call 373-7815 for the Testing Center hours at the Arcadia Campus (Anna Whitten Hall Room 211). You may also find the hours and additional information at www.kvcc.edu/services/testing.
 - Students who take the Accuplacer test at KVCC will need to bring the following to the session:
 - Valley ID number (This number is on the KVCC acceptance letter received after applying.)
 - Picture ID (driver's license, school ID, or passport)
- Accuplacer information and test taking study guides are available online at:
 - <https://accuplacer.collegeboard.org/student/practice>
 - KVCC uses the Classic Accuplacer placement exam. You will need to select this type when using the web-based study app or looking at sample questions.
- Accuplacer scores are provided the day you complete the test. Scores should be given to the High School Counselor. If you have not met the minimum benchmarks in one or more areas, please meet with your Counselor to review your options.
- Placement scores are required to be on file with KVCC prior to attending orientation and registering for classes.

School District Determines Student Eligibility for Participation by the **fourth Friday in March (March 24, 2017)**

- The local district determines if students qualify to be in the Early/Middle College based on their college readiness. Students must meet the KVCC minimum college level benchmarks to participate.
- The High School Counselor scans and emails pages 9-12 of the EMC application for eligible students to Lisa Bartell at lisa.bartell@kresa.org.

Student meets with High School Counselor to create a tentative schedule by the **fourth Friday in March (March 24, 2017)**

- Students should be enrolled in the College Success Strategies Course in 10th grade at the high school. This is a required course for all EMC students.
- Students should be enrolled in EFE/EFA classes as needed for their EMC Program of Study.
- Students should work with their Counselor to plan out Michigan Merit Curriculum graduation requirements needed for the next school year and how many KVCC classes should be scheduled for their EMC program of study.
- It is very important that this meeting has taken place before students meet with a KVCC Counselor to plan their KVCC courses.

Students and parents attend an EMC Orientation Session at KVCC on **April 25, 2017 or May 17, 2017 from 6:00-8:00 p.m.**

- There are two orientation sessions specifically for EMC students. **Students and parents must attend one of these sessions.**
- Students sign up by calling KVCC at 488-4040, identifying themselves as a Kalamazoo County EMC student and giving the name of their high school, and requesting either the April 25 or May 17 EMC Orientation. **Sign up closes a week prior to the orientation date for preparation time.**

Student meets with KVCC Academic Counselor and plans out classes needed for the Fall semester by the **second Friday in May (May 12, 2017)**

- This meeting usually takes place at the high school.
- 9th grade students who will not be taking 10th grade KVCC courses will not have this meeting. They will meet with the KVCC Academic Counselor as a 10th grade student when they are ready to begin scheduling courses.

Student registers for KVCC courses by the **second Friday in May (May 12, 2017)**

- Some students may register for their classes during their meeting with the KVCC Academic Counselor.
- Students go to their My Valley portal located at www.kvcc.edu/myvalley to register for courses.
- Students should only register for classes approved by their high school.

Students complete the KVCC Postsecondary Enrollment Options (PSEO) form by the **third Friday in May (May 19, 2017)**

- This form must be completed for any students taking KVCC courses in the Fall semester.
- The KVCC PSEO form is available at the local High School Counseling Office or on the KVCC website at www.kvcc.edu/earlycollege.
- Students must complete the form and make sure a parent/guardian signature is obtained. The completed form is returned to the High School Counselor.
- The form must be submitted to KVCC to ensure the school district is billed for the courses instead of the student. The form may be scanned and emailed to accountsreceivable@kvcc.edu, faxed to 488-4555, mailed to PO Box 4070, Kalamazoo, MI 49003-4070 or submitted to KVCC in person to the Financial Services Office Pay Station. Questions can be directed to 488-4162.

Students check KVCC email on a regular basis

- KVCC uses their student email addresses to communicate. Be sure you are checking this regularly.

Students obtain their KVCC Student ID Card

- ID cards are available 10 days before the semester begins.
- Students visit the KVCC Student Service Center near the Bookstore to get their ID card.
- Students won't be able to obtain their ID card until the steps above have been completed and verified by KVCC.

Students obtain textbooks needed for KVCC Fall courses

- Students should follow their school district's textbook guidelines for Early/Middle College.

Students begin KVCC Fall Courses **on September 5, 2017**

- Have a wonderful semester!