

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

- Apply for admission at valenciacollege.edu/futurestudents
- Florida Residents: Submit Statement of Florida Residency for Tuition Purposes Form at valenciacollege.edu/admissions-records/florida-residency in order to be considered for in-state tuition and fee rates.
- 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.

- Check out Valencia scholarships at valencia.org/scholarships

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

SUBMIT

- 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 you 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.

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

TAKE

- Take any required testing and/or college and career inventories at the Assessment Center or online. Admissions application must be completed five business days prior to testing.

Every student's academic placement depends on their previous academic background. Some degree-seeking students may have to complete additional assessments for placement in courses or may submit scores from previously taken assessments. Proof of completed college-level courses in math and English may be substituted for portions of the assessment. Or, if you have taken the ACT, CPT, PERT and/or SAT within the last two years and obtained satisfactory scores, you may waive assessment in those skill areas.

To complete this process online, visit valenciacollege.edu/assessments/new-student-induction. In order to test at the Assessment Center, you must have your Valencia ID number and a current/original government issued photo ID. Assessments are administered on a walk-in basis. At the Assessment Center, you will be advised on specific steps to take to ensure you are ready to register for courses. Learn more, including testing hours and locations at valenciacollege.edu/assessments

ATTEND

- Attend New Student Orientation. Sign up online, through Atlas.

Orientation is mandatory for all degree-seeking students. At orientation, you will meet with an advisor and register for classes.

REGISTER

- Register for classes through Atlas.
- 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: Pick up in Student Development 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 bookstore 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.