



*Bring your goals to fruition.*

**LifeMap™**

**HANDBOOK**

# LifeMap<sup>SM</sup> is...

LifeMap is the process of setting goals for your education, career and life. It is something that you must define for yourself. Once you do, it gives you direction. It will get you from point A, to point B, to point C and so on, until you are living the life you have always wanted. Your LifeMap will guide you through college: every class you take, every professor you talk to, every tutoring session, every resource used in Atlas, every student service you seek out. Everything falls into place when you start with **LifeMap**.

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Valencia Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; phone number 404-679-4500) to award the Associate in Arts, the Associate in Applied Science and the Associate in Science degrees.



# A Message From The Vice President Of Student Affairs

Welcome to Valencia!

This is the LifeMap Student Handbook. Students use it to:

- a. Keep track of things — especially homework assignments
- b. Manage their time better
- c. Find out about college resources and policies
- d. Look for guidance on choosing classes and careers

LifeMap is something you'll hear about a lot at Valencia. It is the process of setting goals for your education, career and life — and making plans to see those goals through. Using this handbook is the first step to discovering your LifeMap.

Even more help can be found in the Atlas portal under the My LifeMap tab, where you'll find a set of interactive tools for planning your

education and life, plus the newest tool, Me In The Making. Me In The Making gathers together every topic useful to students from the valenciacc.edu site and many from other Web sites, and organizes them into such categories as College Survival, Money Matters, Career Planning, and Making Connections. View popular links, search by topic, or view sites suggested by students who grapple with the same issues as you.

LifeMap is all about using what's available to reach your goals, whether that's a Web site, a reference guide or people: Valencia staff and faculty, family, and friends. The power of one-on-one help can't be underestimated when it comes to getting through college successfully. Whatever help you need, just let us know.

Sincerely,

A handwritten signature in black ink that reads "Joyce C. Romano". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. Joyce C. Romano  
Vice President of Student Affairs

[jromano@valenciacc.edu](mailto:jromano@valenciacc.edu)

# Advice From The 2010 Distinguished Graduate



Dear Fellow Scholars,

Congratulations on the decision to further your education at Valencia Community College, one of the top-ranked community colleges in the nation. May you find that you are receiving an unsurpassed education as well as a memorable college experience, just as I did.

Whatever your interests are, Valencia offers many ways to invigorate your mind while satisfying your learning curiosity.

Take advantage of Skillshops, LifeMap and career advising to enhance life skills and explore the possibility of your future. Schedule a session with a tutor or stop by your professor's office if you need help with a class. Check out the Answer Center to see if you are on the right track. And most importantly, get involved in the student community, clubs and organizations on campus. It is there that you will make lifelong friends and study partners, not to mention broadening your network of brilliant individuals.

Above all, remember to dream big, have courage, and take actions to create your future.

With that, I leave you with the inspirational words of Theodore Roosevelt:

*"It is not the critic who counts,  
not the man who points out how the strong man  
stumbled,  
or where the doer of deeds could have done  
them better.  
The credit belongs to the man who is actually in  
the arena,  
whose face is marred by dust and sweat and  
blood; who strives valiantly;  
who, at the best, knows in the end the triumph of  
high achievement,  
and who, at the worst, if he fails, at least fails  
while daring greatly,  
so that his place shall never be with those timid  
souls who know neither victory nor defeat."*

May all of your dreams come true,

A handwritten signature in black ink that reads "Kim Do". The signature is stylized and written in a cursive-like font.

Kim Do  
Distinguished Graduate  
Class of 2009-2010

*Discovering Your*



How to Use This Handbook

## **1 FOLLOW THE SIX SECTIONS**

This LifeMap Student Handbook is divided into six sections that walk you through the ideal process for setting goals in life and creating plans to reach them. First we start with Life Goals then progress to Career Goals, Educational Goals, Choosing Your Classes, Success Skills, and Lifelong Learning.

## **2 FAMILIARIZE YOURSELF WITH THE POLICIES AND PROCEDURES**

On page 57 of this handbook you can find information on Valencia's policies and procedures including student rights, responsibilities and conduct. Additional information may be found on Valencia's Web site at [www.valenciacc.edu/policies](http://www.valenciacc.edu/policies).

## **3 GET TO KNOW YOUR RESOURCES**

You can find locations, phone numbers and office hours for all of Valencia's student services in the Valencia Campus Resource Directory on page 74.

If you need assistance at any time, the Answer Center on each campus is the best place to go for information and referrals.





[atlas.valenciacc.edu](http://atlas.valenciacc.edu)





## VALENCIA'S ONLINE LEARNING COMMUNITY

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Your Atlas account contains information specifically for, and about, you. Log on to receive important announcements, stay on track with school, plan for your future, and access valuable **LifeMap** tools and resources.

### **REGISTER FOR CLASSES**

Under the *Registration* tab you can search for available courses by subject, course reference number, instructional method (online, onsite or hybrid), title, schedule type, credit range, campus, instructor, part of term, time or day. You can even pay for your courses through Atlas.

### **VIEW YOUR GRADES**

At the end of each term, you can check your final grades in Atlas. Under the *Registration* tab, click on the *Transcripts, Grades and Holds* link, then *Final Grades*.

### **CHAT WITH CLASSMATES**

Continue classroom discussions online, plan study groups, or talk about course assignments with your fellow classmates. Under the *My Course* tab in Atlas, visit the homepage for any one of your courses, then click on the *Course Chat* link to enter a chat room designed specifically for that course.

### **USE LIFEMAP RESOURCES**

Atlas connects you to LifeMap resources through the *My LifeMap* tab. It incorporates six useful tools for planning your future: My Career Planner, My Education Planner, My Portfolio, My Job Prospects, My Financial Planner, and Me In The Making.

### **CHECK YOUR E-MAIL**

Your Atlas e-mail account is Valencia's **official communication** method with you. It is where you will receive e-mails specific to you along with important college-wide and campus announcements, communicate with academic advisors/counselors and Valencia staff, and receive e-mails from your professors about assignments, class cancellations, and course updates. Check it often to stay in the loop.

*Please Note: In order to make sure that you receive your e-mail, do not forward your Atlas e-mail to an alternate e-mail account.*

*For more Atlas help, refer to the Atlas [Quick Reference Guide](#) on page 58.*



When you have questions, we have answers.

**AnswerCenter**



## Get the Answers Here

With locations on each campus, the Answer Center should be your first stop for questions about admissions, registration, financial aid, academic advising and anything else Valencia-related, as well as document submissions. It is staffed with Student Services Specialists who are available to help you on a walk-in basis.

**LOCATIONS:**

**East Campus**

Building 5, Room 211

**Osceola Campus**

Building 1, Room 150

**Winter Park Campus**

Room 210

**West Campus**

SSB, Room 106

SECTION 1

# LIFE GOALS

*"It's simple. Figure out what you want out of life, then plan accordingly."*

*- Jordan*

## **What do you want to be when you “grow up”? This question has been haunting us for most of our lives.**

Actually, the answer may have been more clear to you when you were younger. Ask the average kindergarten class and you'll get an array of definitive answers: astronaut, basketball player, nurse, teacher. As we get older, we learn that life is more complicated and the answers are not as clear.

While it may be hard to think about your life goals at this time, it is important to have some general ideas about what you are shooting for since your decisions about a career and your education (i.e. college degree) should flow from your general goals in life.

For example, in a recent eighth-grade class in which the students were learning about career opportunities, a 14-year-old girl raised her career aspirations from dental assistant to orthodontist after she realized that doing so would help her afford the designer-label clothing, big house and college education she wants for herself and her future children. Let's hope she also realizes that it will mean at least five more years of higher education including medical school, and substantial costs in setting up her business!

Most people want two things from life: success and satisfaction. Each of us defines these words in our own way. Defining these concepts is complex and very personal. To get you started, we've included a simple checklist that will give you an idea of your life goals. After the checklist, we've included some general guidelines to consider based on your answers.

## LIFE GOALS ASSESSMENT

Here is an example of what we can provide you as a Life Goals Assessment. What do you want to achieve? (In some categories, more than one response may apply.)

### PERSONAL

- Good health
- A very attractive appearance
- A very youthful appearance
- Freedom to do what I want
- Complete self-confidence

### EDUCATION

- A degree I can complete in two years
- A degree I can complete in four years
- A degree that requires graduate study
- A degree that requires high levels of math and science
- A degree that requires high levels of reading and writing

### LIFESTYLE (Socio-economic status)

- Upper middle class to wealthy (live in the best part of town, buy whatever I want, whenever I want)
- Middle class (live in a nice house, pay all bills and save money for future, send children to college, travel)
- Working class (live in a decent house, pay all bills)

### RELATIONSHIPS

- A satisfying and fulfilling marriage
- Remain unmarried
- Have children
- Maintain good family relationships (parents, siblings, etc.)
- The love and admiration of many friends
- A few good friends

### SPIRITUALITY/SOCIAL CONSCIOUSNESS

- Be an active member of my church
- Have a personal definition of the meaning of life
- Practice a satisfying religious faith
- Religion/spirituality is not important to me
- Make a personal contribution to society (outside of my job)
- Serve as a community/national/international leader

### WORK

- A challenging and ambitious career
- A job where I can leave responsibilities behind when I leave work
- National or international fame
- Freedom within my work setting
- Work in an office setting
- Work in a variety of physical locations, some outdoors
- Flexible work hours
- A stable job where continued employment is not at risk
- An entrepreneurial job where I can create my own future

## INTERPRETING YOUR RESPONSES

### PERSONAL:

Your commitment to personal health is both a time commitment and a willingness to sacrifice health or physical fitness for other priorities in life. Your emphasis on personal attractiveness may be related to your career or work interests.

### EDUCATION:

The amount and type of education you will need is closely tied to the career that you seek. Most careers have a required level of education to get started and then expect higher levels of education for career advancement. In general, more education is also related to higher salaries, although that is not always the case. Through education, you can also discover career opportunities that you didn't know existed when you started.

### LIFESTYLE:

In general, higher paying jobs require more education, more risk, and/or more dedication to work. High-paying, "stable" jobs usually require graduate school and job commitment that continues after work hours and on weekends. Similarly, the business entrepreneur who makes "big bucks" typically took a lot of risk on his/her own and spent a lot of time and energy to start and build his/her business.

### RELATIONSHIPS:

The balance of work and family commitments is the major issue for modern-day adults. Magazines and self-help books abound on

"how to have it all." The truth is that each of us has only 24 hours a day and we have to make choices on how to allocate our time. People who choose to stay single and/or have children generally have more time to devote to career, work, or leisure activities. Family commitments to parents and others are also important to consider when thinking about job commitment and your geographical flexibility.

### SPIRITUALITY/SOCIAL CONSCIOUSNESS:

These values also involve the amount of time and personal energy that you want to have to devote to them. Your commitment to a particular community, the kind of community, and social ties may also determine your flexibility in moving to other parts of the state, country or world.

### WORK:

Beyond the specific skills and interests needed for different careers, jobs vary as to the work setting, responsibilities that continue after the work day, geographical flexibility required, amount of risk or change in the profession, and amount of freedom associated with work hours or where the work is done.

Based on your responses to the checklist and the interpretation provided, describe your life goal in each of the areas below. Keep this as a reference as your ideas may change. Revisions are always allowed.

As of \_\_\_\_\_, my life goals are:  
(fill in date)

Personal

Education

Lifestyle

Relationships

Spirituality/Social Consciousness

Work

Developed by J. Romano, 2009. This summary can assist you as you explore the next section: Career Goals. It may be helpful to discuss your ideas with a faculty member during their office hours, an academic advisor/counselor in Student Services, a career advisor/counselor in Career Development Services, or anyone else who can help you explore your priorities. For additional assessments, please visit [www.Facts.org](http://www.Facts.org).



SECTION 2

# CAREER GOALS

*“Don’t feel like you have to decide the rest of your life right now. You just need a place to start.”*

*- Nikki*

## Valencia is committed to helping students become life-long learners and to be successful in their chosen major, leading to a fulfilling career.

Creating a career and academic plan will guide you toward degree completion, university transfer and/or workforce transition. As you research new information you can always adjust your plan.

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### Career Development Services

Valencia offers Career Development Services on each campus to help you explore, develop and implement your career goals. Learn more about your personality, interests, skills and values. In addition, Career Development Services staff present Skillshops during each term to assist you with career planning. Skillshop brochures are available at all campuses through the Student Development office.

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### INTERNSHIP AND WORKFORCE SERVICES

Another great way to prepare for the workforce, especially within a specific career field, is to participate in an internship. It will allow you to get first-hand experience in a specific job field, learn outside of the classroom and develop successful work habits. Students may receive credit for internships based on the number of hours worked each week, the employment responsibilities and satisfactory completion of internship assignments. Contact the Internship and Workforce Services for more information. [www.valenciacc.edu/ipo](http://www.valenciacc.edu/ipo)

East Campus, Bldg. 5-230A, **407-582-2037**

Osceola Campus, Bldg. 1-263, **407-582-4196**

West Campus, Bldg. SSB-206, **407-582-1035**

Winter Park Campus, Bldg. 1-214, **407-582-1035**

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### MY CAREER PLANNER

*My Career Planner*, located under the *My LifeMap* tab in Atlas, guides you through the career planning process. Here, you can take assessments, conduct career and major exploration, and select and save your career, major and occupational goals. Use *My Career Planner* to identify career questions you would like to discuss with a career advisor or counselor. Once you have completed the process, you can continue to research different occupations, national salaries, job outlooks, and training needs at the U.S. Department of Labor Bureau of Labor Statistics Web site: [www.bls.gov](http://www.bls.gov).



### CAREER DEVELOPMENT SERVICES CAN HELP YOU:

- Decide on a career and major.
- Discover options for careers related to your major.
- Choose a major to support your career interests.
- Get information on factors you need to consider in making a career decision: education level, salary, working conditions, skills, certification or license requirements, number of openings projected in five to 10 years, and more.
- Develop a career plan.
- Transition to a four-year college or university. They can help you access transfer information for Florida colleges and universities, and resources for out-of-state institutions. Also, try [www.collegesource.org](http://www.collegesource.org).
- Transition to employment. Career Development Services staff can help you with your job search in the following ways:
  - Prepare a résumé
  - Develop a cover letter
  - Practice interviewing techniques
  - Videotape a practice interview
- Transition to graduate school. They also have information about law, medical, dental, pharmacy, physical therapy and other professional schools.

Your future is NOW – contact Career Development Services for assistance:

East Campus, Bldg. 5-230, **407-582-2259**

Osceola Campus, Bldg. 1-151, **407-582-4897**

West Campus, Bldg. SSB-206, **407-582-1464**

Winter Park Campus, Bldg. 1-214, **407-582-6882**

[www.valenciacc.edu/careerdevelopment](http://www.valenciacc.edu/careerdevelopment)

SECTION 3

# EDUCATIONAL GOALS

*“School is like sports – it helps to have  
a game plan.”*

*- Eddie*

**Valencia Community College is recognized nationally as a model for embracing practices that help students learn most.**

Whether through “learning communities” or academic support outside of the classroom, we offer a wide variety of programs and services to meet each student’s needs. It is up to you to make the most of these resources in order to reach your educational goals.

Many of your educational goals can be determined based on the life goals and career goals you already set for yourself in the previous sections. The best way to reach them is to create an education plan that will help guide you toward degree completion, university transfer and/or workforce transition.

## CHOOSING A DEGREE

In moving forward in determining your educational goals, you must first understand the differences between the degrees that we offer and decide which one fits you and your goals the best.

### EDUCATIONAL GOALS “TO DO” LIST

- Discover which degree is right for you.
- Develop an educational plan in Atlas (My Education Plan) and review it with an academic advising staff member.
- Introduce yourself to all of your professors and make note of their office hours.

**A.A.**  
Associate in Arts  
(With Transfer  
Plan Options)

Prepares you for transfer to a Florida public university to pursue a bachelor's degree. A.A. transfer plans prepare you for a specific area of study.



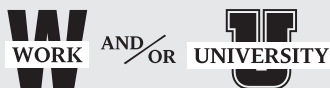
**A.A.**  
Associate in Arts  
Pre-Major

Prepares you for transfer to a Florida public university to pursue a bachelor's degree, with the majority of prerequisites met within a specific major. Pre-majors that are “articulated” prepare you to transfer to a specific university.



**A.S.**  
Associate in Science

Prepares you to enter a specialized career field. Also transfers to the B.A.S. degree (Bachelor of Applied Science) offered at some universities.



**A.A.S.**  
Associate in Applied  
Science

Prepares you to enter a specialized career field. This degree does not transfer to a university.



