

Valencia College
Associate in Science
General Advising Guide

Stay on Track for Your A.S. Degree

With an A.S. degree from Valencia College, you are prepared to go directly to work with an exciting career and a well-paying job in as little as two years. You can jump right into the job market with an A.S. degree or you can transfer into a 2+2 bachelor's degree offered at Valencia College or another Florida state college.

Use this checklist as a quick reference to help you along the way toward your A.S. degree. Divided by number of credits earned, this list details the steps you should take to ensure you are on track for graduation. It is a useful tool to guide your progress from enrollment to graduation and beyond. Check it often and don't hesitate to contact your advisor if you have questions or concerns.

Advising Guide

Advisor Responsibilities

- My goal is to make sure you understand all you need to know about your degree requirements at Valencia College.
- I will provide a safe space for you to discuss your concerns and I will listen, be present, respectful, and genuine.
- Our resources are endless! I will always point you in the right direction if you connect with me.
- I will help you with your questions about colleges and universities you are thinking about transferring to and what it takes to get there.
- Helping you find a major and a career that is right for you is my goal. I will provide you with information and support you along the way.
- This is your journey, but you are not alone! I will help you select your courses, understand your prerequisites, create your plans and set goals.

Student Responsibilities

- I will connect with my advisor every semester.
- When I schedule an appointment, I will start thinking about what I want to talk about.
- I will bring my "note-taking tools" with me to my appointments (e.g., phones, tablets, or good old paper and pen).
- We will be going over important information, so I will keep all of it handy and refer to it often.
- If my advisor refers me to any resources, I will be sure to follow through and I will stay in touch.
- I will take responsibility, know the deadlines, ask questions, stay on track and be the one to know what to do.

Your Checklist

0-12 Credit Hour Checklist

- Check your [Atlas](#) email daily ∞
- Check if your degree program matches your career and academic goals and update it if needed ∞
- Learn about the resources available to you, such as Learning Support Center, Tutoring, Counseling, Career Advising and Atlas. For more information and location, go to the [Student Services page](#) on the Valencia website.
- Explore and research your career interests by visiting the [Career Center website](#) or connecting with a [Career Advisor](#)
- Discuss career credentials with your Career Program Advisor; if applicable (e.g., award of credit, industry certification requirements, etc.)
- Run your degree audit and use your catalog to help you choose the right classes each term. For assistance, [connect with advisor](#). ∞
- Register for [SLS 1122 New Student Experience](#) or your program's equivalent course within your first two terms at Valencia.
- Begin to explore\verify technical certificate programs.
- Check Important Dates & Deadlines by visiting the [Academic Calendar](#) on the Valencia College website ∞
- Apply for scholarships by visiting the [Financial Aid Services](#) website ∞
- [Get involved](#) on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities ∞
- Visit the [Career Center website](#) to learn how to create your résumé and connect with a [Career Advisor](#) for feedback.

∞ This symbol represents actions that you should take at every credit hour benchmark.

12-30 Credit Hour Checklist

- Check your [Atlas](#) email daily. ∞
- Confirm that your degree program matches your career and academic goals and update it if necessary. ∞
- Explore and research your career interest by considering volunteering, employment, internships, job shadowing and service learning.
- Visit the Internship and Workforce Office to inquire about internship requirements and opportunities. Considered volunteering, service learning or relevant employment in your field of interest.
- Run your degree audit to confirm you are on track for graduation. For assistance, connect with your [Career Program Advisor](#) ∞
- Verify technical certificate completion if applicable ∞
- Verify your address is correct in [Atlas](#). Technical Certificates are sent via mail. ∞
- Check Important Dates & Deadlines by visiting the [Academic Calendar](#) on the Valencia College website ∞
- Apply for Scholarships by visiting the [Financial Aid Services](#) website. ∞
- [Get involved](#) on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities. ∞
- Keep your résumé current by reviewing it every semester, consider doing a mock interview and for assistance, visit the [Career Center website](#) or connect with a [Career Advisor](#).

This symbol represents actions that you should take at every credit hour benchmark.

