

Valencia College

Associate in Arts  
Advising Guide

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## 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

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

- Check your [Atlas](#) email daily. ∞
- Check if your meta-major matches your career of interest and change it if necessary. ∞
- Learn about the resources available to you, such as the Learning Support Center, Tutoring, Counseling, Career Advising and Atlas. For more information and locations, go to the [Student Services page](#) on the Valencia College website.
- Explore and research your career interests by visiting the [Career Center website](#) or connecting with a career advisor.
- Research colleges and universities of interest and the admission requirements.
- Run your [degree audit](#) and use your [catalog](#) to help you choose the right classes each term. For assistance, [connect with an advisor](#). ∞
- Register for [SLS 1122 New Student Experience course](#) within your first two terms at Valencia College.
- 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 resume and connect with a career advisor for feedback.

## 12-30 Credit Hour Checklist

- Check your [Atlas](#) email daily. ∞
- Confirm that your meta-major matches your career of interest and change it if necessary. ∞
- Explore your major and career interests by considering volunteering, employment, internships, job shadowing and service learning.
- Decide on a major and your transfer university of interest. If you are still undecided, meet with an academic advisor.
- Run your [degree audit](#) and use your catalog to help you choose the right classes. For assistance, [connect with your advisor](#). ∞
- 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 resume current by reviewing it every semester and consider scheduling a mock interview. 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 meta-major matches your career of interest and change it if necessary. ∞
- Decide on your educational goals by the time you complete 45 credit hours.
- Research colleges and universities of interest, including the admission requirements, application deadlines, housing options, campus tours and connect with the academic departments.
- Consider exploring graduate school (e.g., master's degree, medical or law school), advanced training, certifications, and licenses.
- Run your degree audit to confirm you are on track for graduation. For assistance, [connect with your advisor](#). ∞
- 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, employment, internships, service learning and job shadowing.
- Keep your resume current by reviewing it every semester and consider scheduling a mock interview. 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

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

- Check your [Atlas](#) email daily. ∞
- Confirm that your meta-major matches your career of interest and change it if necessary. ∞
- Run your degree audit to confirm you are on track for graduation. For assistance, [connect with your advisor](#). ∞
- If you are ready, submit your [graduation application](#) by the deadline.
- Explore housing options, develop a financial plan, schedule campus tours and connect with the academic departments.
- Submit your admissions applications early to your colleges/universities of interest (and any other materials, such as transcripts and recommendation letters, if required).
- 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 resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the [Career Center website](#) or connect with a career advisor.

# Valencia College Resources

Need more information? Check these out!

- Valencia College Internship and Workforce Services
  - [Find an internship and be ready for the job](#)
- Engage
  - [Engage in about over 150 clubs and organizations](#)
- Valencia Volunteers
  - [Learn more about Valencia Volunteers which includes over 150 clubs and organizations](#)
- Valencia College Learning Support
  - [Get help with your studies](#)
- Let's Talk
  - [Build academic and emotional fitness](#)
- Valencia College Veteran Affairs
  - [Essential resources and support for veterans](#)
- UFit at Valencia
  - [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
  - [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:

- How can I raise my GPA?
  - Advisor's answer:
  
- What are some things I should consider when creating my class schedule?
  - Advisor's answer:
  
- What are the prerequisites for my major?
  - Advisor's answer:
  
- What are the admission requirements for my program at my transfer college/university of interest?
  - Advisor's answer:
  
- How does I choose my electives?
  - 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?

The degree audit is a great tool to help you plan out your courses. It is a summary or audit of your degree. It will show you the classes that you have completed and the ones you have yet to complete. Here are the steps on running a degree audit. We encourage you to consult with your advisor.

1. Log into [Atlas](#).
2. Click on Students on the left hand side.
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.