**ARTICULATED  
A.S.  
TO B.A./B.S.**

Prepares you to enter a specialized career field and pursue a bachelor's degree in the same field by transferring to a specific university.





## YOUR GOVERNING CATALOG

All of Valencia's degree and certificate programs are described in full in the college catalog. Read it carefully to learn the requirements and characteristics of each.

The college catalog that is in effect when you first enroll at Valencia will be your governing catalog. \*You are subject to your governing catalog for a period of five years; however, once your governing catalog has expired, your graduation requirements will be based on the requirements in the current catalog.

The most accurate, official, and up-to-date version of your governing catalog can always be found at [www.valenciacc.edu/catalog](http://www.valenciacc.edu/catalog).

\*Please note that when you change your major, you also change your catalog year.

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## MY EDUCATION PLAN

Another important component to consider is your plan regarding course work here at Valencia. An easy tool to use is *My Education Plan*, located under the *My LifeMap* tab in Atlas. It will guide you through the course selection process to complete your degree or certificate program, and allow you to save up to three education plans. It also allows you to set a projected graduation date. You should refer back to your education plan before you register each term.



## ASSOCIATE IN ARTS DEGREE

An Associate in Arts (A.A.) degree is designed for the student who plans to transfer as a junior to a four-year college or university. An A.A. degree provides the foundational coursework equivalent to that offered in the freshman and sophomore years of Florida's state universities. If you know what you plan to major in at the baccalaureate level, it may be helpful to follow an A.A. transfer plan to be sure you have the proper prerequisites. These transfer plans reflect academic areas of interest and are tools for planning your course selections at Valencia. Please see the "Educational Enhancements" section of the catalog for more information on transfer plans.

## A.A. PRE-MAJOR

An A.A. pre-major is designed for the student who plans to transfer as a junior to a four-year college or university, having met a majority of the prerequisites within a specific major. Valencia offers four pre-majors: Art, Studio/Fine Art; Dance Performance; Sign Language Interpretation; and Theatre/Drama/Dramatic Arts. Students who plan to transfer to a restricted or limited-access program are responsible for completing the specific requirements of the institution to which they transfer, as completion of a pre-major does not guarantee admission to these programs.

## ARTICULATED PRE-MAJOR

In addition to the pre-majors listed above, the articulated pre-major is designed for the student who wishes to transfer to a specific public or private university to complete a baccalaureate degree in a specific major. Valencia currently offers seven articulated pre-major programs in engineering, architecture and information technology. Completion of an articulated pre-major does not guarantee admission to the upper division program if that program has restricted or limited-access status. For more information on articulated pre-majors visit our Web site at:

<http://www.valenciacc.edu/aadegrees/articulationagreements.cfm>

# THE DIRECT CONNECT TO UCF **GUARANTEED ENTRY**

**Promise:**

**It's true.**

Thanks to DirectConnect to UCF, all students and graduates of Valencia have exclusive access to UCF.\*

**More DirectConnect to UCF benefits include:**

- Accelerated admissions to UCF
- Convenient classroom locations
- Enhanced academic advising
- Small class sizes
- Best faculty in the business
- More bang for your buck

For more information, please call

**407.582.5500**

[www.directconnecttoucf.com](http://www.directconnecttoucf.com)



IN PARTNERSHIP WITH  
**VALENCIA**

\*Consistent with university policy. (Limited access and restricted access programs may require an additional admission process.)



## DIRECTCONNECT TO UCF

If you are planning to transfer to the University of Central Florida after you complete your degree at Valencia, DirectConnect is the best way to get there. A unique partnership between Valencia and UCF, Direct Connect provides Valencia grads guaranteed admission to UCF and ensures a smooth transition.

### HOW DO I JOIN?

You can indicate your desire to DirectConnect to UCF at any time during your community college career by visiting the Answer Center at any campus or the UCF advisor on West, East or Osceola campuses. [www.regionalcampuses.ucf.edu](http://www.regionalcampuses.ucf.edu)

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## TRANSFER CHECKLIST

Transferring to a four-year university is an exciting step in a Valencia student's academic goals. This checklist will help you make a smooth transition to the college or university of your choice.

### BEFORE COMPLETING A.A. OR A.S. TO B.S. DEGREE



- Research universities you are interested in to learn specific admission and degree requirements for the major of your choice.
- Print graduation checklist on Atlas.
- Print a detailed degree audit on Atlas (In landscape form).
- Take checklist and degree audit to counselor/academic advisor for graduation check .
- Complete application for graduation on Atlas by the deadline date.

### APPLICATION FOR ADMISSION



- Check university/college deadline dates
- Date submitted \_\_\_\_\_
- Date of acceptance \_\_\_\_\_
- Housing \_\_\_\_\_
- Orientation \_\_\_\_\_

### APPLICATION FOR FINANCIAL AID



- Check university/college deadline dates
- Identify university/college FAFSA code
- Complete the FAFSA (Free Application for Federal Student Aid)
- Follow up on any additional information requests

### TRANSCRIPTS (Official Transcripts from all Institutions Attended)



- Date official transcript was sent (during last term at Valencia)  
\_\_\_\_\_
- Date official transcript was sent after term completed \_\_\_\_\_

### IMMUNIZATION(S)



- Proof submitted with application OR
- Immunizations completed

### PROGRAM (MAJOR) REQUIREMENTS



- Limited/restricted access
- Prerequisites completed
- Grade Point Average requirements
- General Knowledge Test (Education majors only)
- Other \_\_\_\_\_



SECTION 4

# CHOOSING YOUR CLASSES

*“If you don’t want to waste time taking  
the wrong classes, make time to talk to  
an advisor.”*

*- Erica*

**Your college career will be filled with many choices. Some decisions are only made once, while others continually arise throughout your college career.**

One of the decisions you will make every term is course scheduling.

When creating your course schedule, refer to the education plan that you created for yourself in *My Education Plan* in Atlas. This way you can be sure to select courses that will keep you on track for completing your degree. If your education plan is completed accurately, you will know your graduation date.

It is also important to make sure that your schedule choices accommodate your other life commitments. If you work the night shift, it may not be a good idea for you to take an 8 a.m. class. It doesn't allow for a whole lot of time for sleep, which is necessary for you to perform well. Scheduling is an important key to your continued success at Valencia. As your personal schedule changes, it is understandable that you will need to adjust your school schedule from term to term. This is why Valencia offers online classes and classes at all four campuses on various days and times.

Listed on the next page are a number of the activities required each week. Think about each one carefully and decide how much time you need to spend on each item per day and per week.

After you have totaled up all the items that apply to you, see how much free time you have left each day and each week.

## MAKING YOUR TIME WORK FOR YOU

Maximum Hours: 24 hours per day/168 hours per week

ACTIVITY	HRS PER WEEK	
<b>EDUCATION</b>	Travel time to and from class	
	Regularly scheduled classes	
	Study/Review (2 hrs per credit)	
	Library, special projects	
	Class preparation (homework)	
<b>WORK</b>	Preparing for work	
	Travel time to/from work	
	Working	
	Winding down from work	
<b>PERSONAL</b>	Dressing/personal grooming	
	Preparing meals and eating	
	Outside physical activity	
	Family time	
	Social activities	
	Personal activities	
	Sleep	
	Other activities	
	TOTAL HOURS USED:	
Maximum Hours:	<b>168</b>	
<i>(Subtract Total Hours Used from Maximum Hours)</i>		

## SCHEDULE CONSIDERATIONS

Consider that you should plan to spend about two hours in out-of-class work each week for every one hour you are in class. This includes time for reading assignments, library research, homework assignments and study groups. With this formula, each three-hour course may take a total of 9 hours of your time each week. So if you are enrolled in four three-hour courses (which is full-time enrollment), that adds up to 36 hours per week in school work (class attendance and assignments). So full-time enrollment is like having a full-time job! Consider this when you are deciding on the number of hours you can manage at a part-time job and still do well in your school work. We really don't recommend that you enroll as a full-time student if you are also working full-time.

**Time management tips are included in the Success Skills section of this planner.**

## CHOOSING THE RIGHT TYPES OF COURSES

Valencia offers many different styles and delivery methods for courses. Feel free to mix and match the following types of courses in with your class schedule to suit your learning style.

### WEB-ENHANCED/FACILITATED

A course that uses some Web-based technology to facilitate an on-site course. It uses a course management system (WebCT) or Web pages to post course information.

### ONLINE

A course in which all of the content is delivered online using the college-approved course management system (WebCT).

### HYBRID

A course that blends online and face-to-face instruction. What makes a course hybrid is simply the mix between modes of delivery.

### FLEX START

Classes that start on a day other than the official first day of classes for Fall, Spring, or Summer full terms. Even though certain terms are shorter than others, the same amount of information is covered and students are required to complete the same amount of assignments within a shorter time frame.

## SUPPLEMENTAL LEARNING

These are courses taught by a professor with the assistance of a Supplemental Learning Leader. A Learning Leader is a student who has successfully completed the course in the past, and serves as a mentor and tutor for the class. [www.valenciacc.edu/dream/supplementing.asp](http://www.valenciacc.edu/dream/supplementing.asp)

## LEARNING IN COMMUNITY (LINC)

Learning in Community (LinC) is a program of linking two or more courses into one integrated course. Professors from different disciplines tie their courses together around a common theme. [www.valenciacc.edu/linc](http://www.valenciacc.edu/linc)

## COMPUTER-ASSISTED INSTRUCTION

Computer-Assisted Instruction for mathematics addresses varied learning styles through the use of audio, video, animation, and highly interactive guided lessons. The program provides individual instruction and support. During classtimes there is more individual support from the professor and a tutor.

## HONORS PROGRAM

For qualifying students, Honors classes offer a unique intellectual experience with a special emphasis on creativity, critical thinking and interactive learning. [www.valenciacc.edu/honors](http://www.valenciacc.edu/honors)

## PAYING FOR CLASSES

Tuition and fees are due in full by the fee payment deadline. Please refer to the online calendar for important dates and deadlines. [www.valenciacc.edu/calendar](http://www.valenciacc.edu/calendar)

### THE ACCEPTED FORMS OF PAYMENT ARE:

Money order



Personal check



Cash



Credit card



### METHODS OF PAYMENT INCLUDE:

- Internet (through your Atlas account)
- In person at any campus Business Office (see page 210 for hours and locations)
- By mail: send check or money order to Valencia Community College, P.O. Box 4913, Orlando, FL 32802
- Tuition Installment Plan (TIP) through your Atlas account online

TIP requires a non-refundable enrollment fee. Payments are interest-free monthly installments, which you may pay through a variety of options. For additional information, please visit the Business Office on any campus.

SECTION 5

# SUCCESS SKILLS

*“Don’t be afraid to ask for help. Get to know your classmates and teachers so you have someone to go to when you need it.”*

*- Alex*

## **Success is a choice you make. To reach your goals, it helps to know what you really want and how to go about getting it.**

You have untapped potential. Your destination is up to you.

There are many steps you can take to be successful at Valencia. We have already discussed having a career and educational plan, course scheduling, and working with academic advisors/counselors to form learning partnerships. Other success strategies are important, and can be personalized to fit your individual needs. These are success skills that are useful now, in future education, and in the work place.

Some of the questions you should be able to answer after reading this section are:

- What do I need to do to become a successful student at Valencia?
- How can I further develop my skills for success?
- Where can I go for help on campus?

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## **SUCCESS GOALS – SOME SKILLS TO DEVELOP**

These academic, personal, leadership and teamwork skills are critical to your development as a master student while in college and in your future career.

### **ACADEMIC SKILLS (CORE COMPETENCIES)**

**Think:** Be able to think critically, creatively, and logically; solve problems and use the results; use technology; access information, and apply data gathered.

**Value:** Prioritize your plans; be responsible for your time; practice integrity.

**Communicate:** Listen to understand and learn; read, comprehend and use written materials, including graphs, charts and displays; write effectively.

**Act:** Set goals and priorities in work and personal life; initiate and persist to get the job done.

### **PERSONAL LEADERSHIP SKILLS**

**Positive attitudes and behaviors:** Build self-esteem and confidence; take a positive attitude toward learning; concentrate on growth and personal health.

**Responsibility:** Plan and manage time, money and other resources to achieve goals.

**Adaptability:** Take a positive attitude toward change; be able to identify and suggest new ideas to get the job done.

### **TEAMWORK SKILLS**

**Work with others:** Understand and work within the culture of the group; plan and make decisions with others and support the outcomes; lead when appropriate, mobilizing the group for high performance.

## STRATEGIES FOR BECOMING A SUCCESSFUL VALENCIA STUDENT

**Manage your time.** You have 168 hours in a week. How well you use them can determine how successful you really are.

**Plan and evaluate goals regularly.** To be successful you should understand where you are and where you want to be.

**Listen and process information.** You must be able to listen and take in a lot of information. You must also be able to decide what information is important to your success and filter out the rest.

**Communicate your needs.** You must be able to communicate effectively in writing and in speaking with individuals and groups.

**Take action and responsibility.** Make educated decisions for yourself realizing that these decisions can affect others. Understand your core values and how they relate to the values of your community.

**College requires developing new skills.** Habits that worked in high school are not always effective in the college classroom. Be prepared to be challenged and don't consider your first year as the 13th grade.

### STUDENT SUCCESS (SLS 1122)

Finally, a class that makes you better at all your other classes! Student Success is a three credit-hour elective that teaches you how to be a better student. In Student Success you'll learn how to: manage your time, take notes and tests better, identify your learning style, set meaningful educational and career goals, read and write more effectively and use Valencia resources. Register for SLS 1122 and chart your course for success.

### TIPS FROM VALENCIA FACULTY

Let's face it, faculty were once successful students — that's how they were able to complete college and graduate school. Here are some tips from the Valencia faculty who know what it takes to make it.

**Read and understand the course syllabus.** It will tell you what the professor expects, what his/her priorities are for your learning, attendance policies and what/when assignments are due. If anything is unclear to you, ask your professor for clarification.

**Build a "master calendar"** with all your work and school obligations scheduled. Be sure to include blocks of time for study and research/writing. This will help you see in advance and plan for two tests on one day, for example. It will help you to be proactive rather than reactive in approaching your academic assignments.

**Don't skip class EVER** (unless you are really sick or have a real emergency). Attendance does count, even on the first day of classes. You paid for your college education. Don't rob yourself by missing classes.

**Do all readings and assignments on schedule.** Falling behind is self-perpetuating, and coming to class unprepared makes you less able to understand the new material and ask useful questions.

**Sit up front.** This will allow you to avoid distractions and focus on your subject.

**Talk to your professor.** Your professor was a student once, and the advice and tips he/she can give you will be priceless. Become acquainted with your professors' office hours, and visit them during these hours to request clarification on course material, course expectations, or just to become acquainted.

**Ask about/investigate student support services.** Tutoring, computer labs, writing and language labs, advising and counseling services, library resources, career development services, etc. are all available free of charge. Use them early and often to strengthen your work.

**Review often.** Study your notes and review highlights from the text frequently rather than waiting until the day before a test.

**Don't withdraw from a course without first talking to your professor and an academic advisor/counselor.** There may be solutions to your difficulties that you do not see on your own, or there may be consequences to withdrawing from a course that you don't know.

**Set measurable academic and personal goals each term.** A major difference between students who do well and those who don't is that students who succeed have clearly defined goals.

**Accept personal responsibility for your academic progress.** Successful students tend to be realistic and recognize that their success or failure is primarily determined by their efforts. Students who are not successful often blame outside forces (professors, work, family) for their lack of progress.

**Get to know your classmates.** Make friends with one or two students with whom you enjoy working. Exchange phone numbers and consider studying together. If you miss class, call them and find out what you have missed.

**Be respectful of others.** This includes the professor, your peers and any visiting lecturers/speakers in your classroom. One way to do this is to turn off any electronics that could interrupt the class. Doing so will show your professor that you're interested and show your classmates that you respect them.

## WORKING WITH FACULTY

Faculty and students should work together as learning partners to create an environment for learning in the classroom. As a master student, it is expected that you will take responsibility for your own learning and seek the information you need to achieve academic success. Faculty are interested in working with you to support your success and are available to assist you in a variety of ways. However, it is your responsibility to seek additional information and assistance when you need it.

## RESOLVING CONFLICT WITH FACULTY

- If you have a conflict with a faculty member, try to resolve it by talking to him or her privately during his/her office hours. If you need help to prepare for this meeting, talk with an academic advisor/counselor in Student Services.

- If you are not able to resolve the conflict with the faculty member, you can talk with the academic dean of that academic discipline to seek a resolution.

- If you are not able to resolve the conflict through the academic dean, you can talk with the campus provost to seek a resolution.

