Valencia College
Registration Planner

The Registration Planner is a powerful tool that allows you to create a class schedule customized to your own personal schedule and you can save your class schedule in a Registration Cart until it is your time to register. With the click of a button in your Registration Cart, you will be able to register into all of your classes without having to search for and enter individual Course Reference Numbers (CRNs). Please note that if you do not meet the pre-requisites for a course, or if there are other restrictions on the section you have selected, your registration into that course will not be successful and you will need to choose an alternate course/section.

How to Access the Registration Planner:

1. Log into your Atlas account

2. Click on the Courses tab

3. Click on Registration inside the Registration channel on the right hand side of the screen to reveal a list of links

4. Click on the Register for Classes link

5. From the drop down menu, Select a Term for which you wish to create a registration plan and click Submit:

![Select a Term: Fall 2015 Credit Courses](image)

6. Click on Registration Planner
How to Use the Registration Planner

1. Select one or more campuses where you wish to attend classes and click **Save and Continue**:

   ![Select Campus](image)

2. Review the options for **Course Status**, **Campuses**, and **Parts of Term**; click **Change** if you wish to modify any of the criteria (if you change any criteria, click **Save**):

   ![Course Status Options](image)

   a. **Course Status** Options:

   ![Select Course Status](image)

   b. **Campuses** Options (see screenshot above in number one)
c. **Parts of Term** Options (please see the Important Dates & Deadlines calendar at [http://valenciacollege.edu/calendar/](http://valenciacollege.edu/calendar/) to view the specific dates associated with each Part of Term):

   Select Parts of Term

   - Select All Parts of Term
   - Fall 2015 Credit Courses - 1st - 10 Weeks
   - Fall 2015 Credit Courses - 2nd - 10 Weeks
   - Fall 2015 Credit Courses - Flex Start
   - Fall 2015 Credit Courses - Full Term
   - Fall 2015 Credit Courses - Term A
   - Fall 2015 Credit Courses - Term B

3. Before you begin looking at courses for your class schedule we strongly recommend that you enter your **Breaks**. Click on **Add Break** to begin entering your breaks. After entering your break details in the fields provided, click on **Add Break**. Click on **Add Break** to enter an additional break. Below is an example of a break:

   **Add New Break**

   *Breaks are times during the day that you do not wish to take classes.*

   - **Break Name**: Work
   - **Start Time**: 8:00 am
   - **End Time**: 5:00 pm
   - **Days**: Select Weekdays
     - MON, TUE, WED, THU, FRI
     - **SAT**, **SUN**

   [Add Break]
a. Your Break(s) will be listed back on the Registration Planner homepage; remember to leave the checkbox checked so that your breaks are included when you generate a potential class schedule:

![Breaks](image)

4. Now you are ready to begin selecting courses to add to your class schedule. Click on **Add Course** to begin.

a. From the drop down menu, select the **Subject** prefix of the course you wish to add:

```
Subject
ENC: English Composition (5)
```

b. From the drop down menu, select the **Course** number of the course you wish to add:

```
Course
1101 Freshman Comp I
```

c. The course description will appear below your selection criteria. This is important information because it will tell you what, if any, pre-requisites the course has:

```
ENC 1101 - Freshman Comp I

FRESHMAN COMPOSITION I
Prerequisites: Score of 103 on writing component of PERT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0025C or EAP 1640C, and a score of 106 on reading component of PERT or equivalent score on other state-approved entry test or minimum grade of C in REA 0017C or EAP 1620C.

Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and General Education Requirements.
```
d. Click + Add Course to add this course to your potential class schedule (the course will be added to the list on the right side of the page; to remove the course from the list, click on the ✗ next to the course):

Courses

ENC 1101
Freshman Comp I

Options
Prerequisites

e. Continuing selecting Subject and Course information to add more courses for your potential class schedule. After you have found all of the courses you wish to add, click on ← Back to return to the Registration Planner homepage.

5. The courses you selected will be listed on the Registration Planner homepage. You may generate potential class schedules for any and all of the courses you have selected by checking or unchecking the box next to each course in the Courses area. You may add more course options by clicking on + Add Course and can remove a course from the list by clicking on the ✗ next to the course:

Courses

ENC 1101
Freshman Comp I

Options
Prerequisites

HUM 1020
Intro To Humanities

Options

MAT 1033C
Intermediate Algebra

Options

6. Now you are ready to begin generating potential class schedules! Click on ⌁ Generate Schedules

7. The Registration Planner will generate one or more potential class schedules:
a. Click on **View** next to a potential schedule to see the details (class meeting days and times, instructor, etc.):

b. To compare one or more potential schedules, click the box next to the schedules you wish to compare and then click on **Compare**.
c. You will see the comparison of the selections you chose; to see more details about a specific option, click on the button under that option:

8. Once you have found a potential class schedule that you like, click on the icon next to that option and then click on.