30-45 Credit Hour Checklist

- Check your [Atlas](#) email daily ∞
- Confirm that your degree program matches your career and academic goals and update it if necessary. ∞
- Decide on your career and educational goals by the time you complete 45 credit hours.
- Research bachelor program at Valencia and other State colleges, if applicable.
- Run your degree audit to confirm you are on track for graduation. For assistance, connect with your [Career Program Advisor](#) ∞
- Verify technical certificate completion if applicable ∞
- Consider exploring advanced training, certifications, and licenses.
- Check Important Dates & Deadlines by visiting the [Academic Calendar](#) on the Valencia College website. ∞
- [Get involved](#) on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities ∞
- Apply for scholarships by visiting the [Financial Aid Services](#) website. ∞
- Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- Keep your résumé current by reviewing it every semester, consider doing a mock interview and for assistance, visit the [Career Center website](#) or connect with a [Career advisor](#).

∞ This symbol represents actions that you should take at every credit hour benchmark.

45-60 Credit Hour Checklist

- Check your [Atlas](#) email daily ∞
- Confirm that your degree program matches your career and academic goals and update it if necessary. ∞
- Run your degree audit to confirm you are on track for graduation. For assistance, connect with your [Career Program Advisor](#). ∞
- Verify technical certificate completion if applicable. ∞
- Submit your [graduation application](#) by deadline, if you are ready.
- Start your job search using [Navigator](#), the Valencia College job search tool.
- Submit your admissions applications early to Valencia or other state colleges of interest, if furthering your education is in your plan.
- Check Important Dates & Deadlines by visiting the [Academic Calendar](#) on the Valencia College website ∞
- Apply for scholarships by visiting the [Financial Aid Services](#) website ∞
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities ∞
- Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- Keep your résumé current by reviewing it every semester, consider doing a mock interview and for assistance, visit the [Career Center website](#) or connect with a [Career Advisor](#).

*[Most A.S. programs are 60 credits](#) but there are some exceptions. Speak to your advisor.

∞ This symbol represents actions that you should take at every credit hour benchmark.

Valencia College Resources

Need more information? Check these out!

- Valencia College Internship and Workforce Services
 - [Click here to find an internship and be ready for the job.](#)
- Engage
 - [Click here to engage in about over 150 clubs and organizations.](#)
- Valencia Volunteers
 - [Click here to learn more about Valencia Volunteers which includes over 150 clubs and organizations.](#)
- Valencia College Learning Support
 - [Click here to get help with your studies.](#)
- Let's Talk
 - [Click here to build academic and emotional fitness.](#)
- Valencia College Veteran Affairs
 - [Click here for essential resources and support for veterans.](#)
- UFit at Valencia
 - [Click here for free fitness and recreational sports.](#)
- BayCare
 - Get help with behavioral health and more by calling 800-878-5470
 - [Student Support Resources](#)
- Valencia College Career Center
 - [Click here to explore careers and prepare for what's next.](#)

Questions to Ask Your Advisor

- What's the difference between dropping a class and withdrawing from a class, and how does this impact me?
 - Advisor's answer:

- What are some things I should consider before withdrawing from a class?
 - Advisor's answer:

- What are some important academic policies that I should be aware of? (e.g., grade forgiveness, academic probation)
 - Advisor's answer:

- What are some resources that I should be using at Valencia College if I'm struggling in my classes?
 - Advisor's answer:

- What are some resources that will help me explore different majors and careers?
 - Advisor's answer:

- Is my major limited or restricted access? If so, what does that mean?
 - Advisor's answer:

- How do I know that I'm on track for graduation?
 - Advisor's answer:

- How do I know that I've met all my graduation requirements for my major?
 - Advisor's answer:

- How do I apply for graduation?
 - Advisor's answer:

- How do I apply to my college/university of interest?
 - Advisor's answer:

- How do I request/submit my college transcripts?
 - Advisor's answer:

How do I run my degree audit?

1. Log into [Atlas](#).
2. Click on the Students tab.
3. Look for the Path to Graduation box and click on My Academic Progress (Degree Audit).
4. Click on Generate New Degree Audit.
5. Select the term you are currently in, click submit.
6. Click on the button next to the name of your degree.
7. Click on Generate Request.

The path to promise takes you from “what is” to “what can be.”

Valencia College is an equal opportunity institution. We provide equal opportunity for employment and educational services to all individuals as it relates to admission to the college or to programs, any aid, benefit, or service to students or wages and other terms, conditions or privileges of employment, without regard to race, ethnicity, color national origin, age, religion, disability, marital status, sex/gender, sexual orientation, genetic information, gender identity, pregnancy, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations.