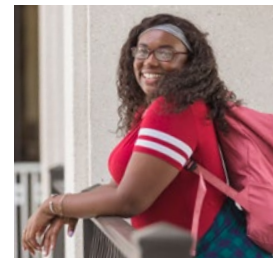# Enrollment Checklist

Thinking about becoming a Valencia College Puma, and need to know what to do next? This checklist outlines what you'll need to complete before starting classes.

For more in-depth information, visit: **valenciacollege.edu/admissions**

Apply

- ❑ Apply for admission at: **valenciacollege.edu/apply**
- ❑ Pay the $35 non-refundable application fee and submit your application.

Sign Up

- ❑ Sign up for an Atlas account at: **valenciacollege.edu/atlas**

    After submitting your application, please allow up to five business days before attempting to sign up for an Atlas account. By signing up for your Atlas account, you will also obtain your Atlas email. If you need help, call Enrollment Services at **407-582-1507** or visit the Answer Center: **valenciacollege.edu/answer-center**

Submit

- ❑ Submit proof of Florida residency to pay lower tuition.

    If you have been a Florida resident for at least 12 months, you may be eligible for in-state tuition. All new and readmit students should submit their documents to claim Florida residency. For more information, visit **valenciacollege.edu/residency**

Complete

- ❑ Complete your FAFSA and apply for scholarships.

    You should apply for financial aid even if you think you don't qualify. There are many forms of support that you may be eligible for, which require you to complete and submit the Free Application for Federal Student Aid (FAFSA) online. Allow at least six (6) weeks for your FAFSA to be processed.

    Valencia College school code is 006750.

    Visit your Atlas student portal to apply for scholarships.

Send Send us your final, official transcripts.

For more information on how to submit your official transcripts, visit **valenciacollege.edu/transcript**

Determine Determine if you need to take a placement test.

When you first come to Valencia College, you may be required to take a placement test. If you haven't submitted your official **SAT**, **ACT** or high school Postsecondary Education Readiness Test (PERT), taken within the last two years, we recommend taking the PERT so you can have access to as many classes as possible during your first term. If you have questions about the PERT, please contact us at **assessment@valenciacollege.edu**.

Complete Complete Orientation and connect with an Advisor.

Wait 24 hours after creating your Atlas account and then log into your Atlas account, go to My Atlas, look for the New Student Orientation channel, and click Sign Up.

In order to register for classes, degree-seeking students must complete New Student Orientation.

New Student Orientation is where you'll learn important information about the college, our degree programs, course registration (which courses to take and how to register) and tips on how you can be successful at Valencia College. You will need your Valencia College Atlas username and password to log into the online orientation. After you complete the online orientation, you will be able to connect with an advisor and register for your first semester classes.

Register Register for classes through your Atlas account.

Review Review your account balance and pay your tuition if necessary.

To pay, log in to Atlas, go to the Students tab and click My Account Balance in the My Account channel.

- If awarded financial aid, your aid will be applied directly to your account balance. You are responsible for any remaining balance.

- If you are using a Florida Prepaid College Plan and/or Bright Futures Scholarship, you may have a balance to pay as some fees are not covered by these programs.

Questions? Contact Enrollment Services at **407-582-1507** or **enrollment@valenciacollege.edu** or visit our Answer Center at **valenciacollege.edu/answer-center**

Apply Now.

Questions?

VALENCIACOLLEGE