9. You will see the following dialog box; click Ok to continue on to your Registration Cart in Atlas:

How to Make Adjustments to a Saved Registration Cart:

If you have begun working on a class schedule and have created a Registration Cart, you may return to your Registration Cart to add more classes to your schedule.

1. Enter your Registration Cart in Atlas to view the course(s) you have already selected:
2. Click on Registration Planner.

3. You will now see your Registration Cart in the Registration Planner:

```
Class in the Registration Cart

Select | CRN | Subj | Course | Sec | Title                      Status
  ✓     | 13561 | ANT | 2000 | W01 | Introductory Anthropology  -

Register  Add to Worksheet  Save Cart  Clear Cart
```

4. Click on ✔ Continue Planning Schedule

5. Select a campus and click ✔ Save And Continue

6. Click on + Add Course to add more courses to your potential schedule (see step four under How to Use the Registration Planner above).

7. Back on the Registration Planner homepage, you will see the course you previously selected and the new course you just added. You will want to check the box next to the new course and uncheck the box next to the previously selected course:
8. You will see your Registration Cart below the Courses area; leave your previously select course checked:

9. In the Schedules area underneath the Registration Cart, click on Generate Schedules.

10. New potential schedules will be generated. Review the options and select the one that works best for you (see How to Use the Registration Planner above).

11. After clicking on View next to the schedule option you like, click on Send to Registration Cart.

12. Click OK in the dialog box:
13. You will be returned to your Registration Cart in Atlas where you will see that your newly selected course has been added:

![Classes in the Registration Cart]

14. You may save your Registration Cart and return to it later by clicking on Save Cart.

15. If you would like to start your registration planning over from the beginning, simply click on Clear Cart and then select Registration Planner from the Registration menu. Once you are back in the Registration Planner, you will need to:

   a. Select a campus and click Save And Continue.

   b. Keep or remove the courses you previously selected in the Courses area (to remove a course, click on the \( \times \) next to it).

   C. Begin your selections again.

**How to Register from Your Registration Cart**

Please note that you must have a valid Registration Time Ticket for the term you are trying to register.

To check your Registration Time Ticket:

- Click on the Courses tab in your Atlas account
- Click on Registration in the Registration channel to expand the list of links
- Select the Registration Status link
- Select the term from the drop down menu and click Submit
- Your registration status (including your Registration Time Ticket) will display:
1. Review the courses in your **Registration Cart**:

![Registration Cart Image]

2. Click on **Register**

3. If this is your first registration attempt for the term, you will see the **Student Enrollment Agreement**. You must click **I ACCEPT** to proceed. After clicking **I ACCEPT**, you will be prompted to set up or update your **Valencia Alerts** information (see the second screenshot). Update your Valencia Alerts information if needed and click on **Go to Step 2 of 2 - Update your Alerts Info** to continue with registration:
Acknowledgement

I understand, by checking the I ACCEPT AND AGREE box below, I am agreeing to all terms and conditions set forth in the (Student Enrollment Agreement) [click here] and agree to the incorporation of any other related documents. I enter into this Enrollment Agreement with full knowledge of its legal implications and without coercion and/or promises made to me by the college. I also agree and acknowledge that prior to agreeing to the Enrollment Agreement, I had the right and option to discuss the terms and conditions herein with a private attorney at my sole expense.

[ACCEPT] I ACCEPT AND AGREE to the above terms of this Enrollment Agreement

(You may continue with the registration process)

(EXIT) I DO NOT ACCEPT the above terms of this Enrollment Agreement

(You will be unable to proceed with the registration process)

4. Click OK on the dialog box:
5. Add yourself to any Outreach messages you wish to receive from Valencia (i.e. e-mails to your personal e-mail account and text messages with reminders about fee payment deadlines, Atlas Announcements, etc.). Information on how to update/modify your Outreach information can be found online at http://valenciacollege.edu/support/howto/.

6. Close the Valencia Alerts/Outreach browser window and return to the browser window where your Atlas account is still open (it should say Registration on the browser window tab):

   ![Registration Menu](image)

7. You will see the Registration menu. Select Registration Cart:

   ![Registration Form](image)

8. Click on Register

9. You will end up in the Registration: Add/Drop/Withdraw Classes form:

   a. If you encountered no pre-requisite or other errors you will see the following (you have been successfully registered into all of your course selections:
b. If you encounter a pre-requisite error you will see the following:

i. You may return to the Registration Planner to select an alternate course.

10. Don’t forget to pay for your classes by the Fee Payment Deadline (see the Important Dates & Deadlines calendar at http://valenciacollege.edu/calendar/) or you may be dropped from all of your classes!