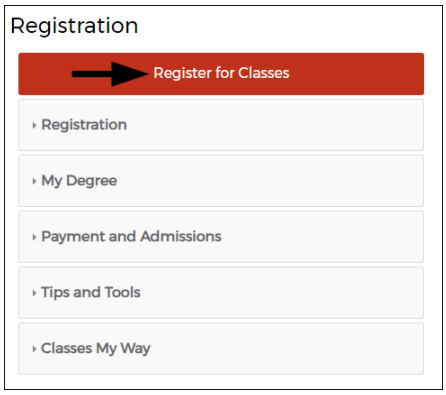
VALENCIACOLLEGE

How to Register

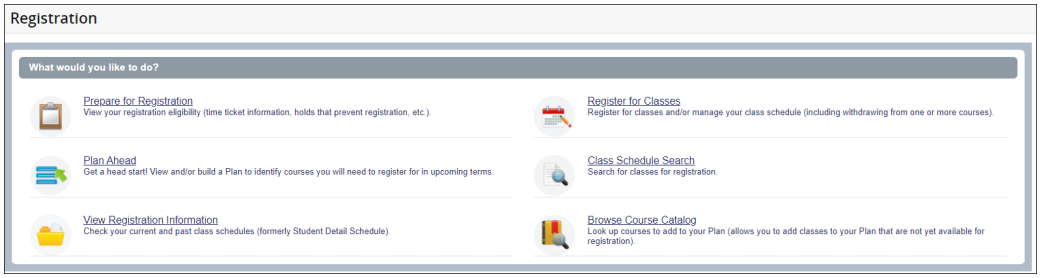
1. Log in to your Atlas account

2. Click on the **Courses** tab

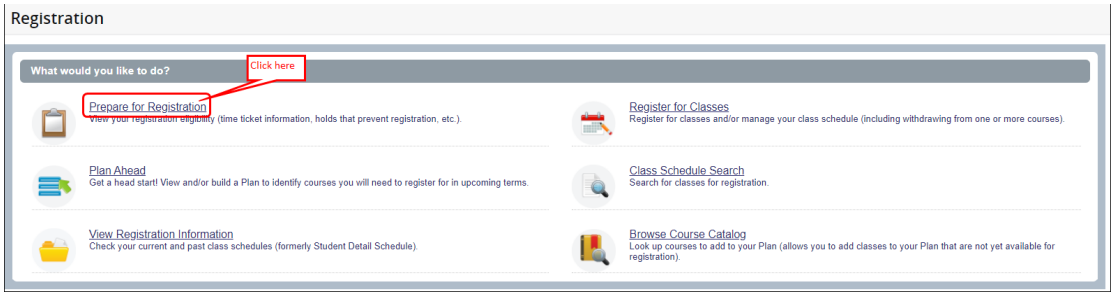
3. Inside the **Registration** channel, click on Register for Classes



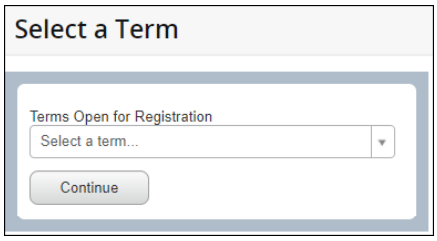
4. You will be directed to the self-service page for **Registration**:



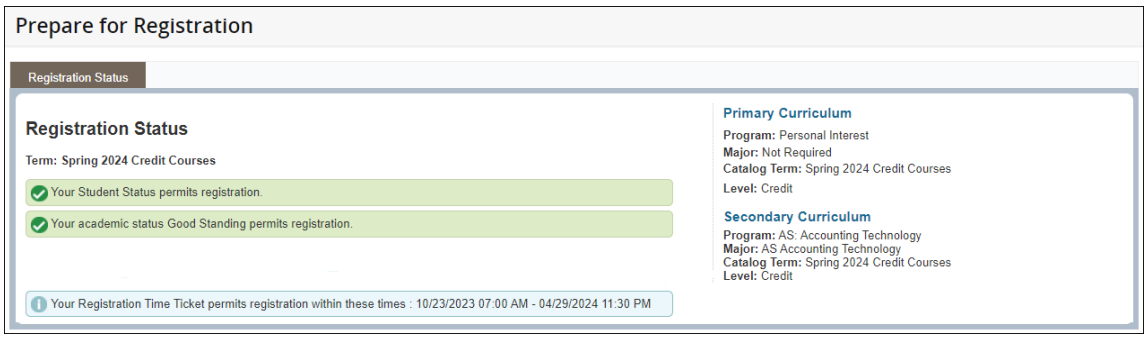
5. Verify your eligibility to register for classes by clicking on **Prepare for Registration**:



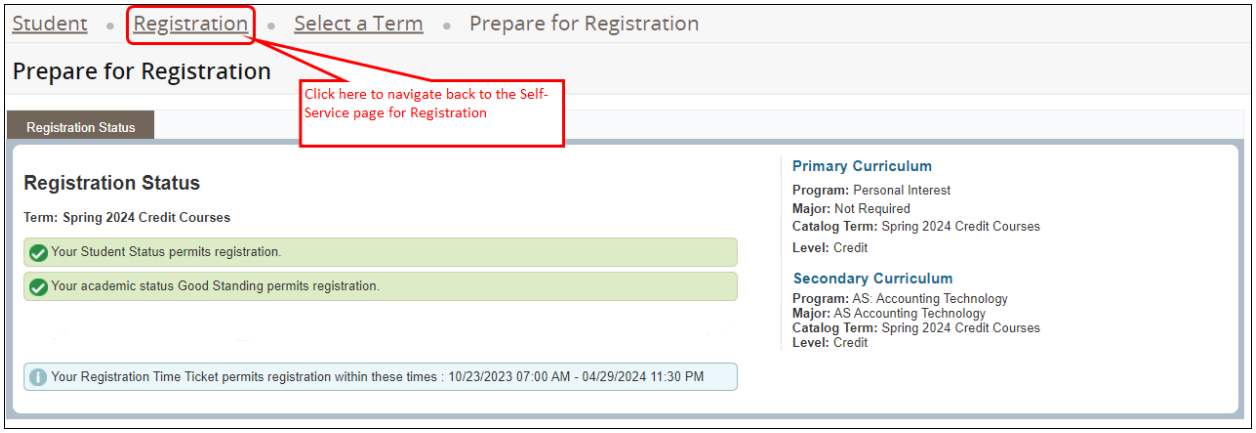
a. Select the term you wish to check your registration eligibility for:



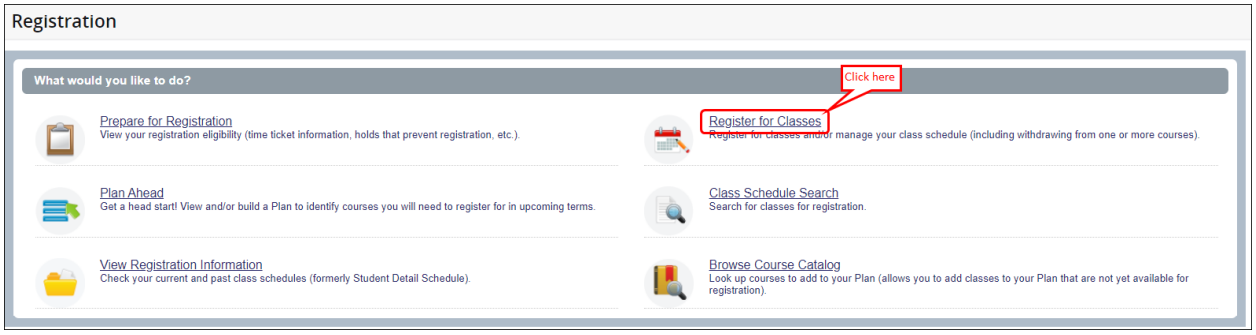
b. If you are eligible to register, you will see information similar to that shown in the screenshot below:



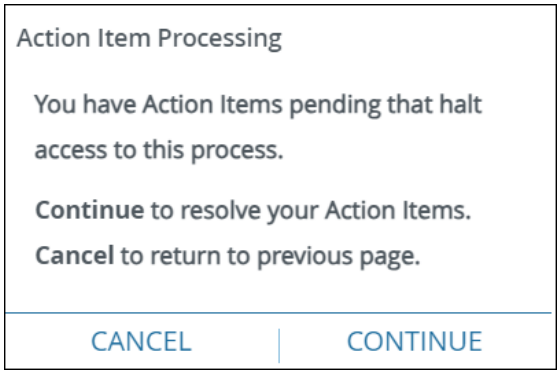
6. Navigate back to the self-service page for **Registration** by clicking on **Registration** as shown in the screenshot below:



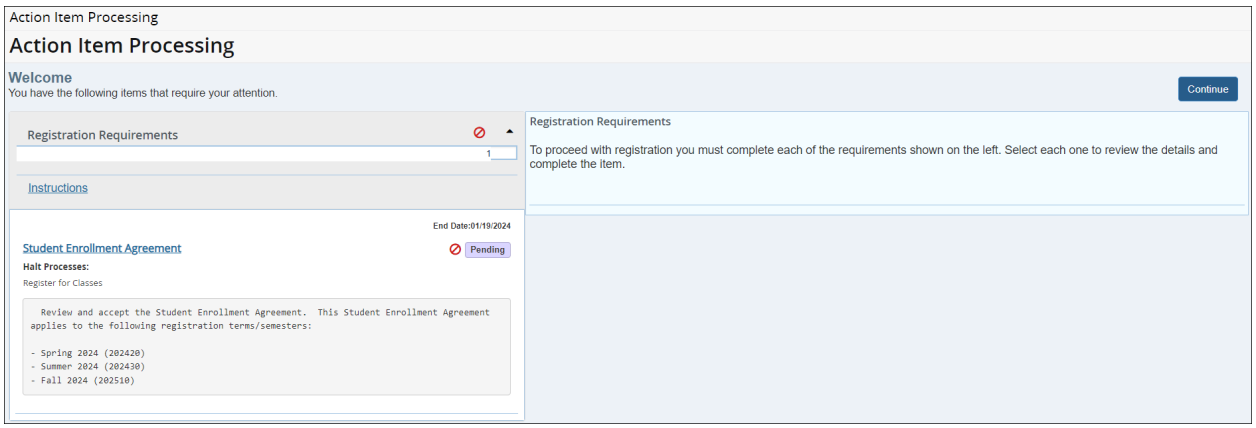
7. Once you are back on the self-service page for **Registration**, click on **Register for Classes**:



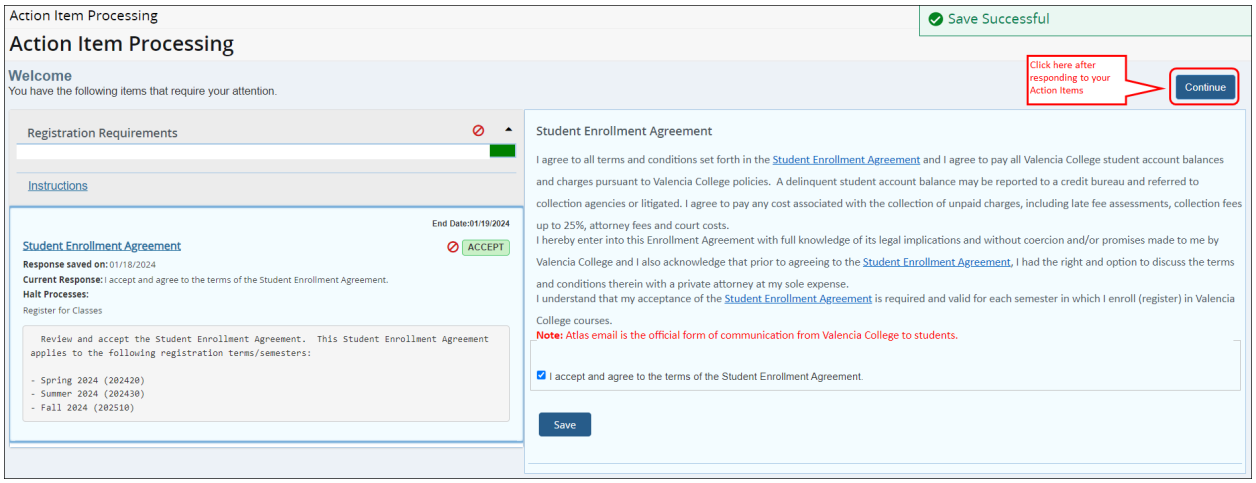
8. Before you can proceed to registration, you may be presented with **Action Items** related to your enrollment at Valencia College:



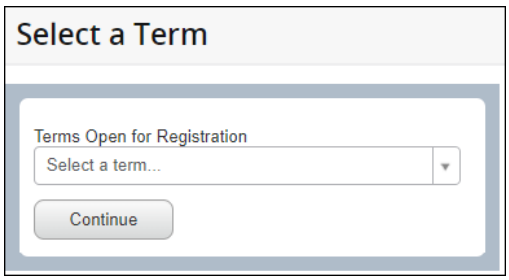
   a. Click CONTINUE
   b. Respond to the **Action Items** you are presented with:



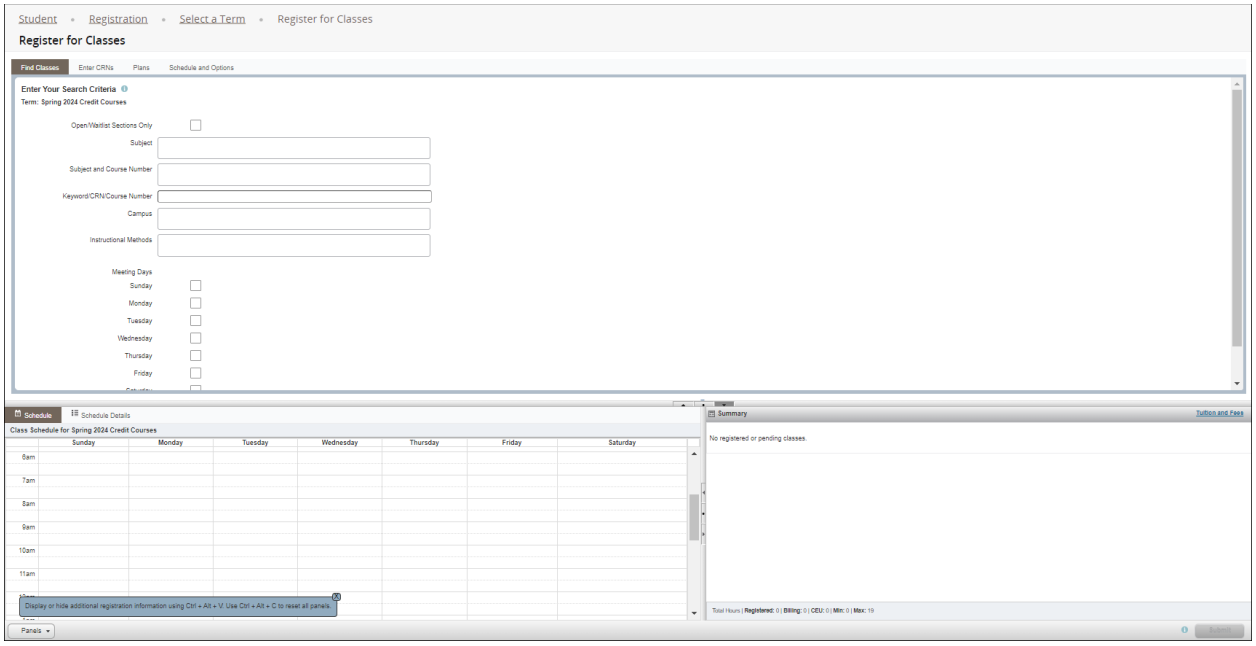
9. After responding to and saving your **Action Items**, click Continue to proceed:



10. Select the term you wish to register for from the drop-down and click **Continue**:



11. You will be directed to the **Register for Classes** page:



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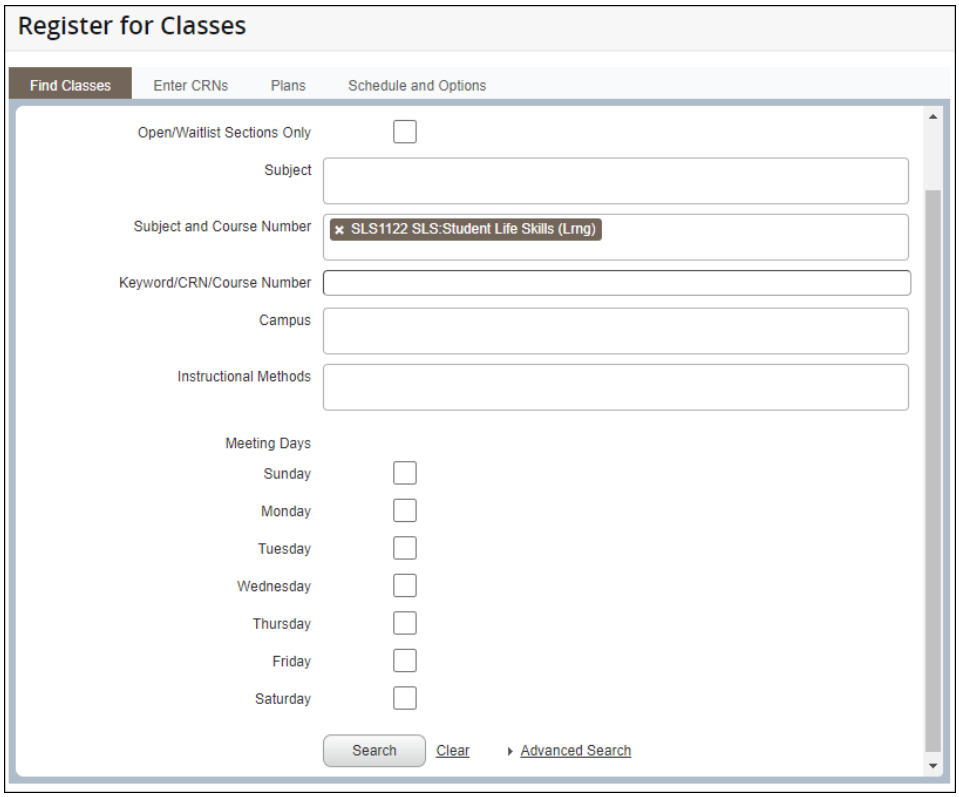
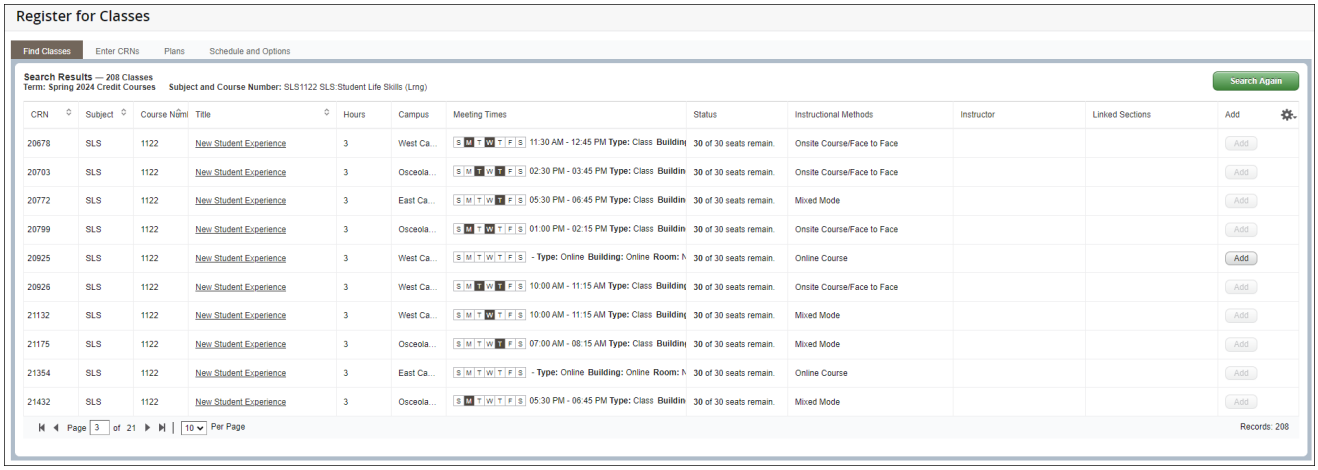
To register for classes, you must first find classes to register for, add them to the **Summary** area, and click the **Submit** button to complete registration.

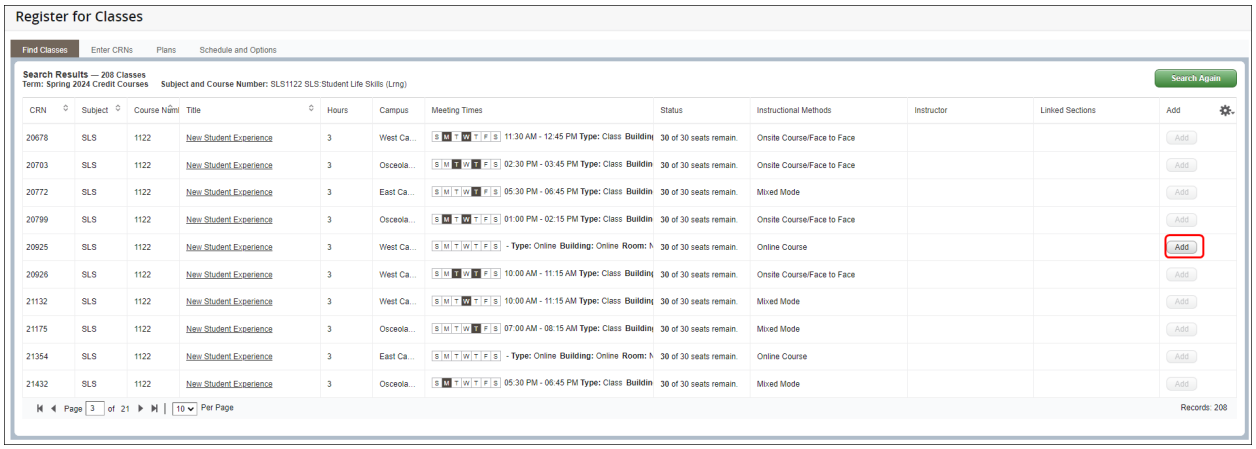
1. Find classes by entering your search criteria; in the examples below we are using SLS 1122 Student Success:



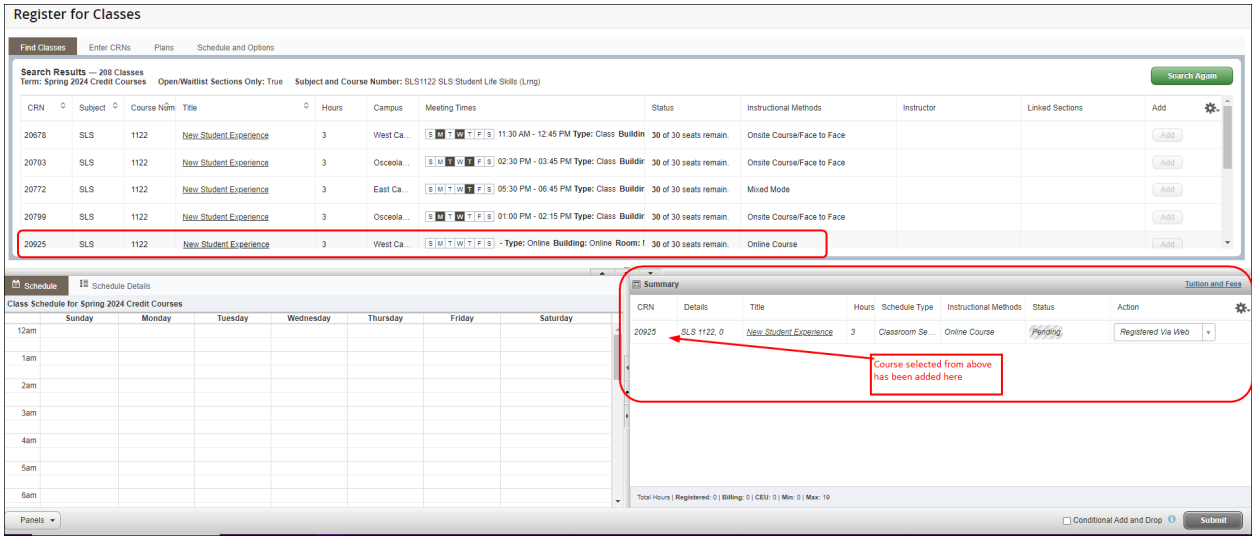
2. Review the **Find Classes** search results and locate a section of the class you wish to register for:



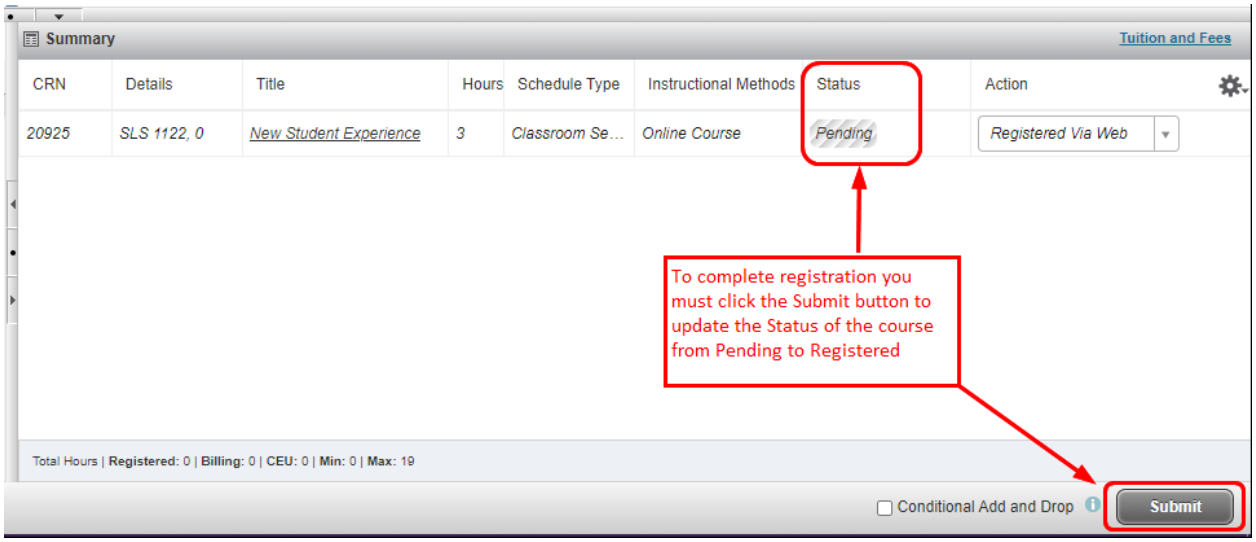
A class section is available for registration when the Add button next to the course is activated (not greyed out or unclickable):

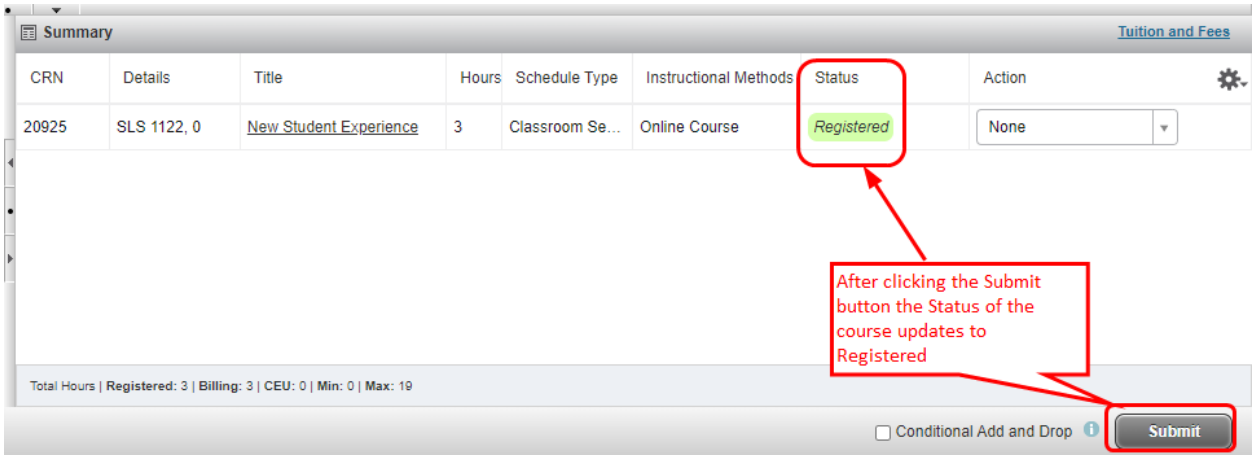


3. Click the Add button next to the class you wish to register for to add it to your **Summary** area:



4. In the **Summary** area, you must click the Submit button to complete registration:





You must click the Submit button in the Summary area in order to complete registration; courses shown with a Pending status (**) indicate you ARE NOT registered in the course.**

Need help? Reach out to one of our Student Support Services. For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email askatlas@valenciacollege.edu.