NEW STUDENT CHECKLIST

We are excited to welcome you to our community!

This sheet will help you complete all of the steps necessary to begin your educational experience with KVCC.

☐ Confirm Your Enrollment
To confirm enrollment in your program, students are required to return the enclosed Enrollment Confirmation Form and a deposit of $75. Your confirmation deposit will be credited toward your account in the Business Office and is essential to securing a place in your program.

☐ Log into your KVCC E-mail and MyKV Information Portal
KVCC is a single sign-on school. This means that your username and password will log you into the KVCC E-mail, the MyKV Portal, and Blackboard. Your username and password (student ID) are noted in your acceptance letter. Initially, your student ID number is your password. You may change this password once you have logged into the Portal.

Contact the Help Desk at (207) 453-5079 if you have difficulty logging into the KVCC E-mail or the MyKV Portal. You will not be able to log into Blackboard until the semester begins (first day of classes).

☐ Complete Your FAFSA for Financial Aid
We encourage all students to apply for Federal Financial Aid. For step-by-step directions, go to www.kvcc.me.edu and select Financial Aid from the Get Started menu on the left side of the screen.

☐ Create your SALT account today!
This service will help you track and plan student loans, provide personalized guidance about loans, and help you explore scholarships, internships & jobs. Gain the know-how that empowers students to be money smart! Go to www.saltmoney.org to create your account today. This is a FREE service to all KVCC students.

☐ Submit Immunization Records
Maine State Law requires certificate and degree seeking students born after 1956 to provide proof of immunization against Tetanus/diphtheria (TD) within the last 10 years, and two (2) doses of MMR (measles, mumps, rubella) after their first birthday. You may complete
and return the enclosed immunization form to KVCC, Admissions, 92 Western Avenue, Fairfield, ME 04937, OR you may bring the completed immunization form to your Student Orientation & Registration (SOAR) session. For information, contact Admissions at (207) 453-5822.

☐ Submit Transcripts (High School & College Transcripts)
KVCC must have the official copy of your high school transcript or GED. If you have attended another college, you will also need to have official copy/copies of transcripts from all colleges/universities attended sent to KVCC in order to review credits for transfer.

☐ Waive School Health Insurance
Students who have access to their own health insurance policy may waive KVCC’s policy by completing a waiver form and providing proof of insurance (a copy of your insurance card) at the Enrollment Services Center in the Frye Building.

Insurance coverage is required for students enrolled in nine (9) or more credits, or who are enrolled in Nursing or any Allied Health Program, as well as Precision Machine, Advanced Emergency Care and Lineworker. KVCC offers access to Health Insurance. For information on the cost of this policy, students may contact Students Accounts at (207) 453-5822.

☐ Register for a Parking Permit
All students attending class or required meetings on campus must have a parking permit for their vehicle(s). Complete the Vehicle Information Form enclosed in your SOAR letter and bring the form to the SOAR session you selected. You will be given your parking sticker at SOAR.

☐ Attend Student Orientation & Registration (SOAR)
Attendance at SOAR is required for all students who are new to KVCC, undeclared students who are newly accepted to a program, or previous KVCC students who have been away from the College for more than one (1) year. Students will receive a letter that will outline how to register for a SOAR session.

☐ Buy your books
All textbook information is available on our Website and in the MyKV Portal. Select individual courses and you will have access to textbook titles, authors, and cost. Textbooks are available in the College Store three (3) weeks prior to the start of a semester. If you receive financial aid, you may be able to charge books against your financial aid two (2) weeks before the semester begins. Contact the College Store at (207) 453-5135 with questions.

☐ Attend Community Day
This is a must attend event in the fall! Community Day is the first day of your college experience at KVCC! Meet faculty and students in your program – complete any last minute business. The event begins in the morning at 9 a.m. and concludes around 1 p.m. for most programs. Some programs do schedule meetings in the afternoon. Students in these programs will be notified over the summer regarding the required additional meeting time. For more information, contact fye@kvcc.me.edu

☐ Check your Schedule in the MyKV Portal
If you have questions or need to make changes to your schedule, contact the Advising Center at (207) 453-5082 or e-mail advising@kvcc.me.edu