- If you are not able to resolve the conflict through the campus provost, you can seek a resolution through a college grievance process. This is described in the College Catalog and this LifeMap Student Handbook. An academic advisor/counselor in Student Services can help you understand the grievance process and how you can request a grievance hearing.

- Valencia Community College utilizes trained mediators when conflicts require intervention.



## SUCCEEDING AS A RETURNING STUDENT

In current economic times, it is not unusual to find that returning to college is the right step to take to prepare for a better future through updating current skills or developing new ones. The number of non-traditionally aged students (25 or older) returning to college campuses has continued to grow in recent years. From 2006 to 2017, the National Center for Education Statistics anticipates a rise of 10 percent in enrollments of people under 25, and a rise of 19 percent in enrollments for those 25 or over.\*

Students who return to school after a long break from their studies can find it difficult to assume the role of student again. While going back to school can be challenging and stressful, it can also be exhilarating and rewarding if you prepare properly. Here are some tips to help ease your transition.

**Start slowly.** If you feel overwhelmed by multiple obligations, you may benefit from taking just one or two classes during your first couple of terms to ease back into the student role.

**Develop a network of support.** Count on family and friends to support you through tough times like exam periods. Study groups, both online and in person, can be a great resource for tips and encouragement, as can counselors or staff in Student Services.

**Get organized.** Utilize the “Making Your Time Work for You” guide on page 26 to create a study schedule that also takes into consideration the time you will spend at work and with family and friends, etc.

*Once you have created a schedule, utilize the calendar in your planner and make “to do” lists to stay on track.*

### **Identify all your available resources.**

Familiarize yourself with the LifeMap tools such as *My Education Plan* available through your Atlas account. There are also other resources devoted to making every Valencia student an academic success, such as those listed below:

- A computer lab open to students and faculty (use your Atlas ID and password to login)
- The Math Support Center for help in all math classes on a walk-in basis
- The Math SPA for additional help in Pre-Algebra (MAT0012) through Intermediate Algebra (MAT1033)
- The Communications Center for help with reading, writing and speech
- The English for Academic Purposes (EAP) Lab for English language learners
- The Language Lab for foreign language classes
- Audio Visual Services for videos and recordings
- The Tutoring Center for arranging appointments for help in other subjects
- The ASC Information Desk for support, information and access to academic resources
- The Testing Center for taking exams

Please refer to pg. 46 for specific campus-based services.

\*SOURCE: U.S. Department of Education, National Center for Education Statistics. (2009). [Digest of Education Statistics, 2008](#) (NCES 2009-020), Chapter 3

**Connect with your professors and advisors.**

Your professors want to see you succeed, so if you are having problems in a class, do not hesitate to ask questions or seek their advice. Your Academic Advisor will guide you through your program of study and is also a very important contact for you.

Although earning a college degree requires discipline and commitment, the rewards that come from being a college graduate outweigh the sacrifices. You can do it!



## TIME MANAGEMENT:

We each get 24 hours a day in which to live our lives — you, your mother, President Obama, Oprah, Bill Gates, Rihanna. You cannot buy an extra minute, hour or day. People who “get things done” have no more time to do things than people who don’t get things done.

You manage your time now. But are you managing it effectively? The chart on the next page will provide you with information to assess how well you manage your time.

To effectively manage your time, you must set priorities. In other words, you must decide which of your projects are most important and what needs to be done now. A good way to begin prioritizing what you need to accomplish is to make a list of the items. Then decide what needs to be done now, soon, or later.

It is important that you spend as much time as possible on “now” priority items. When you spend your time on “now” items, you are doing the most important task at hand. If time permits, you can then proceed to “soon” and then “later” priority items. However, to most effectively use your time, you need to complete all “now” items before moving into the other two categories.

On your list, exclude routine items and include important items — what you need to accomplish that might not be accomplished without special attention.

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You may schedule events and tasks in your Atlas calendar section.



## WAYS TO MANAGE YOUR TIME MORE EFFECTIVELY

**Use travel time.** When you are in your car, on a bus or in an airplane, use the time to think about a big project. You may want to spend your drive to work or school developing a mental “To Do” list for the day.

**Handle items at once.** Most matters can be dealt with as they arise. Don’t reshuffle paper needlessly. You’ve heard this before, “Don’t put off until tomorrow, what you can do today.”

**Accomplish it in one session.** To accomplish a major item (or even small ones), assemble your material so you can attack the project in one session. This saves time in reassembling your thoughts and materials.

**Make decisions.** You may be afraid to make a decision if you fear that your decision may be wrong. If you make an early decision, you have time to review reactions to the decision. Then, if the decision was wrong you have time to make necessary changes. Remember, not making a decision is a decision in itself.

**Tackle big problems.** Don’t put off important projects because they seem too big to handle. Break the big project into several smaller ones.

**Structure a daily “To Do” list.** There are many ways to develop a list of items you need to do. Establish a priority system that works for you. Keep your list in this planner, in your phone, a journal tucked in your backpack, or on a calendar you post in a prominent place at home.

(Lakein, 1973)

# YOUR “TO DO” LIST FOR THE WEEK

**INSTRUCTIONS:**

- 1. Make a list of the items you need to accomplish in a typical week.
- 2. After making the list, give each item a priority rating of now, soon, or later.
- 3. Indicate the date when you complete an item.

PRIORITY	ITEM I NEED TO DO	DATE COMPLETED

## STUDY TIPS: CONCENTRATION AIDS

- Avoid persistent loud noise.
- Avoid environments that are too hot or too cold.
- Don't try to do two or more things at once.
- Arrange your work space so that your eyes aren't drawn to other jobs that need to be done.
- Don't put unreasonable demands on your attention span.
- Be aware that emotional distress reduces your ability to concentrate.
- Understand that drugs (alcohol, caffeine, nicotine, sleeping or diet pills) alter your ability to concentrate.
- Be aware that lack of sleep is a major reason for poor concentration.
- Be aware of your most productive time of day and plan to do the "high energy" tasks at that time.

## TEST ANXIETY: KEEPING CALM

**Prepare well in advance.** Keep up day to day, if you can, but don't judge yourself harshly if you don't. Avoid last-minute cramming. Don't go without sleep the night before (though four or five hours may be enough). Stop studying an hour or so before the test, and relax and compose yourself.

**Know the time and place of the test, and what you need to bring.** Be on time, neither too early nor too late, with books or supplies. Don't rush.

**Don't talk about the test with classmates immediately beforehand** if you know it raises your anxiety level. To do so may nourish group paranoia.

**Read over the test and plan your approach.** Ascertain point values per part, time limits for each section, which question you'll start with, etc.

**Don't hesitate to ask for clarification from the professor, teaching assistant, or proctor** if you have questions about directions, procedures, etc., rather than letting anxiety build up because you aren't sure what you are expected to do.

**Develop an aggressive, yet realistic attitude.** Approach the test vigorously determined that you will do your best, but also accept the limits of what you know at the moment. Use everything you know to do well, but don't blame yourself for what you don't know.

**Activity reduces anxiety.** If you go blank and can't think of anything to write, go on to another question or another part of the test. On an essay, jot down anything you can recall on scratch paper to stimulate your memory and get your mind working.

**Relax yourself physically during the test** if you notice that you are not thinking well or are tense. Pause, lay your test aside, and take several slow, deep breaths. Concentrate on your breathing. Do this if you notice that you are worrying excessively about one problem, not reading carefully, forgetting information you know, etc.

**Pay attention to the test,** not to yourself or others. Don't waste time worrying, doubting yourself, wondering how other people are doing, blaming yourself, etc. Don't worry about what you should have done; pay attention to what you can do.

**Speak with a counselor** if you continue having test anxiety after applying the suggestions above.

## MEASURING YOUR SUCCESS

### HOW DO I CALCULATE MY GPA?

Your Grade Point Average (GPA) is a weighted average of all your “for credit” college work. This means a grade in a four credit-hour course will change your GPA more than the same grade in a three credit-hour course. It also means your GPA gets harder to change when you have taken more courses. To calculate your estimated GPA, you would do the following:

For each course, multiply the course credit hours by the grade you receive to get the “quality points” for that course. Your grades have the following numerical equivalents; **each A is 4 points, each B is 3 points, each C is 2, each D is 1, and each F is 0.** Add up the quality points for each course. For example, suppose you were taking the following courses:

COURSE	CREDIT HOURS	GRADE RECEIVED/POINTS	TOTAL QUALITY POINTS
ENC 1102	3	X A (4)	= 12
MAC 2311	5	X C (2)	= 10
PEM 1171	2	X B (3)	= 6
SPC 1600	3	X D (1)	= 3
<b>TOTAL</b>	<b>13</b>		<b>= 31</b>

Divide the result by the total credit hours to get your term’s GPA.

**In this case, your GPA for the term would be  $31 \div 13$  which equals 2.38.**

COURSE	CREDIT HOURS	GRADE RECEIVED/POINTS	TOTAL QUALITY POINTS
<b>TOTAL</b>			

You can also calculate your GPA online at [www.valenciac.edu/studentservices/calculator.cfm](http://www.valenciac.edu/studentservices/calculator.cfm)

## FINANCIAL AID

Financing a college education is an important part of the academic experience. However, it is hard to focus and maintain a high standard of academic excellence when you are always wondering how you are going to pay for your classes.

Financial aid advising is provided through in-person confidential visits. Students interested in applying for financial aid should contact the Answer Center on any campus. Financial aid forms and sources can be found at [www.valenciacc.edu/finaid](http://www.valenciacc.edu/finaid).

### ARE YOU ELIGIBLE?

In general, to receive financial aid at Valencia, you must meet the following criteria:

- Be accepted as a degree-seeking student to an A.A., A.S. or A.A.S. degree program, or
- Be accepted as a certificate-seeking student in an eligible vocational program
- Be making satisfactory academic progress (see Standards of Satisfactory Academic Progress for Financial Aid Recipients in the college catalog)
- Be a U.S. citizen, national or permanent/lawful resident
- Be enrolled at least half time (six credit hours for most programs)
- Not be in default on a prior student loan
- Not owe a repayment of a federal grant
- Not have an existing financial obligation to Valencia
- Be registered for Selective Service, if required
- Have a high school diploma or G.E.D. certificate
- Not be convicted of the sale or possession of illegal drugs
- Provide all requested information for the completion of your financial aid file

### INSTRUCTIONS FOR APPLYING

1. Start a file folder to keep copies of all your financial aid paperwork. Make photocopies of each form you submit.
2. Apply for admission to Valencia as a degree-seeking student.
3. Provide the Admissions Office with a copy of your official final high school transcript or G.E.D. certificate, or if you are a transfer student, provide copies of your official college transcripts from each school you have attended.
4. Complete the Free Application for Federal Student Aid (FAFSA) online at: [www.fafsa.gov](http://www.fafsa.gov). Be sure to include Valencia's federal code number (006750) when you list the institutions that you want to receive your results.
5. Research and apply for other types of financial aid.

## TYPES OF AID

### GRANTS

Grants are forms of aid that generally do not have to be repaid, however in certain instances, repayment may be required. They are awarded to students who show financial need on the Free Application for Federal Student Aid (FAFSA).

### SCHOLARSHIPS

Like grants, scholarships generally do not have to be repaid, however in certain instances, repayment may be required. They are awarded based on various factors, such as academic talent, participation in certain activities, special interests, or financial need. Scholarship requirements and application procedures vary depending upon the criteria set by the scholarship provider.

### LOANS

Student loans must be repaid, but usually have a fairly low interest rate. Loans may come from the government or a commercial lender, such as a bank or credit union.

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## HOW TO FIND ADDITIONAL MONEY FOR COLLEGE RESEARCH LOCAL SCHOLARSHIPS FIRST

In general, the smaller the geographical area a scholarship covers, the better your chances of winning. Begin with your Atlas account and Valencia's Financial Aid Web site at [www.valenciacc.edu/finaid](http://www.valenciacc.edu/finaid).

Your next stop should be the college aid section of your public library. Most libraries will have a number of books about financial aid, including scholarship guides, such as the *College Board's Scholarship Handbook*. They also may have information on local scholarships.

### CHECK MEMBERSHIP ORGANIZATIONS AND EMPLOYERS

Organizations of all types and sizes sponsor scholarships, so leave no stone unturned. Explore categories you might not have considered, such as religious, community service, fraternal, military, union, and professional.

And don't forget your parents. Many large companies offer scholarships or tuition programs for children of employees. If you are uncertain, ask your parent to check with his or her human resources department.

### USE A FREE ONLINE SCHOLARSHIP SEARCH

A scholarship search usually collects information on hundreds of awards and compares your student characteristics with scholarship restrictions. Based on your answers to a questionnaire, you will receive a list of possible scholarships. It is up to you to decide which ones you will try for.

**Remember:** *You should never have to pay for scholarship information. If you're asked to pay a fee for "exclusive" scholarship leads, there's a good chance your scholarship service is really a scholarship scam.*

Most of the information you will be asked for on a scholarship search questionnaire will be easy to come up with — year in school, citizenship, state of residence, religion, ethnic background, disability, military status, employer, membership organizations, and so forth.

Beyond those questions, you will have to give some thought to your academic, extracurricular, and career plans. You should ask yourself:

- Do I want to participate in a competition? If so, what are my talents and interests?
- What subject do I plan to major in?
- What career do I plan to pursue?
- Do I want to apply for all types of aid or only scholarships?

Your answers to these questions will help determine your scholarship eligibility. Take your time brainstorming and don't overlook anything — the more personal characteristics you discover, the more scholarships you could potentially apply for.



## VALENCIA RESOURCES AND LEARNING ASSISTANCE

### LIBRARIES

Each campus library provides a variety of books, pamphlets and audiovisual materials that support course-related research and other learning needs. Also, each campus provides computer workstations with access to the Internet and more than 70 online databases. You may use and check out materials at any campus. Librarians and other qualified staff can assist you with research for course assignments, reference documentation, library instruction, interlibrary loan, and technologies. For additional information, including hours of operation, visit [www.valenciacc.edu/library](http://www.valenciacc.edu/library).



### LEARNING SUPPORT CENTERS:

#### East Campus

- *The Academic Success Center (ASC)* (Bldg. 4) houses the learning support services listed below. Note: Services are available to students at no costs; however, a current Valencia ID is required for most services.
- *The ASC Tutoring and Information Desk* provides tutoring support and learning materials for students and faculty (e.g. calculators; headsets). Regarding tutor support, the Tutoring Center has designed several approaches to tutoring with walk-in assistance and workshops. In an effort to provide more efficient, fast, and friendly service, the bulk of ASC general tutoring is walk-in tutoring. Students can meet with tutors at specified times throughout the day — no appointment necessary. Walk-in assistance is provided for Accounting, Anatomy & Physiology, Business, Economics, Education, Humanities, Computers, Office Systems Technology, Biology, Microbiology, Music, Chemistry, Organic Chemistry, Psychology, Physics, Sign Language, and Speech. In an effort to expand Humanities, Education, and Science

tutorial services, the Tutoring Center is currently offering selected Education, Science, and Humanities course workshops. Workshop sessions will maximize retention and develop a greater understanding of course material. Contact the Academic Success Center Information Desk for more details. For specific walk-in times/subjects and workshop information, we encourage you to visit our Web site at: [www.valenciacc.edu/east/academicsuccess/tutoring/](http://www.valenciacc.edu/east/academicsuccess/tutoring/).

The availability of tutors is not guaranteed. The Tutoring Center, however, strives to provide quality tutoring for many courses offered at Valencia. For more Tutoring Center information, including employment as a Valencia tutor, visit the Academic Success Center Information Desk located on the first floor of Bldg. 4, or call the desk at 407-582-2540. We encourage students to visit with our tutors during the times listed below. If a student can't get help with a specific area (after having met with our tutors), please inform the Tutoring Desk.

- *The Testing Center* provides make-up tests, testing for students who need accommodations, state exams, and CPT testing on Saturdays.
- *The Communications Center* provides writing support for all disciplines. Writing consultants work with students on a walk-in basis and provide feedback about the strengths and weaknesses of the student's academic writing. Software for English for Academic Purposes (EAP) lab work, and for many reading and writing courses is also available, as are CPT reviews for reading and sentence skills.
- *The Math Support Center* provides help for all levels of math and includes:
  - *The Specialized Preparatory Area (SPA)* assists students with developmental math skills and helps them prepare for the prep competency exam.
  - *The Math Center* consists of two separate areas called the SPA (Specialized Preparatory Area) and the MSC (Math Support Center). The SPA assists students with developmental math skills and helps them prepare for their exams. The MSC assists students with all college level math skills. Both areas do CPT reviews and workshops.
- *Language Labs* (Foreign Language and EAP) provide support to foreign language and EAP students and faculty. The labs are used as learning space for classes, as well as for students completing homework and individual lab work. The labs provide software focusing on the development of foreign language and English proficiency. Open lab hours are available.
- *The Student Computer Center* has more than 130 PC computers equipped with the Microsoft Office 2007 programs, such as Word, PowerPoint, Excel, Access, and Publisher. Additionally, lab computers have Internet access, and are configured for most online applications used at Valencia, including WebCT, Atlas, CourseCompass and MyMathLab. There are also two scanners and two printers available. Computer Center staff provide class presentations on the Use of PowerPoint, formatting Word for MLA and WebCT basics. Printing is on a pay-for-print basis using a printing card, which can be purchased for \$1 from vending machines in the lab. (This same card is used on most campuses.)

## Osceola Campus

- *The Language Lab* (Bldg. 2, Room 244) serves students in English for Academic Purposes, Spanish and Portuguese courses. In order to ensure student success in language courses, this lab offers computer applications and personal assistance from qualified staff. The lab is open Monday through Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. to 5 p.m. For more information, call (407) 582-4903, or visit [www.valenciacc.edu/osceola/mainlab/language.asp](http://www.valenciacc.edu/osceola/mainlab/language.asp).
- *The Learning Center (LC)* is the primary academic support area for Osceola students. The LC houses the Writing Center, Tutoring Center, and an open computer area, which includes the Communication Labs and the Math Labs. The LC is open Mondays through Thursdays from 8 a.m. to 9 p.m.; Fridays from 8 a.m. to 5 p.m.; and Saturdays from 8 a.m. to 3 p.m. For more information, call (407) 582-4146, or visit [www.valenciacc.edu/osceola/learningcenter](http://www.valenciacc.edu/osceola/learningcenter).
- *The Math Depot* (Bldg. 2, Room 144) can provide alternative learning resources to help you understand a concept, via online resources, math manipulatives, study sessions, and one-on-one help from our staff. Help is also available for the MAT0024 State Exam by providing additional resources to help you study. While the Math Depot is geared toward MAT0012 Pre-Algebra, MAT0024 Beginning Algebra, and MAT1033 Intermediate Algebra, we will not turn anyone away that we can help. For more information, call (407) 582-4835, or visit [www.valenciacc.edu/osceola/math/mathdepot.cfm](http://www.valenciacc.edu/osceola/math/mathdepot.cfm)

## West Campus

- *The Math Center* (Bldg. 7, Room 240) provides learning support services for all levels of mathematics. Its resources include interactive software, instructional videos and a knowledgeable staff. The Math Center houses the Math Open Lab for software-assisted lab time for MAT0012C, MAT0020C, MAT0024C and MAT1003C; the Math Comp House, which assists developmental math students with testing skills; the Hands-On Math Rooms, which contain tools to better understand mathematics concepts; and the Tutoring Center, with walk-in tutoring for mathematics and one-on-one tutoring for a variety of subjects. Group study

rooms are available for all students, staff and faculty members. For more information, visit [www.valenciacc.edu/west/lss/math](http://www.valenciacc.edu/west/lss/math).

- A *Computer Assistance Center* is located on the first floor of the library (Bldg. 6) that all currently enrolled students may use to complete work for Valencia courses. Software is available for the following disciplines: Spanish, French, German, English, grammar, reading, math, algebra, statistics, calculus, chemistry, economics, American government, nursing and accounting. A variety of other programs, such as Excel, Lotus, Word Perfect, PowerPoint and Microsoft Word are also available. While the lab is primarily for course-related work, personal work is allowed at times posted within the center.
- The *Communication Center* (Bldg. 5, Room 155) provides learning support services for Prep Reading, Prep English, and EAP students seeking to improve their reading, writing, grammar and speech skills. In addition, the Communications Center includes the Writing Center, which is open to all Valencia students in all disciplines and offers writing assistance, as well as individual speech, grammar and reading consultations; the EAP/Foreign Languages Lab where students may practice their speaking and listening skills; and the Video Speech Lab where students may record their speeches. For more information, visit [www.valenciacc.edu/west/lss/communications](http://www.valenciacc.edu/west/lss/communications).

### Winter Park Campus

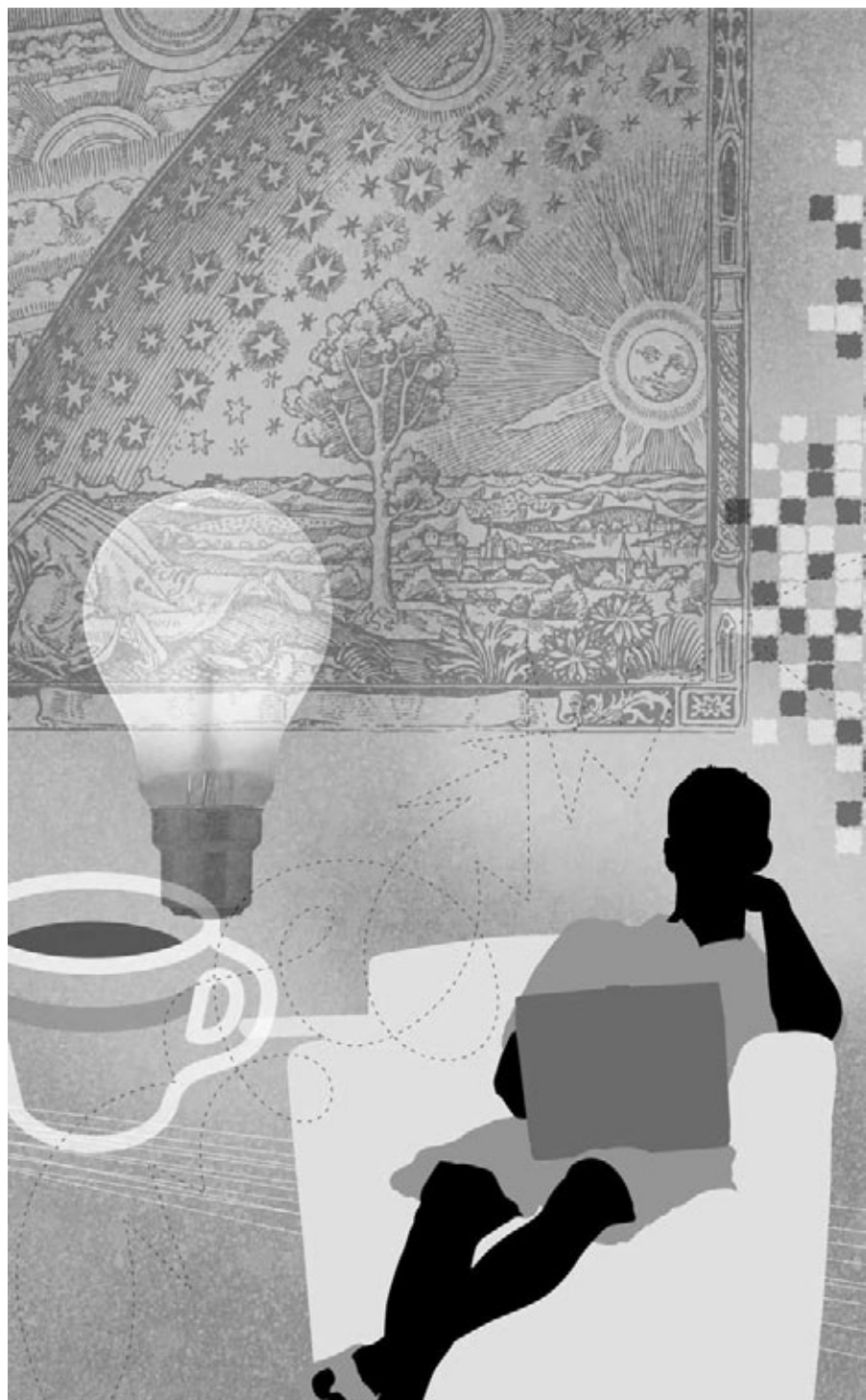
Designed primarily for preparatory math students, although college-level math students are also invited and welcomed, the *Math Support Center* provides a comfortable and caring environment in which students may prepare for tests and exams, complete homework assignments, and engage in group study. To facilitate such activities, the Math Support Center offers individualized tutoring from professional support personnel, and also provides solutions manuals, video-taped lectures, and software programs — all of which correspond to current Valencia mathematics books.

- The *Communications Student Support Center (CSSC)* is designed to help foster a community of academic excellence and shared responsibility between faculty and students. It assists students in the development of reading, writing, speech, study, and critical thinking skills. For students enrolled in preparatory-level reading and English classes, the CSSC provides one-on-one assistance in such areas as reading comprehension, grammar and sentence skills, and paragraph and essay development. Students may also work on their instructor-assigned lab materials in the CSSC. The CSSC offers computer-based tutorials, worksheets, and workshops.
- The *Library* offers an open computer lab to currently enrolled Valencia students. The computers may be used to type papers, search references and databases, conduct Internet searches, access your Atlas account, and check e-mail. In addition to computers, the center offers a collection of videotapes on a variety of subjects, written reference guides, and CD-ROMS.

### TUTORING ASSISTANCE

Valencia offers tutorial assistance at no charge to students for academic courses in which they are currently enrolled. Opportunities also exist for students who would like to be tutors. Tutoring services are specific to each campus and information about tutoring services is available at the Information Station on each campus. See the Valencia Directory for hours and locations.





## CAMPUS AND COMMUNITY INVOLVEMENT

Campus involvement is a great way to make the most of your college experience. It will help you to:

- Increase your career and educational opportunities.
- Make friends and establish useful networks.
- Learn about your strengths and improve your skills.
- Have fun while interacting with other students, staff and faculty.

Some options for participating are:

- Campus clubs/organizations
- Leadership and career workshops
- Volunteer activities
- Internships

Student Development offers opportunities in leadership development, student government, community service and recreational activities. To start getting involved on campus and with your future, visit Student Development on any campus. [www.valenciacc.edu/studentdev](http://www.valenciacc.edu/studentdev)

Student Development Locations

East Campus, Bldg. 5-212, **407-582-2313**

Osceola Campus, Bldg. 1-131, **407-582-4158**

West Campus, Bldg. 3-147, **407-582-1607**

Winter Park Campus, Bldg. 1-122, **407-582-6893**



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## STUDENT GOVERNMENT ASSOCIATION (SGA)

As a student at Valencia, you are automatically a member of the Student Government Association (SGA). Officers of your SGA are elected annually by the student body, and are the official liaisons between you and the administration. The three purposes of SGA at Valencia are representation, advocacy and service. SGA representatives welcome your input, are happy to answer your questions, and encourage your active participation.

### STUDENT ORGANIZATIONS

Valencia Community College recognizes student organizations on campus that exist to promote the social, physical and educational well-being of students. All organizations are open to any Valencia Community College student.

Types of student organizations recognized on the campuses are:

- Career – Organizations established for students with an interest in a specific career.
- Honorary – Organizations established for students who have met certain prescribed standards, usually requiring a high academic average.
- Service – Groups that have service to the college and community as their primary goal.
- Social – Groups that combine social activities with educational goals and service projects.
- Special Interest – Groups that seek to unite people who have common interests in areas such as politics, religion, hobbies, etc.

### SOME OF THE MANY CLUBS AND ORGANIZATIONS INCLUDE:

- A2CS – African-American Cultural Society
- Amnesty International
- Anime Club
- Book Club
- Brain Bowl
- Caribbean Student Association
- Dental Hygienists Association
- Future Hospitality Leaders of America
- Gay/Straight Alliance
- Haitian Student Association
- LASO – Latin American Student Association
- MARS Club
- Mosaic Literary Magazine
- Phi Beta Lambda
- Phi Theta Kappa
- Platform Theatre Company
- Psychology Club
- Radiography Student Association
- Respiratory Care Student Association
- Sonic Audio
- Student Government
- Students for Liberty
- Teachers of Tomorrow
- Ultra Sound Association
- VCC at the Movies
- West End Theatricals

The Student Development Office on each campus can provide you with a list of campus clubs and organizations.

## MORE WAYS TO GET INVOLVED

### BRAIN BOWL

Brain Bowl is an academic competition similar in nature to Jeopardy, but consisting of four subject areas: Humanities, Mathematics, Social Sciences and Natural Science. Players travel around the state and Georgia for competitions. Valencia's teams are consistently among the best in the southeast. For details contact Student Development on any campus.

### CAMPUS ACTIVITIES

Various cultural and entertainment events are planned on a regular basis. Such activities may include films, concerts, plays and speakers. Check out the campus activities calendar for each campus online at

[www.valenciacc.edu/calendar](http://www.valenciacc.edu/calendar).

### LEADERSHIP DEVELOPMENT

Valencia Community College offers its students leadership training and experience. Our graduates have demonstrated their abilities by occupying influential positions in almost every profession. They have also played key roles in the development of Central Florida by participating in a variety of organizations that enhance our communities.

Many leadership opportunities exist through participation in student clubs and organizations. More than 50 organizations exist, each requiring officers. Conference experiences are also available to provide leadership training to the members of clubs. Also, almost every college committee is in need of students to participate as voting members.

Student Development sponsors leadership programs that foster development of leadership skills. Two of the most notable events are the annual Student Leadership Symposium and the Start Right Convocation. These are opportunities for students from all campuses and centers to explore leadership theories and practices, and to interact with each other.

### LITERARY MAGAZINES

Campus publications of literary and art works of students, faculty and staff are produced periodically. The publications are *The Alchemist* (Osceola Campus), *Arete* (East Campus), *Mosaic* (Winter Park), and *The Phoenix* (West Campus).

### RECREATION, WELLNESS & INTRAMURAL COMPETITION

Intramural competition and wellness programs are available on the East, Osceola and West campuses. Competition is open to all Valencia students and staff. The Winter Park Campus has a wellness program.

### STUDENT LEADERS

Valencia has a dynamic group of students who serve as Student Leaders. These students serve as Welcome Team members, Peer Educators, and Atlas Access staff. These students can be found helping other students learn about the college and themselves.

### STUDENT NEWSPAPER

The college's award-winning student newspaper, *Valencia Voice*, is published weekly during Sessions 1 and 2. The paper is distributed online at [www.ValenciaVoice.com](http://www.ValenciaVoice.com). It is written and edited by a student staff on all campuses but also accepts news, features, cartoons and opinion pieces from other students. Editors and reporters are expected to take one of the College Newspaper lab courses. Students do all of the writing, editing, page design, graphic arts, photography and ad selling. Interested students should consult with the editors and/or advisor in Bldg. 3, Room 151, on the West Campus.

### VALENCIA VOLUNTEERS

Valencia Volunteers encourages students to participate in campus and community activities through increasing awareness of volunteer opportunities, referring students to volunteer positions both on and off campus, coordinating special volunteer events, and recognizing Valencia students who perform volunteer service. Students may arrange for volunteer experiences in order to explore potential careers, enhance course learning, and gain personal enrichment.

## VISUAL AND PERFORMING ARTS



Located on the East Campus, Valencia's fine arts complex holds cultural events such as plays, film festivals, choral and instrumental music concerts, dance performances, and visual arts exhibits throughout the year. Stop by the Anita S. Wooten Gallery any time to check out the changing exhibits of original art, or take in a live performance at the Performing Arts Center or the Black Box Theater. Call the Box Office at **407-582-2900** for show dates and ticket information.



SECTION 6

**LIFELONG  
LEARNING**

*“College is an awesome opportunity to learn and grow. Take advantage, and make the most of out it while you’re here.”*

*- Jasmine*

**You are enrolled at Valencia to improve your life, whether it be for career advancement, self-discovery or to transfer to a four-year university.** You have made an educational commitment to yourself. In this section you will explore how Valencia will assess what you have learned and what you can do to become a lifelong learner. After reading this section you should be able to answer the following questions:

- What have I learned?
  - How does what I have learned relate to my life?
  - How can I get more involved, and share my knowledge and experiences with others?
- 

## TIPS TO OPTIMIZE YOUR LEARNING

Reflect on what you have learned. Start a journal, write in it every day, and use the materials learned in your classes to continue the learning process. The more you apply what you have learned to your life, the more relevant the material will become to you, and the easier it will be to learn.

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### MY PORTFOLIO

*My Portfolio*, located under the *My LifeMap* tab in Atlas, is a Web-based portfolio that allows you to save examples of your academic work, request review and feedback from faculty, create a public résumé of your achievements, and link your work to goals that you have set in *My Career Planner*.

Keep your best writing assignments and other academic work here so you can easily show examples of your best academic performances. This will be useful to you as you prepare university, scholarship and employment applications, write a résumé, or prepare for a job interview.



