

ENROLLMENT CHECKLIST

Thinking about becoming a Valencia student 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/futurestudents

APPLY AND SUBMIT

- Apply for admission at: valenciacollege.edu/futurestudents
- Florida Resident: There are two ways to submit your Statement of Florida Residency for Tuition Purposes.

Option 1: Submit your Valencia admissions application and in the section related to Florida residency you will need to provide your driver's license, voter's registration and vehicle registration.*

OR

Option 2: Submit your Statement of Florida Residency for Tuition Purposes by going to: valenciacollege.edu/admissions-records/florida-residency/status.cfm

* Please note: If you're under the age of 24, these documents will need to be your parents' documents unless you meet an independent exception.

- If seeking financial assistance, apply for financial aid at: fafsa.gov
 - Use Valencia code: 006750
 - Submit all financial aid requirements by the priority deadline to make sure your award is processed in time to pay for classes.

For the priority deadline and important dates, view the academic calendar online at: valenciacollege.edu/calendar

- Check out Valencia scholarships at: valencia.org/scholarships
- Submit final, official sealed transcripts. This can be completed anytime during the enrollment process, but transcripts must be received prior to starting classes and being awarded financial aid.

First Time in College Students: Request your official final high school transcript showing your date of graduation from high school or official GED transcripts/scores. You will be classified as a non-degree-seeking student until your official final transcript has been received.

Transfer Students: Request official transcripts from all colleges that you ever attended. It is suggested that you also have your official final high school transcript or official GED transcripts/scores sent to Valencia. Both high school and college transcripts must be received and evaluated before financial aid will be awarded.

SIGN UP

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

You must be admitted to Valencia before creating your Atlas account. After submitting your application, please allow 3 - 5 business days before attempting to sign up. If you need further assistance, visit an Atlas Lab at any campus, or call Enrollment Services.

Atlas is Valencia's online learning community that connects faculty, students and staff to the resources they need to succeed at Valencia. You can obtain very important information regarding registration, financial aid and course planning in your Atlas account. You will also have an Atlas email account, which is Valencia's official means of communication with students.

Subscribe to receive text and email reminders from Admissions, the Business Office and Financial Aid. Log into Atlas and in the My Atlas tab, click on "Valencia Alerts." For step-by-step instructions, visit: valenciacollege.edu/support/howto/#alerts.

COMPLETE AND ATTEND

- Complete Part 1: Online Orientation.
Begin your online orientation by logging into your Atlas account; on the My Atlas tab, inside the New Student Orientation channel, click on “Part 1: Online Orientation.”

During the online orientation, you will receive insider information on how to start on the right path here at Valencia and will complete several intake reviews that tell us more about you.
- Take PERT if required.
- Complete Part 2: On-Campus Orientation.
AFTER completing your online orientation (and PERT if required), wait 24 hours then return to the New Student Orientation channel in Atlas and click on “Sign Up” to review Part 2: On-Campus Orientation dates and times.

During your on-campus orientation you will have the opportunity to meet other new students, plan out your class schedule with an academic advisor and register for the term.

Part 1: Online Orientation AND Part 2: On-Campus Orientation must BOTH be completed for degree-seeking students in order to register for classes and start your college experience at Valencia.
- Register for classes through Atlas during on-campus orientation.
- Pay tuition.
 - You may pay in person or online.
 - You may pay with your financial aid award.
 - If awarded, your authorized financial aid will be applied directly to your account balance. You are responsible for any remaining balance.

Be sure to pay tuition by the payment deadline or you will be dropped from classes. For deadlines, view the academic calendar at: valenciacollege.edu/calendar

VISIT

- Visit campus to get your student ID, parking decal and books.
 - Student IDs: Visit the Security Office.
 - Bring a photo ID.
 - Parking Decal: Request online through Atlas, bring printout and vehicle registration to the Security Office.
 - Buy your books at the Campus Store with your printed schedule.

GO

- Go to your first day of classes—learning begins on day one!

You are required to attend the first day that each class meets or you may be withdrawn as a “no-show” and will still be responsible for the cost of the class.

Questions? Contact Enrollment Services at **407-582-1507** or enrollment@valenciacollege.edu