## VALENCIA COMMUNITY COLLEGE: STUDENT CORE COMPETENCIES

The faculty of Valencia Community College have established four core competencies that describe the learning outcomes for a Valencia graduate. They are: **THINK, VALUE, COMMUNICATE, ACT**. These general competencies can be applied in many situations and must be developed over a lifetime. They specify how learning can be expressed and assessed in practice. They enable students and faculty to set learning goals, and assess learning within and across the many disciplines of human inquiry. Use the descriptions and examples of academic work for each to measure your own learning outcomes. For more information, visit: [www.valenciacc.edu/competencies/](http://www.valenciacc.edu/competencies/) or [www.valenciacc.edu/learningcouncil/GenEdOutcomes.asp](http://www.valenciacc.edu/learningcouncil/GenEdOutcomes.asp)

### THINK:

Think clearly, critically and creatively; analyze, synthesize, integrate and evaluate in many domains of human inquiry.

#### TO THINK, YOU MUST:

- a. Analyze data, ideas, patterns, principles, perspectives
- b. Employ the facts, formulas, procedures of the discipline
- c. Integrate ideas and values from different disciplines
- d. Draw well-supported conclusions
- e. Revise conclusions consistent with new observations, interpretations, or reasons

#### HOW AND WHERE MUST YOU THINK?

- With curiosity and consistency
- Individually and in groups

#### SAMPLES OF MY WORK DEMONSTRATE THAT I CAN:

- Identify data, ideas, patterns, principles, perspectives
- Use facts, formulas, procedures
- Draw well-supported conclusions
- Integrate ideas and values from different disciplines
- Revise my conclusions in light of new observations, interpretations, or reasons

### VALUE:

Make reasoned judgments and responsible commitments.

#### TO VALUE, YOU MUST:

- a. Recognize values as expressed in attitudes, choices and commitments
- b. Distinguish among personal, ethical, aesthetic, cultural and scientific values
- c. Employ values and standards of judgment from different disciplines
- d. Evaluate your own and others' values from individual, cultural and global perspectives
- e. Articulate a considered and self-determined set of values

#### HOW AND WHERE MUST YOU VALUE?

- With empathy and fair-mindedness
- Individually and in groups

#### SAMPLES OF MY WORK DEMONSTRATE THAT I CAN:

- Identify values expressed in feelings, attitudes, beliefs, choices and commitments
- Recognize my own and others' values
- Distinguish among personal, ethical, aesthetic, cultural and scientific values
- Employ values and standards of judgment from different disciplines
- Evaluate my own and others' values from global or universal perspectives
- Commit to actions consistent with a considered and self-determined set of values

# COMMUNICATE:

Communicate with different audiences using varied means.

## TO COMMUNICATE, YOU MUST:

- a. Identify your own strengths and need for improvement as a communicator
- b. Employ methods of communication appropriate to your audience and purpose
- c. Evaluate the effectiveness of your own and others' communication

## HOW AND WHERE MUST YOU COMMUNICATE?

- By speaking, listening, reading and writing
- Verbally, non-verbally and visually
- With honesty and civility
- In different disciplines and settings

## SAMPLES OF MY WORK DEMONSTRATE THAT I CAN:

- Identify my own strengths and weaknesses as a communicator
- Analyze audiences to improve communication in various settings
- Communicate in different contexts, settings and disciplines
- Evaluate effectiveness of my own and others' communication

# ACT:

Act purposefully, effectively and responsibly.

## TO ACT, YOU MUST:

- a. Apply disciplinary knowledge, skills, and values to educational and career goals
- b. Implement effective problem-solving, decision-making and goal-setting strategies
- c. Act effectively and appropriately in various personal and professional settings
- d. Assess the effectiveness of personal behavior and choices
- e. Respond appropriately to changing circumstances

## HOW AND WHERE MUST YOU ACT?

- With courage and perseverance
- Individually and in groups
- In your personal, professional and community life

## SAMPLES OF MY WORK DEMONSTRATE THAT I CAN:

- Act effectively and appropriately in different contexts and settings
- Implement problem-solving and decision-making strategies
- Manage my time and activities in daily life
- Apply disciplinary knowledge, skills, and values to my goals
- Plan for and implement desirable change in response to circumstances



# STUDENT QUICK REFERENCE GUIDE

The screenshot shows the Atlas web application interface. At the top, there is a navigation bar with tabs for "My Atlas", "My Courses", "My LifeMap", "Registration", "Faculty", "Students", and "Employee". Below this, there are several widgets: "Show VIO", "Personal Announcements", "Campus Announcements", and "New Student Orientation". The central "My E-mail Inbox" widget displays a list of messages with columns for From, Subject, Size, and Date. To the right, there is an "Important Information" section with a pushpin icon and links to various guides and services. At the bottom, there is a "Student Government Association" announcement and a "Group Studio Activity Channel" section.

## SETTING UP YOUR ATLAS ACCOUNT

Please allow 3-5 business days after turning in an Admissions application before setting up an Atlas account. Go to [atlas.valenciac.edu](http://atlas.valenciac.edu).

- Click *Sign up for an account*
- Click *I accept the above conditions.*
- Enter information in the appropriate boxes
- Click *Submit*

*\*Do not use dates to answer your secret question. The pin must be a 6-character AlphaNumeric combination (no dashes, periods, or spaces). Once you have entered all information, click Submit. The computer will then generate your individual Username and e-mail address. Note: We encourage you to write the information down in a secure location and not to share it with anyone.*

## AFTER LOGGING IN

### 1. VIEW MY VALENCIA

#### IDENTIFICATION NUMBER

- Right under the *My Atlas* tab, click *Show VID*
  - Once you have seen the VID, click *OK*
- 

### 2. CHECK HOLDS

- Click the *Registration* tab
- Click the *Transcripts, Grades and Holds* link
- Click the *View Holds* link
- Follow the links that will tell what kind of hold you have and where to take care of it.

*Note: Financial holds paid online (i.e. parking, short-term loan default) will not be removed from your account until you contact the Business Office.*

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### 3. CHECK MY FINANCIAL AID STATUS

- Click the *Students* tab
- For more information, go to **[www.valenciacc.edu/finaid](http://www.valenciacc.edu/finaid)**
- To check balance, click *Term Balance Less Anticipated Financial Aid*

*Note: A positive number is how much you owe, a negative number is your anticipated refund.*

---

### 4. REGISTER FOR CLASSES

- Click the *Registration* tab
- Click the *Register for Classes* link
- Follow steps 1-5
- When you have finished adding and dropping courses, click *Submit Changes* below to complete online registration. Go to *Registration Fee Assessment*.

### 5. STUDENT DETAIL SCHEDULE

- Click the *Registration* tab
- Click the *Register for classes* link
- Click the *Student Detail Schedule* link
- Select *Term* and click *Submit*
- Then go to *File* then to *Print*

*Note: This is the schedule you need for the bookstore and when speaking with Academic Advisors. This schedule will show a listing of your registered courses, class times, room number, and class professor.*

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### 6. PAY MY VALENCIA BILLS ONLINE

- Click the *Register* tab
- Click the *Online Payment Options* link
- The next screen contains your account balance and fee payment information.
- Select payment type
- Pay online using checking or savings account. To submit your credit card payment online, sign up for a TIP Payment plan.
- Select the term for which you are paying, click the *Submit Term* button.
- Fill in all fields for credit card information, click *Submit Payment*. **Click only one time.** It may take several moments for the payment to be processed.
- Print payment and keep it in a safe location in the event you need it to show proof of payment.

*Note: You must pay 100% of the account balance to complete your registration. Please pay before the payment due date to avoid courses being dropped for non-payment.*

## 7. WITHDRAW FROM CLASS

- Click the *Registration* tab
- Click the *Register for Classes* link
- Click *Step 3: Register for Classes/Withdraw from Classes*
- Select the term you wish to view, and click the *Submit Term* button.
- The screen will show your current classes
- Select *Withdraw (web)* by clicking the drop-down box next to the class(es) you wish to withdraw from.

(continue from *Withdraw From Class* section)

- Once you have completed your changes, click *Submit Change*.

*Note: To ensure the withdrawn classes have been removed from your schedule, please print out a new "Detail Schedule" which should include the updated changes.*

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## 8. SEE YOUR LIST OF COURSES

(This is not a copy of your schedule)

- Click the *My Courses* tab
  - Click the link, *Click here to:*
  - Click the individual course name to access that course's homepage.
  - To e-mail your professor click the link under their name, or click their name on the course homepage.
- 

## 9. VIEW MY GRADES

- Click the *Registration* tab
- Click the *Transcripts, Grades and Holds* link
- Click the *Final Grades* link
- Submit the term
- Scroll down to view grades for each class.

*Note: The grade of "M" means the grade is missing. Please check the account again in 2-3 days for the proper grade or contact the professor.*

## 10. SEND AN E-MAIL

- Click the *e-mail* icon at top right of the page
  - Once inside, click *Compose*
  - Type in the address of the person you are sending mail to
  - If you need to search for a person, click *To* on the left-hand side
  - Fill in first and last name, click *search*
  - When finished composing mail, click *Send* button at top of the page.
- 

## 11. USE LIFE MAP TOOLS

- Click the *My LifeMap* tab
  - Select desired LifeMap tool
  - There are several tools to choose from including: *Me In The Making, My Education Plan, My Portfolio, My Career Plan, My Job Prospects and My Financial Planner.*
- 

## 12. DO A DEGREE AUDIT

(Allows you to check your progress toward graduation in any program)

- Click the *Registration* tab
- Locate the *Path to Graduation* box, click the *Academic Progress (Degree Audit)* link
- Select the term you choose to graduate (current term is the term you are in right now)

If you are seeking an Associate in Arts (A.A.) degree and wish to see common courses required by the state universities for a particular major:

- Click *What If Analysis*
- Select your term
- Select a Transfer Program. Scroll down to the letter T. Transfer Plans (TP) listed toward the bottom of the program list. Select the plan of your intended major.

*Note: If you are interested in one of the Articulated Pre-Majors (these are program majors at selected Florida schools with whom Valencia has a written articulation agreement.) These programs are listed at the top of the AA program list.*

- Click *Campus and Program* (the TP you selected should appear as a choice)
- Click *Submit*
- Confirm the information and click *Generate New Degree Audit* at bottom of the page
- Select the program desired and then *Generate Request*
- Choose *Detailed Requirements*
- Print this out if you have any questions and bring it to see a specialist in the Answer Center.

If you wish to see your progress toward graduation in any other program, follow the directions above and select the programs of interest.

If you are seeking an Associate in Science or an Associate in Applied Science (A.S. or A.A.S.)

- Click the *Generate New Degree Audit* at bottom of the page
- Select the program desired and then *Generate Request*
- Choose *Detailed Requirements*
- Print this out if you have any questions and bring it to see a specialist in the Answer Center.
- *What if Analysis:* If the program you would like to audit is not within your “New Degree Audit,” you can request a “What if Analysis.”

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### 13. CHANGE ADDRESS AND PHONE NUMBER

- Click the *Registration* tab
- Click the *Update my Address* link
- Choose the *Update Address and Phone* link
- Click *Current*, enter ending date, and click *Submit*
- From the *Type of Address to Insert* pull-down menu, select *Mailing*
- Update your information
- Click *Submit*

*Note: If you are a Valencia employee or a work study student you will need to change your address with Human Resources.*

### 14. REQUEST OFFICIAL TRANSCRIPTS

- Click the *Registration* tab
- Click the *Transcripts, Grades and Holds* link
- Click the *Request Official Transcripts* link
- Follow instructions for choosing an address, then click *Continue*
- Select *Student Transcript* and for course level select *Credit*, review mailing address to make sure it is correct, and then click *Continue* at bottom of screen
- Fill in required information and click *Continue*
- Review information and click *Submit Request*
- Select *Method of Payment*
- Enter credit card information
- *Continue to checkout*

*Note: Please allow at least 48 hours for your request to be processed.*

*Students without a debit/credit card can print and complete a Transcript Request form, located at:*  
<http://www.valenciacc.edu/records/documents/TranscriptRequestForm.pdf>

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### 15. JOIN A GROUP

- Click the *Groups* icon located at the top of the page after the *Calendar* icon
- Follow the on-screen steps to join a group

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### FOR MORE INFORMATION

Atlas Help Desk: 407-582-5444

E-mail: [askatlas@valenciacc.edu](mailto:askatlas@valenciacc.edu)

Complete Atlas Quick Reference Guide:  
<http://www.valenciacc.edu/atlas/documents/AtlasQuickRef.pdf>

Atlas How-To:  
[www.valenciacc.edu/students/howto](http://www.valenciacc.edu/students/howto)





**THINGS TO  
KNOW**

# VALENCIA POLICIES & PROCEDURES

For a complete list of official policies and updates, please visit the online policy manual [www.valenciacc.edu/policies](http://www.valenciacc.edu/policies) or the catalog [www.valenciacc.edu/catalog](http://www.valenciacc.edu/catalog).

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## STUDENT RIGHTS, RESPONSIBILITIES & CONDUCT

Valencia Community College is an educational institution committed to providing students with involvement in institutional decision making. This involvement takes many forms. Student Government leaders are elected on the campuses and serve as the official voice of the students to the administration on matters important to students. Students serve as voting members on collegewide and campus committees. The college offers a student leadership development program that not only trains current and potential student leaders, but solicits student input on issues related to student life. Campus Provosts meet regularly with students to obtain feedback on college operations and how they impact campus life for students. A survey is conducted regularly asking currently enrolled students their perceptions of the specific services and programs offered by the college. Students are continually encouraged to contact their Student Government officers or campus Student Development Coordinator to volunteer to become active in college committees and/or activities. These and other initiatives by Valencia staff and student leaders assist the college in being proactive in evaluating and acting on student needs.

In addition to the numerous opportunities for involvement in and impact on institutional decision making at the college, Valencia students are also responsible for adhering to applicable federal, state, local and college laws, ordinances and policies. The purpose of this section of the planner is to clarify, as much as possible, what

you and the College should expect of each other in the areas of student rights, responsibilities and conduct.

## WITHDRAWING FROM A CLASS

**Don't withdraw from a course without first talking to your professor and/or an academic advisor/counselor/student services specialist.**

Students entering Valencia Community College will follow a Withdrawal/Forgiveness policy that restricts the number of times a student may withdraw or repeat a course. This policy was mandated by the Florida State Board of Community Colleges and is in effect at all Florida community colleges.

Generally, students may attempt a college-level or vocational credit course two (2) times during which they may withdraw or earn a letter grade. On the third attempt in the same course, students will pay the full cost of instruction (out-of-state fees) and may not withdraw but will receive a letter grade. Students who wish to attempt the same course a fourth or subsequent time, must submit an appeal to the dean of students by the deadline date listed in the college calendar or the Valencia Web site: [www.valenciacc.edu](http://www.valenciacc.edu). Students submitting an appeal must justify extenuating circumstances. It is important to note that an attempt is defined as enrollment past the drop/refund deadline.

For further description of this procedure, see the current Valencia college catalog.

## **WITHDRAWAL RULES AND PROCEDURES**

The Withdrawal Deadline for each term is published in the college calendar. Refer to Policy 04-07 “Academic Progress Course Attendance and Grades, and Withdrawals” for the full policy.

If you withdraw, or are withdrawn by the professor for excessive absences or other reasons, on or before the withdrawal deadline, you will receive a W (Withdrawn) as your final grade in the course.

After the deadline, you may be withdrawn by the professor for excessive absences or other reasons. Read each course syllabus to understand what you need to do to avoid being withdrawn by your professor. Talk to your professor about any special circumstances you are experiencing.

### **I (INCOMPLETE):**

If you request or receive an “I”, you must complete the required course work by the end of the following full term. The professor will change your grade from “I” to the appropriate grade of “A”-“F”. If you receive an “I”, you may still withdraw from the class in the following term. If you do withdraw, the professor will change your grade from “I” to “W.” If you receive an “I” and do not withdraw or complete the required course work by the end of the following full term, your grade will automatically be changed from an “I” to an “F” (Failing).

### **EFFECT OF WITHDRAWAL ON YOUR GRADE POINT AVERAGE**

If you receive a “W”, you will not receive credit for the course and the “W” will not be calculated in your grade point average. For a complete listing of withdrawal deadlines please refer to the College Calendar. Find the College Calendar within this student planner or look online at [www.valenciacc.edu/calendar](http://www.valenciacc.edu/calendar).

## **ACADEMIC STANDARDS, WARNING, PROBATION, AND SUSPENSION**

(College Policy 6HX28:08-01)

### **ACADEMIC STANDARDS**

To maintain satisfactory academic progress at Valencia, you must achieve a minimum term grade point average (GPA) of 2.0 each term. Successful completion of a course is defined as a grade of “A”, “B”, “C” or “D” except for those

specific courses that require a grade of “C” or better for successful completion.

### **MID-TERM WARNING**

If you are making a grade lower than “C” at or about mid-term, you will be notified by your professor. If you receive a “below C notice,” you should meet with the professor immediately. The fact that you did not receive a “below C notice” at mid-term does not guarantee that you will pass the course.

### **ACADEMIC WARNING**

If your term GPA falls below 2.0, you will be put on academic warning. To be removed from academic warning at the end of the next term, you must achieve a minimum cumulative GPA of 2.0. When you are placed on academic warning, it is strongly recommended that you talk with an academic advisor/counselor to discuss your educational plan and Valencia’s academic support services before your next registration.

### **ACADEMIC PROBATION**

If your term GPA falls below 2.0 for two successive terms, you will be placed on academic probation. It is required that you meet with an academic advisor/counselor to discuss your educational plan and make use of Valencia’s academic support services.

Under this status you must obtain an academic advisor’s/counselor’s approval of your proposed course schedule before registering for the next term. To be removed from probation, you must achieve a minimum cumulative GPA of 2.0.

### **ACADEMIC SUSPENSION**

If while on probation, you have two terms in which you earn less than a 2.0 GPA, you will be placed on academic suspension for the following term (Fall, Spring or Summer).

## **UNDER ACADEMIC SUSPENSION YOU:**

1. Are officially prohibited from enrolling in credit courses at Valencia for one term (Fall, Spring or Summer).
2. May register only for continuing education courses at Valencia.
3. Must submit a letter requesting readmission to the Dean of Students of the appropriate campus by the Suspension Readmission Deadline established by Valencia and listed in the College Calendar.
4. If permitted to return, you will be readmitted on academic probation. Under this status, you must meet with an assigned academic advisor/counselor to complete a success plan and obtain the academic advisor's/counselor's approval of your proposed course schedule before registering for the next term.
5. Must achieve a minimum 2.0 GPA for each term. If you do not achieve a term GPA of 2.0 while on probation following a suspension, you again will be placed on Academic Suspension.
6. When your cumulative GPA is at least 2.0, you will return to Good Academic Standing.

## **APPEAL OF ACADEMIC SUSPENSION**

You have the right to appeal an academic suspension decision.

To appeal a suspension decision, you must first discuss your concerns with the Dean of Students, or designee, of the appropriate campus, who may reverse a suspension decision. The decision of the Dean of Students, or designee, is final.

## **ACADEMIC DISHONESTY**

(College Policy 6HX28:(08-11))

All forms of academic dishonesty are prohibited at Valencia Community College. Academic dishonesty includes, but is not limited to: plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a test situation, and misuse of identification with intent to defraud or deceive.

All work submitted by students is expected to

be the result of the student's individual thoughts, research and self-expression. Whenever a student uses ideas, wording or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the student's individual professor.

When the professor has reason to believe that an act of academic dishonesty has occurred, the professor may proceed in one of three ways:

1. The professor may choose to consider the act of academic dishonesty to be an academic offense, and using his/her academic judgment may assign an academic sanction to the responsible student, following a discussion of the matter with the student and any other appropriate persons. Academic penalties may include, without limitation, one or more of the following: loss of credit for an assignment, examination, or project; withdrawal from course; a reduction in the course grade; or a grade of "F" in the course.
2. The professor may choose to consider the act of academic dishonesty to be a violation of the Valencia Student Code of Conduct, and may refer the matter for resolution in accordance with Policy 10-03. Disciplinary penalties for academic dishonesty may include, without limitation, warning, probation, suspension and/or expulsion from the College.
3. The professor may choose to consider the act of academic dishonesty as warranting both an academic and disciplinary sanction. In this case, a professor should refer the matter for resolution in accordance with Policy 10-03, Student Code of Conduct, and when appropriate, should withhold any academic sanctions until such time as the disciplinary process is concluded and the student has been found responsible for violating college policy. If the student is found responsible for violating the Student Code of Conduct, the professor may then assign academic sanction in addition to any assigned disciplinary sanction.

If the student disagrees with the decision of the professor, the student may seek a review of the decision subject to and in accordance with Policy 10-13, Student Academic Dispute and Administrative Complaint Resolution.

Anyone observing an act of academic dishonesty may refer the matter to the professor, as an academic violation, and/or to the Dean of Students or designee, as a violation of the Student Code of Conduct (6Hx28:10-03).

## **STUDENT ACADEMIC DISPUTE** (College Policy: 6Hx28: 08-10)

### **FINAL GRADES**

If you feel that your final course grade is not representative of your performance according to the evaluation system defined and used by your professor, you have recourse through the student academic dispute process to seek a change of grade.

### **HERE ARE THE STEPS YOU MUST TAKE IN THE DISPUTE PROCESS:**

1. Meet with the professor to learn how the grade was determined and to examine the evidence.
2. If your concern is not resolved, you should meet with the professor's academic department dean.
3. If your concern is still not resolved, you can choose to meet with the campus provost or submit your concern in writing to the Student Final Grade Resolution Committee.

For both campus provosts and the Student Final Grade Resolution Committee, these guidelines must be followed:

- a) Only final course grades may be disputed.
- b) "W" and "I" grades may not be disputed.
- c) You must fill out an official form requesting that the Student Final Grade Resolution Committee review your case. The form is available in the provost's office on each campus.
- d) To request a review, you must file the completed form in the appropriate provost's office within 60 days after receiving the final grade in the course.
- e) The Student Final Grade Resolution

Committee will only act upon a complaint that an instructor applied his or her system for determining final course grades in an inconsistent or arbitrary manner in violation of college policy, in substantial and material non-compliance with the course syllabus or other formal course-related materials, or was not calculated in accordance with the grading system as defined by the faculty member.

### **REVIEW PROCESS**

An informal review will be conducted by the Student Final Grade Resolution Committee. The review will provide you an opportunity to present your position and supporting facts. You will be required to provide the committee an advance copy of the major issues, documents to be included, and names of persons you expect to attend the review, within five working days prior to the review. The committee is the final judge of what and who are to be included and excluded in the review, and has the right to adjourn and reconvene at a later time, if necessary to complete the review. After the review, the committee will make a recommendation to the campus provost, who will notify you in writing as to the resolution of the dispute. In the case of a denial of a grade change, the decision of the provost on the committee recommendation will be final.

For non-final grade and matters involving academic progress toward graduation, you should speak to campus ombudsmen. Go to the campus provost office to get their name and contact information.

## AIDS POLICY

(College Policy 6HX28:02-04)

Valencia Community College recognizes that discrimination against individuals diagnosed as having Acquired Immune Deficiency Syndrome (AIDS); Acquired Immune Deficiency Syndrome Related Complex (ARC) or a person determined to be positive for the Human Immunodeficiency Virus (HIV) is expressly prohibited by Florida law under the provisions of the Human Rights Act of 1977, as amended by Section 760.50, Florida Statutes, 1988, which accords to such infected individuals every protection made to handicapped persons under Section 504 of the Rehabilitation Act of 1973 (Pub. L. No. 93-112).

In accordance with the law, Valencia Community College will offer students and employees with AIDS the same opportunities and benefits offered to other students and employees while at the same time attempting to balance their rights to an education and to employment against the rights of other students and employees to an environment in which they are protected from contracting the disease.

## DRUGS AND ALCOHOL

Valencia Community College, through its policies and programs is dedicated to providing an atmosphere that encourages:

- The reinforcement of a positive, drug-free lifestyle
- Respect for laws and rules prohibiting the use of illegal drugs and the abuse of alcohol
- An understanding of the effects of drugs, including alcohol, on personal health and safety
- The value of sound personal health and safety

Policy 6HX28:08-04 prohibits the possession, sale, or consumption of alcoholic beverages on campus.

Policies 6HX28:70-08.1 and 6HX28:10.082 prohibit the possession, use or distribution of illicit drugs and alcohol by students on college premises or as part of any college activity. The college may impose disciplinary sanctions up to and including expulsion and referral for prosecution for violations of these policies.

Please come by Student Services for information about activities and referrals.

## DRUG-FREE CAMPUSES

(College Policy 6HX28:10-08)

Specific Authority: 240.319 FS., 6A-14.0247 FAC.  
Law Implemented: Drug-Free School and Communities Act, Amendments of 1989, Public Law 101-226; Section 22 amends provisions of the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965. 34 CFR Part 86.

### POLICY

In compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989, Valencia Community College will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by Valencia Community College students or employees on college premises or as part of any college activity.

The president or a designee is authorized to impose disciplinary sanctions on students and employees (consistent with local, state and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of standards of conduct required by this policy. For the purpose of this policy, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

### PROCEDURE

The president or a designee shall, at a minimum, take the following steps to implement a drug prevention program by:

- A. Making an annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of:**
  1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on college property or as part of any college activities;
  2. A description of the applicable legal sanctions under local, state or federal

law for the unlawful possession or distribution;

3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
5. A clear statement that the college will impose disciplinary sanctions on students and employees (consistent with local, state and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by this policy. For the purpose of this policy, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

**B. Establishing and conducting a biennial review by the college of its program to:**

1. Determine its effectiveness and implement changes to the program if they are needed; and
2. Ensure that the disciplinary sanctions described in this policy are consistently enforced.

**EQUAL ACCESS–EQUAL OPPORTUNITY**

Valencia supports equality of opportunity and access to education for students. The college will not deny admission or participation in any educational program or activity on the basis of any legally prohibited discrimination including but not limited to such factors as race, sex, national origin, color, religion, age, veterans status, sexual orientation, disability and marital status.

The college will investigate charges of unlawful discrimination. Unlawful discrimination includes unfair treatment on the basis of race, age, religion, disability, color, marital status, sex, national origin and sexual orientation. Concerns and complaints should be directed to the Dean of Students on your campus.

**SECURITY**

**VALENCIA ALERT**

**Emergency Messaging System**

Sign up for Valencia Alert — If there is ever a crisis or emergency on campus, find out right away. Receive instant notifications via email or text message. To register, look for the Valencia Alert link on your My Atlas homepage.



Campus security personnel are on duty day and night to control traffic and parking and provide for the safety and welfare of students, faculty and staff. Security will assist with vehicle services which include: unlocking vehicle doors and providing a jump start. REMEMBER, security is everyone’s responsibility, so please lock your vehicle and safeguard your property. Report all suspicious activities to the Security Office.

**The Clery Act** requires all institutions of higher education to report annual campus crime statistics. In 2007, there was a total of 51 incidents reported. By category, there were 47 larceny/theft offenses, and 4 motor vehicle thefts.

**SECURITY CALL BOXES**

**Security call boxes** are located on the perimeters of East, West, and Osceola Campuses. The call boxes are white in color. They will activate when the door is opened and send an alarm over the security radio system. When the alarm is sent a security officer will respond to that location.

**Parking Lot — “Emergency” Call Boxes:** There are yellow emergency call boxes attached to various light poles in our parking lots which are identified by a large blue sign with white lettering. To activate the call box, you only need to open the door, which will transmit the location of the alarm over the Security Department radio system. An officer will be dispatched to that location to provide assistance.

**LOST AND FOUND**

A lost and found depository is maintained in the Security Office on every campus. All found articles should be turned in to the Campus Security Office.

## PARKING

Students should familiarize themselves with parking regulations, student parking locations and restrictions. Parking decals are free, required for all vehicles and available in the Security Offices on each campus. They are valid for one calendar year only. Parking decals give holders the privilege of parking on campus, but regretfully we cannot guarantee the holder a parking space. A lack of space is not considered a valid excuse for violation of any parking regulation.

While on campus, students must park in designated student parking areas only. Student parking is designated with white stripes. Failure to park in assigned parking areas will result in a parking fine. The College will assume no responsibility for loss or damage to any vehicle, or its contents, while operated or parked on the property of Valencia Community College.

TYPES OF PARKING FINES	AMOUNT
1. Improper parking in:	
• Spaces designated "Disabled Only"	<b>\$250.00</b>
• Fire Lanes	<b>\$40.00</b>
• Designated curb areas, wood area, grass areas, visitor's area or motorcycle area	<b>\$10.00</b>
2. Failure to display decal	<b>\$10.00</b>
3. Improper display of decal	<b>\$10.00</b>
4. All other violations	<b>\$10.00</b>

*\* Parking fines double after 15 days from date of issue.*

*Unpaid citations will result in an administrative hold on all college records. Students with a hold will not be authorized to receive grades, transcripts or register for classes until delinquent fines are paid.*

## PRIVACY RIGHT OF STUDENTS (STUDENT RECORDS)

(College Policy 6HX28:7B-02)

You have the right to review your records. Statute 20, United States Code, section 1232g and regulations adopted pursuant thereto, hereafter referred to as the Code, requires that each student be notified of the rights accorded him/her by the Code. The following is provided as basic general information relative to the Code. A copy of the complete Code is available in the Libraries on both the East and West Campuses.

The Code provides for a category of student information termed "directory information." Directory information will be available to all persons on request unless the student places a "confidential hold" on his/her records. Valencia Community College has identified the following as directory information.

1. Student's name
2. Major field of study
3. Dates of attendance
4. Dates of degrees and awards received

If you refuse to permit Valencia to release directory information, you must inform the Admissions/Records Office in writing. Your decision to refuse the release of directory information also means that your name will not appear on recognition lists or in news releases, etc. You must give written consent for the release of information to second parties. The confidential hold will remain on your record until you submit written consent to release the hold.

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent records, student placement records and other personally identifiable information shall be open for inspection only to the student and members of the professional staff of Valencia who have responsibility for working with the student, and, when appropriate, to the parents or guardian of the student. Such information will not be released to third parties without the written consent of the student. Once a student reaches the age of 18 or is enrolled in a post-secondary program, parents no longer have any right under the Code unless (1) the student gives written consent to release the information to the student's parents, or (2) the



parents provide evidence that the student is a dependent of the parents as defined in Section 152 of the Internal Revenue Code of 1954.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon subpoena by a court of competent jurisdiction.

## STUDENT CONDUCT

(College Policy 6Hx28:08-03)

Specific Authority: 1006.60 FS

Law Implemented: 1006.60

### POLICY:

#### I. General Principles

##### A. Purpose:

Valencia Community College is dedicated to the advancement of knowledge and learning and also to the development of responsible personal and social conduct. The primary purpose for the maintenance of discipline in the College setting is to support a civil environment conducive to learning and inquiry.

##### B. Inherent Authority:

The College reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. This Code is adopted for the appropriate discipline of any student (or student organization) who acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college. This Code may apply to acts conducted on or off campus when relevant to such orderly conduct, processes, and functions. It is the intention of the Board that authority for student discipline ultimately rests with the College President. The President delegates this authority to the Vice President for Student Affairs, and the Vice President delegates this authority to each campus Dean of Students.

The campus Dean of Students is responsible for implementing the student disciplinary system. The President, the

Vice President for Student Affairs, or the campus Dean of Students or designee may take direct jurisdiction of any case due when it is determined by the circumstances that taking direct jurisdiction is the best way to resolution. As appropriate, the campus Dean of Students or designee will work collaboratively with the Campus Provost Office and campus Security in addressing student conduct issues.

#### C. Interpretation of Regulations and Standard of Conduct:

To the extent feasible and practical, disciplinary regulations at the College are in writing in order to give students general notice of prohibited conduct. The regulations are not a criminal code; they should be read broadly and are not designed to define misconduct in exhaustive terms.

#### D. Proceedings:

Disciplinary proceedings conducted pursuant to the Code shall be informal, fair and expeditious. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to an accused student or to the College.

College jurisdiction regarding discipline is generally limited to conduct of any student or registered student organization that occurs on College premises. However, the College reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the College community.

#### E. Violations of Local, State and Federal Law:

Any student who accepts the privilege extended by the laws of Florida of attendance at Valencia Community College is deemed to have given his or her consent to the policies of the College, the State Board of Education, and the laws of Florida.

By enrolling at Valencia Community College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct listed in this Code. Violation of any of these may lead to disciplinary sanctions.

A student may be accountable to both governmental authorities and to the College for acts which constitute violations of law and this Code. Student conduct allegedly constituting a felony or misdemeanor offense may be referred to appropriate law enforcement agencies for prosecution. Disciplinary proceedings at the College will not be subject to challenge on the ground that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced or otherwise resolved or that such proceedings constitute double jeopardy.

## II. Definitions

### A. Student

Student as used in this code means:

1. all persons taking Valencia courses, both full-time and part-time; and/or
2. all persons who are not officially enrolled for a particular term but have a continuing relationship with Valencia or intend to enroll in the next term. This provision is intended to include within the definition of students, those persons enrolled in the spring and fall semesters who engage in misconduct during the summer and students who are first time enrollees who engage in misconduct prior to the time of enrollment; and/or
3. all persons who are attending classes on a Valencia campus although they may be enrolled students in other higher education institutions; and/or
4. student groups and organizations may be held collectively responsible when violations of this Code by those associated with the group or organization have received consent or encouragement of the group or organization or of the group's or organization's leaders or officers.

## B. Campus

Campus means:

1. all land, buildings, facilities, and other property — including adjacent streets and sidewalks — in the possession of or owned, used, or controlled by Valencia;

## III. Grounds for Discipline

- A. The College may impose discipline for violation of, or an attempt to violate, any College policies or campus regulations. Violations or attempted violations include, but are not limited to, the following types of misconduct:
1. All forms of academic misconduct, including but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
  2. Other forms of dishonesty, including but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the College or to College officials acting in the performance of their duties.
  3. Forgery, alteration, or misuse of any College document, record, key, electronic device, or identification.
  4. Theft of, conversion of, or damage to or destruction of, any property of the College or property of others while on College premises, or possession of any property of the College or others stolen while on College premises.
  5. Theft or other abuse of computing facilities or computer time, including but not limited to: unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; use of computing facilities to interfere with a College computing system, or other violations of policy 6Hx28:04-38, Information Technology Resources Policies and related procedures.
  6. Use of Valencia technology, including, but not limited to, computers, network, and wireless internet, to access materials disruptive to the learning environment,

including and without limitation sexually explicit or violent content.

7. Unauthorized entry to, possession of, receipt of, duplication of, or use of the College's name, insignia, or seal
8. Unauthorized entry to, possession of, receipt of, or use of any College properties, equipment, resources, or services.
9. Violation of policies, regulations, or rules governing College owned or operated facilities or leased facilities.
10. Physical abuse, including but not limited to, rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.
11. Sexual harassment, as defined in College policy (see Policies 6Hx28:02-01, 02-02, and 02-03): Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a) Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other College activity;
  - b) Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
  - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.
12. Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person

which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.

13. The use or display of "fighting words" by students to harass any person(s) on College property, on other property to which these policies apply as defined in campus implementing regulations, or in connection with official College functions or College sponsored programs. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in College programs and activities.
14. Wearing styles or articles of clothes that cause disruption of the learning environment, or intimidation of others in the learning environment, or violate published classroom protocols of individual professors, subject to the requirements of law.
15. Hazing or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, as prohibited by 1006.63, F.S., and Valencia Policy 6Hx28:10-17.
16. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including but not limited to:
  - a) Violence committed against any member or guest of the college community.

- b) Forcible interference with the freedom of movement of any member or guest of the College.
  - c) Obstruction of the normal processes, activities, and functions of the college community.
  - d) Assault or battery upon community college security officers.
  - e) Disruptive activities as defined and prohibited in accordance with the criminal provisions of Section 877.13, Florida Statutes.
- 17. Disorderly or lewd conduct.
- 18. Participation in a disturbance of the peace or unlawful assembly.
- 19. Failure to identify oneself to, or comply with directions of, a College official or other public official acting in the performance of their duties while on College property or at official College functions, or resisting or obstructing such College or other public officials in the performance of or the attempt to perform their duties.
- 20. Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in Federal and State law or regulations.
- 21. Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol which is unlawful or otherwise prohibited by, or not in compliance with, College policy or campus regulations.
- 22. Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
- 23. Except as expressly permitted by law, possession, use, or manufacture of a firearm or other weapon.
- 24. Violation of the conditions contained in the terms of a disciplinary action imposed under this Code.
- 25. Violate the terms of any disciplinary sanction imposed in accordance with this Code.
- 26. Aiding, Solicitation, and Attempt. A person is in violation of this Code if he or she:
  - a) intentionally aids or abets another in the commission of any offense(s) mentioned in this Code;
  - b) requests, hires, encourages, or otherwise solicits another person to commit any offense mentioned in this Code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense; or
  - c) attempts to commit any offense mentioned in this Code.
- 27. The College shall enforce the provisions of Section 1006.62, Florida Statutes, hereinafter set forth in full, as follows:
  - a) Each student in a community college or state College is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the State Board of Education or board of trustees of the institution.
  - b) Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the institution's authorities.
  - c) Each president of a community college or state College may, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the board of trustees of the institution. A student may be entitled to waiver of expulsion:
    - 1. If the student provides substantial assistance in the identification, arrest, or conviction of any of his or her accomplices, accessories, coconspirators, or principals or of any other person engaged in violations of chapter 893 within a state College or community college;

2. If the student voluntarily discloses his or her violations of chapter 893 prior to his or her arrest; or
  3. If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.
- B. The College will follow the mandates of Public Law 90-575, which provides in part, that students at an institution of higher learning who, after notice and hearing, are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government.

#### **IV. Standards of Classroom Behavior**

- A. Primary responsibility for managing the classroom environment rests with the faculty. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds must be preceded by a disciplinary conference or hearing, as set forth in the Implementing Procedures of this Code.

Examples of such disruptive or distracting activities include, but are not limited to, the following:

1. Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: excessive tardiness, leaving and returning during class, and early departure when not previously authorized;
2. Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;

3. Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of their students to obtain the full benefit of the educational presentation;
- B. Academic dishonesty allegations may be processed by the professor as academic violations, and/or may be processed in accordance with student conduct procedures set forth in this Code. Students may be subject to both the Student Conduct Code and academic sanctions as determined in the academic judgment of the professor in cases where there is a combination of alleged violations of academic and nonacademic regulations. Any student determined by the professor to have been responsible for engaging in an act of academic dishonesty shall be subject to a range of academic penalties (apart from any sanctions that may be imposed pursuant to the Code) as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course.

## **STUDENT CONDUCT CODE PROCEDURES**

### **REPORTING VIOLATIONS OF STUDENT CONDUCT CODE**

Any College student, faculty, or staff member may report a student(s), student group, or student organization suspected of violating the Student Code of Conduct to the campus Dean of Students, or designee. Normally, a written complaint to the campus Dean of Students will be requested promptly after the occurrence or discovery of the alleged infraction(s), although the campus Dean of Students may initiate disciplinary processes without a written complaint. Those reporting cases are normally expected to participate in the proceedings and provide information relevant to the matter in the disciplinary process.

## **STEPS IN STUDENT CONDUCT RESOLUTION PROCESS**

The first step in the process is an informal conference between the student(s) and the Dean of Students or designee. During this conference, the Dean of Students or designee will discuss the alleged violation with the student and may reach an understanding about its circumstances and sanctions that will result in a final determination by the Dean of Students or designee on the alleged violation. If a final determination is not reached at this point, the Dean of Students or designee will refer the case to Mediation or for a Disciplinary Conference.

### **Mediation**

Mediation is a confidential process whereby two or more parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary. In the event that the participants do not reach a full and final resolution, the case will be referred back to the Dean of Students or designee.

### **Disciplinary Conference**

The campus Dean of Students or designee may convene and conduct the Disciplinary Conference with the Student Conduct Committee. He or she may participate in hearing deliberations and discussions. Recommendations of the Student Conduct Committee are determined through consensus. The Dean of Students or designee will make a final determination of the outcome.

A campus-based Student Conduct Committee will be established by the Dean of Students or designee to resolve disciplinary issues. The Student Conduct Committee will consist of two or more members comprised of:

One (1) Dean of Students who chairs the Student Conduct Committee and one (1) or more additional members selected at the discretion of the Dean of Students or designee based on the particulars of the student conduct case, which may include representatives of the Provost's Office, faculty, academic deans, security staff, students, and other student affairs staff.

Procedural protections are provided to students referred for disciplinary action in Disciplinary Conferences. A partial description is provided here. Please look at the full policy and procedures for the details.

1. A written notice of the specific charges at least 24 hours prior to the scheduled conference
2. Reasonable access to the case file prior to and during the conference
3. An opportunity to respond to the evidence.
4. A right to be accompanied by an advisor (advisor role is limited to consultation).
5. The Dean of Students will exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Formal rules of evidence will not be applicable in disciplinary proceedings conducted pursuant to the Student Code of Conduct. The Dean of Students or designee will abide by the rules of confidentiality and privilege, but will admit all other matters which are relevant.
6. Persons who participate in providing information at the Disciplinary Conference will be asked to affirm that their testimony is truthful. Persons who participate in providing information at the Disciplinary Conference will be excluded from the conference except when providing information to the Student Conduct Committee. The student(s) referred for disciplinary action may attend the entire conference except for the deliberation by the Student Conduct Committee. All parties will be excluded during Student Conduct Committee deliberations, which will not be recorded or transcribed.

## SANCTIONS

Sanctions for violating provisions of this Code may result in suspension or dismissal from the College. Significant mitigating or aggravating factors will be considered when sanctions are imposed, including the present demeanor and past disciplinary record of the offender, the nature of the offense, and the severity of any damage, injury or harm resulting from it. Repeated violations of any part of this Code may also result in suspension or dismissal. Sanctions for students and student organizations which may be imposed in accordance with this Code include, but are not limited to:

**“Warning”** – notice, oral or written, that prohibited conduct may be cause for additional disciplinary action if repeated in the future.

**“Censure”** – a written reprimand for violation of specified regulations, including a warning that prohibited conduct may be cause for additional disciplinary action if repeated in the future.

**“Disciplinary Probation”** – status assigned for a designated period of time, during which any other violation of the Code may result in suspension or dismissal from the College.

Students on disciplinary probation may not hold or run for any elected or appointed positions.

Additional conditions appropriate to the violation may be imposed.

**“Restitution”** – repayment to the College or others affected for damages resulting from a violation of this Code.

**“Suspension”** – exclusion from College premises and other privileges or activities for a period of time as set forth in the suspension notice. This action will be permanently recorded on the student’s record.

**“Dismissal” or “Expulsion”** – permanent termination of student status and exclusion from College premises, privileges, and activities. This action will be permanently recorded on the student’s record.

**“Other Sanctions”** – other sanctions may be imposed instead of or in addition to those specified in sections (A) through (F) of this section.

1. Without limitation, examples of other sanctions for individual nonacademic offenses also include fines; withholding of diplomas or transcripts pending compliance with rules, completion of any student judicial process or sanction, or payment of fines; restrictions on the use of or removal from campus facilities; community service; educational requirements, or research projects.
2. Without limitation, examples of other sanctions for individual academic honesty offenses also include reduction of grade, denial of academic credit, and invalidation of university credit or of the degree based upon such credit. In addition to any other penalties that may be imposed, an individual may be denied admission or further registration, and the college may invalidate academic credit for work done by a student and may invalidate or revoke the degree based upon such credit if it is determined that

# STUDENT ADMINISTRATIVE COMPLAINT RESOLUTION

(College Policy 6Hx28:08-10)

Student Academic Dispute Resolution (Final Course Grades, Non-Final Course Grades and Matters Involving Academic Progress Toward Graduation)

Please refer to Policy 10-131 Academic Grievances. New Policy regarding Student Academic Dispute Resolution will be published and effective on or before 9-1-2008

## PROCEDURE: STUDENT ADMINISTRATIVE COMPLAINT RESOLUTION

Valencia staff leaders are a resource for students seeking assistance in resolving issues with non-academic matters. The chart below lists the appropriate staff leaders who can assist with designated issues. Students may follow the progression of staff assistance in an administrative area, starting with the first response level, to bring resolution to the issue.

ISSUES	FIRST LEVEL
Advising/ Counseling	Dean of Students
Application	Manager, Answer Center
Bookstore	Manager, Bookstore
Discrimination	Counselor
Entry Testing (CPT)	Student Services Specialist, Assessment
Faculty Concerns	Academic Dean
Financial Aid	Coordinator, Financial Aid
Florida Residency	Manager, Answer Center
Graduation	Assistant Director, Admissions
Harassment	Counselor
Library	Library Services Supervisor or Librarian
New Student Orientation	Coordinator, New Student Orientation
Parking	Field Supervisor, Security
Refund Requests	Assistant Director, Admissions
Registration	Manager, Answer Center
Security	Field Supervisor, Security
Student Accounts	Coordinator, Business Office
Student Activities	Coordinator, Student Development
Students with Disabilities	Manager, Students with Disabilities
Transcripts	Assistant Director, Admissions
	<i>continue on next page</i>



**STUDENT ADMINISTRATIVE COMPLAINT RESOLUTION  
(CONT.)** (College Policy 6Hx28:08-10)

SECOND LEVEL	THIRD LEVEL
Assistant Director, Admissions	Director, Admissions and Registration
Director, Bookstore	
Dean of Students	
Director, Standardized Testing	
Provost	
Director, Financial Aid	
Assistant Director, Admissions	Director, Admissions and Registration
Director, Graduation and Records	
Dean of Students	
Director, Library	Provost
Dean of Students	
Manager, Security	
Director, Admissions and Registration	
Dean of Students	
Manager, Security	
Bursar	
Director, Student Development	
Director, Students with Disabilities Program	
Director, Admissions and Registration	
	<i>continue on next page</i>

<b>ASSISTANT VICE PRESIDENT</b>	<b>VICE PRESIDENT</b>
Student Affairs	Student Affairs
Admissions and Records	Student Affairs
Budget and Logistical Services	Administrative Services
Compliance, Diversity and Equity	Human Resources and Diversity
Student Affairs	Student Affairs
	Chief Learning Officer
College Transitions	Student Affairs
Admissions and Records	Student Affairs
Admissions and Records	Student Affairs
Compliance, Diversity and Equity	Human Resources and Diversity
Curriculum and Articulation	Chief Learning Officer
Student Affairs	Student Affairs
Safety, Security and Risk Management	Administrative Services
Admissions and Records	Student Affairs
Student Affairs	Student Affairs
Safety, Security and Risk Management	Administrative Services
Financial Services	Administrative Services
Student Affairs	Student Affairs
Student Affairs	Student Affairs
Admissions and Records	Student Affairs

# VALENCIA DIRECTORY

To reach an office by phone please dial 407-299-5000 then the four-digit extension.  
See campus maps for building locations.

OFFICE	LOCATION	EXTENSION	HOURS*	DAYS
<b>Answer Center/ Financial Aid</b>	East Campus Bldg. 5-211	Ext. 2330, 2331	8am-7pm 9am-5pm	Monday-Thursday Friday
	Osceola Campus Bldg. 1-150	Ext. 4143	8am-7pm 9am-5pm	Monday-Thursday Friday
	West Campus SSB-106	Ext. 1507	8am-7pm 9am-5pm	Monday-Thursday Friday
	Winter Park Bldg. 1-210	Ext. 6885	8am-7pm 9am-5pm	Monday-Thursday Friday
<b>Alumni Relations</b>	East Campus Bldg. 6-101B	Ext. 2946	8am-4:30pm	Monday-Friday
<b>Assessment</b>	East Campus Bldg. 5-237	Ext. 2770	8am-6pm 9am-2pm 8am-10am	Monday-Thursday Friday Saturday go to 4-120
	Osceola Campus Bldg. 1-127	Ext. 4860	8am-7pm 9am-5pm 8am-10am	Monday-Thursday Friday Saturday go to 1-125
	West Campus SSB-235	Ext. 1101	8am-6pm 9am-2pm 8am-10am	Monday-Thursday Friday Saturday go to 7-219
	Winter Park Bldg. 1-104	Ext. 6086	8am-6pm 9am-2pm 8am-10am	Monday-Thursday Friday Saturday
<b>Atlas Access Labs</b>	East Campus Bldg. 5-213	Ext. 2209	8am-7pm 9am-5pm	Monday-Thursday Friday
	Osceola Campus Bldg. 1-130	Ext. 4134	8am-7pm 9am-5pm	Monday-Thursday Friday
	West Campus SSB-142	Ext. 1105	8am-7pm 9am-5pm	Monday-Thursday Friday
	Winter Park Bldg. 1-217	Ext. 6878	8am-7pm 9am-5pm	Monday-Thursday Friday
<b>Bookstore</b>	East Campus Bldg. 5-120	Ext. 2238, 2237, 2577, 2578	7am-7pm 7am-5pm	Monday-Thursday Friday
	Osceola Campus Bldg. C	Ext. 4160, 4161	8am-7pm 8am-5pm	Monday-Thursday Friday
<b>Bookstore</b>	West Campus	Ext. 1471, 1166,	7am-7pm	Monday-Thursday

(\*Friday hours are 8am-Noon during the summer)

OFFICE	LOCATION	EXTENSION	HOURS*	DAYS
(Cont.)	Bldg. 1-142	1771, 1165	7am-5pm	Friday
	Bldg. 2-121		7am-5:30pm 7am-5pm	Monday-Thursday Friday
	Winter Park Bldg. 1-101	Ext. 6950	8am-7pm 8am-5pm	Monday-Thursday Friday
<b>Business Office</b>	East Campus Bldg. 5-214	Ext. 2387	8am-7pm 9am-5pm	Monday-Thursday Friday
	Osceola Campus Bldg. 1-155	Ext. 4131	8am-7pm 9am-5pm	Monday-Thursday Friday
	West Campus SSB-101	Ext. 1200	8am-7pm 9am-5pm	Monday-Thursday Friday
	Winter Park Bldg. 1-206	Ext. 6055	9am-6pm 9am-5pm	Monday-Thursday Friday
<b>Career Development Services</b>	East Campus Bldg. 5-230	Ext. 2259	8am-7pm 9am-5pm	Monday-Thursday Friday
	Osceola Campus Bldg. 1-151	Ext. 4897	8am-7pm 9am-5pm	Monday-Thursday Friday
	West Campus SSB-206	Ext. 1464, 1351	8am-7pm 9am-5pm	Monday, Tuesday Wednesday-Friday
	Winter Park Bldg. 1-214	Ext. 6882	8am-7pm 9am-5pm	Monday-Thursday Friday
<b>Dental Hygiene Clinic</b>	West Campus Bldg. 10-126A	Ext. 1305	Call for hours	
<b>Food Service</b>	East Campus Bldg. 5	Ext. 2575	7am-7pm 7am-2pm	Monday-Thursday Friday
	Osceola Campus Bldg. D	Ext. 4162	7:30am-7pm 7:30am-2pm	Monday-Thursday Friday
	West Campus Bldg. 2	Ext. 1193	7am-6:30pm 7am-2pm	Monday-Thursday Friday
	LRC Little Bean		7:30am-8:30pm 7:30am-2pm	Monday-Thursday Friday
	HSB Little Bean		9am-1pm	Saturday
	Building 11		7:30am-8:30pm 7:30am-1pm	Monday-Thursday Friday
	Winter Park Vending Machines in Student Lounge			

(\*Friday hours are 8am-Noon during the summer)

OFFICE	LOCATION	EXTENSION	HOURS*	DAYS
<b>Library</b>	East Campus Bldg. 4-101	Ext. 2704, 2337	7am-10pm 7am-9pm 8am-4pm	Monday-Thursday Friday Saturday
	West Campus Bldg. 6-100	Ext. 1574, 1432	7:30am-10pm 7:30am-5pm 9am-1pm 2pm-6pm	Monday-Thursday Friday Saturday Sunday
<b>International Student Services</b>	East Campus Bldg. 5-217	Ext. 2726	8am-5pm 9am-5pm	Monday-Thursday Friday
	West Campus SSB 146	Ext. 1343	8am-5pm 9am-5pm	Monday-Thursday Friday
<b>Internship and Workforce Services</b>	East Campus Bldg. 5-230	Ext. 2037, 2726	Call for hours	
	Osceola Campus Bldg. 1-263	Ext. 4196	8:30am-5pm	Monday-Friday
	West Campus SSB-206	Ext. 1035	8:am-5pm	Monday-Friday
<b>Library</b>	East Campus Bldg. 4-201	Ext. 2459	7am-10pm 7am-9pm 8am-4pm 2pm-8pm	Monday-Thursday Friday Saturday Sunday
	Osceola Campus Bldg. 1-104	Ext. 4155	7:30am-9:45pm 7:30am-5pm 8am-12 noon	Monday-Thursday Friday Saturday
	West Campus Bldg. 6	Ext. 1574	7:30am-10pm 7:30am-5pm 9am-1pm 2pm-6pm	Monday-Thursday Friday Saturday Sunday
	Winter Park Bldg. 1-140	Ext. 6815, 6814, 6816	8am-8pm 8am-5pm 8am-12 noon	Monday-Thursday Friday Saturday
<b>Office for Students with Disabilities</b>	East Campus Bldg. 5-216	Ext. 2229	8am-5pm 9am-5pm	Monday-Thursday Friday
	Osceola Campus Bldg. 1-140A	Ext. 4167	8am-5pm 9am-5pm	Monday-Thursday Friday
	West Campus SSB-102	Ext. 1523	8am-5pm 9am-5pm	Monday-Thursday Friday
	Winter Park Bldg. 1-210	Ext. 6887	10am-7pm 9am-5pm	Monday-Thursday Friday

(\*Friday hours are 8am-Noon during the summer)

OFFICE	LOCATION	EXTENSION	HOURS*	DAYS
<b>Security</b>	East Campus 5-220	Ext. 2000, 2689	24 hours	7 days a week
		Office Hours	7am-10pm 7am-12pm	Monday-Friday Saturday
	Osceola Campus Port. L	Ext. 4000	24 hours	7 days a week
		Office Hours	7am-6pm 7am-3:30pm	Monday-Thursday Friday
	West Campus SSB-170	Ext. 1000, 1448	24 hours	7 days a week
		Office Hours	7am-10pm 7am-2pm	Monday-Friday Saturday
Winter Park Bldg. 1-100	Ext. 6000		7am-10:30pm 7:30am-6pm	Monday-Friday Saturday
		Office Hours	7am-9pm	Monday-Friday
	Downtown Center	Ext. 3000	6am-7pm	Monday-Friday
<b>Student Development</b>	East Campus Bldg. 5-212	Ext. 2313	8am-7pm 9am-5:00pm	Monday-Thursday Friday
	Osceola Campus Bldg. 1-131	Ext. 4158	8am-7pm 9am-5pm	Monday-Thursday Friday
	West Campus Bldg. 3-147	Ext. 1607	8am-7pm 9am-5pm	Monday-Thursday Friday
	Winter Park Bldg. 1-122	Ext. 6893	8am-7pm 9am-5pm	Monday-Thursday Friday
<b>Student Services</b>	East Campus Bldg. 5-210	Ext. 2310	8am-7pm 9am-5pm	Monday-Thursday Friday
	Osceola Campus Bldg. 1-140	Ext. 4204	8am-7pm 9am-5pm	Monday-Thursday Friday
	West Campus SSB-110	Ext. 1339, 1343	8am-7pm 9am-5pm	Monday-Thursday Friday
	Winter Park Bldg. 1-203	Ext. 6885	8am-7pm 9am-5pm	Monday-Thursday Friday
<b>Testing Center</b>	East Campus Bldg. 4-120	Ext. 2704, 2337	7am-10pm 7am-8pm 8am-4pm	Monday-Thursday Friday Saturday
	Osceola Campus Bldg. 1-125	Ext. 4149	8am-8:30pm 8am-5pm 8am-11:45am	Monday-Thursday Friday Saturday
	West Campus Bldg. 7-219	Ext. 1323	8am-8pm 8am-4pm 9am-1pm	Monday-Thursday Friday Saturday

(\*Friday hours are 8am–Noon during the summer)

OFFICE	LOCATION	EXTENSION	HOURS*	DAYS
<b>Testing Center (Cont.)</b>	Winter Park Bldg. 1-104	Ext. 6086	8am-8pm	Monday-Thursday
			8am-5pm	Friday
			8am-12pm	Saturday
<b>Tutoring Services</b>	East Campus Bldg. 4-101	Ext. 2390	7am-10pm	Monday- Thursday
			7am-12pm	Friday
			8am-2pm	Saturday
	Osceola Campus Bldg. 3-100	Ext. 4146, 4155	8am-9pm	Monday-Thursday
			8am-5pm 8am-3pm	Friday Saturday
West Campus Bldg. 7-240	Ext. 1633	8am-8pm	Monday-Thursday	
		8am-7pm	Friday	
		9am-2pm	Saturday	
		11am-4pm	Sunday	
Winter Park Bldg. 1-136, 138	Ext. 6817, 6820	8am-5pm	Monday-Thursday	
		8am-3pm	Friday	
		8am-12pm	Saturday	
<b>Veterans Affairs</b>	East Campus Bldg. 5-210	Ext. 2607	8am-7pm	Monday-Thursday
			9am-5pm	Friday
	Osceola Campus Bldg. 1-140	Ext. 4807, 4808	8am-7pm	Monday-Thursday
			9am-5pm	Friday
West Campus SSB 110	Ext. 1507, 1159	8am-7pm	Monday-Thursday	
		9am-5pm	Friday	
Winter Park Bldg. 1-203	Ext. 6892	Call for hours		

(\*Friday hours are 8am-Noon during the summer)

## Valencia Vocabulary

**Active Student** – A student who has been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term.

**Academic Life** – Atlas page that provides information on college programs and services and links to learning resources such as the national and international libraries, Valencia's Learning Resource Centers and much more.

**Academic Year** – Year that begins with the Fall Term in August, extends through Spring Term and ends with the Summer Terms the following August.

**Accreditation** – Certification that the college has met established standards and is nationally recognized by appropriate accrediting agencies. Valencia's major accrediting agency is the Southern Association of Colleges and Schools (SACS).

**ACT (American College Testing)** – College entrance testing program that may be used for placement in college-credit English and mathematics courses.

**Activity Hour** – An hour set aside for student activities and various presentations.

**Advanced Placement (AP)** – College credits earned prior to enrollment at Valencia Community College through certain examinations, such as those administered by the College Entrance Examination Board.

**Answer Center** – The Answer Center is where all student service activities begin. This is the first stop for admission to the college and to discuss financial aid, inquire about assessment and orientation, and receive basic educational advising. A professional staff member, known as a Student Services Specialist, will meet with a student visiting the Answer Center to assist in the following areas:

- Admissions: Residency and deadlines
- Financial Aid: Award information, proper documentation, and deadlines
- Transcripts: High school, college/university, AP and CLEP
- Graduation: Proper documentation, commencement information, and deadlines
- Referrals: Referrals to other offices (as necessary)

**Articulation Agreement for the A.A. Degree** – Agreement between Florida's public community colleges and universities assuring junior-level status to students who complete the community college general education and graduation requirements in university parallel (A.A. degree) programs.

**Articulated A.S. to B.A./B.S.** – Prepares you to enter a specialized career field and pursue a bachelor's degree in the same field by transferring to a specific university.

**Ask Atlas** – Online help within Atlas.

**Assessment** – Initial and subsequent evaluation of students to aid in placement and progress in reading comprehension, writing, English proficiency, and mathematics.

**A.A. (Associate in Arts) With Transfer Plan Options** – Prepares you for transfer to a Florida public university to pursue a bachelor's degree. A.A. transfer plans prepare you for a specific area of study.

**A.A. (Associate in Arts) Pre-Major** – Prepares you for transfer to a Florida public university to pursue a bachelor's degree, with the majority of prerequisites met within a specific major. Pre-majors that are "articulated" prepare you to transfer to a specific university.

**A.S. (Associate in Science)** – Prepares you to enter a specialized career field. Also transfers to the B.A.S. degree (Bachelor of Applied Science) offered at some universities.

**Atlas** – Valencia's online learning community, customized to each individual's interests, that links students, faculty and staff to one another and to powerful learning resources such as LifeMap (Valencia's systematic approach for assistance in planning and achieving educational and career goals), online registration, grades, financial aid, and academic records.

*Atlas features defined alphabetically in this Glossary: Academic Life, Ask Atlas, College Services, Degree Audit, E-mail, Groups, My Atlas, My Career Planner, My Courses, My Education Plan, My Job Prospects, My LifeMap, My Portfolio*

**Atlas Access Lab** – Located on each campus, a lab of computers for internet access to Atlas and educational and career planning tools including My Education Plan, My Career Planner, My Job Prospects and other career planning programs.

**Atlas E-mail** – Atlas e-mail is the official form of communication from Valencia to students. Atlas e-mail accounts follow the format (first initial) (last name) (assigned number if there is more than one person in Atlas with the same first initial and last name) @ atlas.valenciaccedu.

**Attribute code** – When a number of courses may be used to satisfy a degree requirement, a course attribute code identifies each course that may be used to satisfy that specific requirement.

**Audit** – Credit course taken as non-credit.

**Career Programs** – Applied Technology Diploma, Associate in Applied Science and Associate in Science Degrees, Technical Certificate, and Vocational Credit Certificate programs with courses designed to prepare students for specialized occupations.



**Career Program Advisors** – Staff with specialized training to answer specific questions about requirements and program completion of A.A.S. and A.S. degrees, certificate and diploma programs.

**Catalog, Governing** – The Valencia Catalog in effect at the time of a student's initial enrollment at Valencia. Its graduation requirements can be followed for the five academic years that the catalog is valid.

**C.E.U. (Continuing Education Unit)** – One C.E.U. is awarded for every 10 contact hours of instruction in an organized continuing education/noncredit course.

**CLAS (College Level Academic Skills)** – Created by the Florida State Board of Education, requires students to demonstrate proficiency in communication and computation prior to graduating. See <http://valenciaccc.edu/assessments/clasp/> for details.

**CLEP (College Level Examination Program)** – From the College Board. General and subject exams covering material taught in college courses. Credit for courses may be granted to students who achieve specific scores on the exams.

**College Night** – An evening for students, prospective students, families, and friends to visit Valencia to meet representatives of more than 100 colleges and universities. Please see college calendar for details.

**College Preparatory Courses** – Courses in reading, writing, mathematics and English as a second language designed to assist students who do not place in college-level course work in the corresponding skill area(s) on entry assessment. These courses do not apply toward any associate degree.

**Common Program Prerequisites** – The State of Florida has identified Common Program Prerequisites for all university programs. These prerequisites must be completed by all students entering the specific program.

**Companion Test** – A paper/pencil version of the Computerized Placement Tests (CPTs).

**Continuing Education** – Courses and programs designed to meet the professional development and training needs of the workforce.

**Continuous Enrollment** – From your initial term of registration, enrollment each subsequent major (Fall and Spring) term.

**Corequisite** – A course required to be taken at the same time as another course.

**Course Load** – Number of credit hours a student carries in a term.

**Course Reference Number (CRN)** – Course number used in Atlas for registration via the Web, or assisted registration.

**CPTs (Computerized Placement Tests)** – Primary assessment used for placement in English, reading and mathematics.

**Credit by Examination** – College credit in specified subjects granted by successful completion of local or national tests.

**Credit Hour** – A hour of credit usually equals an hour per week that a class meets per full term. Laboratories usually equate to one credit.

**Degree Audit** – Formal list of the courses a student has completed and still must complete in order to qualify for graduation in a specific degree program. Students can view their degree audit in Atlas at any time.

**Department** – Academic discipline related to each course, e.g. English, Geology, Sociology.

**Division** – Academic administrative unit responsible for a set of departments.

**Drop** – Procedure student uses at specific times to remove a course from his/her class schedule without penalty.

**Dual Enrollment** – Enrollment by a high school student in one or more courses that count for credit in both high school and college.

**EAP** – College-preparatory and college-level courses in English as a Second Language for Academic Purposes taught for non-native speakers of English.

**ELPA (English Language Proficiency Assessment)** – Generic term, at Valencia, for any English language proficiency assessment for non-native speakers of English. See LOEP.

**Enrollment Verification** – Certification of registration for particular term (available five days after the Drop/Refund Deadline via Atlas account).

**Entry Assessment** – An evaluation of basic skills to determine initial placement in reading, mathematics and English courses. Initial placement may include college-preparatory and/or college-level courses. See CPTs, Companion, ELPA and LOEP.

**FACTS (Florida Academic Counseling and Tracking for Students)** – The State of Florida's Web site about Florida colleges and universities that provides information on institutions and degree programs, admission requirements, financial aid, scholarships, students' academic records, degree audits, and transfer requirements.

**Fee** – A financial charge for courses and services.

**Flex Start** – Classes that start on a day other than the official first day of classes for Fall, Spring, or Summer full terms.

**Foreign Language Requirement** – The requirement by Florida's state universities that students transferring to the university must have earned two years of sequential foreign language at the high school level or the equivalent at a community college and the inclusion of this requirement in Valencia's A.A. degree requirements.

**Freshman** - A student who has completed less than 30 college-level credits toward a degree.

**Full Cost of Instruction Fee** - The amount, exclusive of state funding, established by the College to pay all costs associated with teaching a course. The amount is equivalent to non-Florida resident tuition.

**Full-Time Student** - Enrollment for 12 or more credit hours in Fall, Spring or Summer Terms.

**General Education** - Specific number of credit hours of basic liberal arts courses required as foundation in university parallel A.A. Degree. General Education courses also are required in A.A.S. and A.S. Degree programs.

**Gordon Rule** - State Board of Education rule that requires students to complete successfully 12 credit hours of course work in which they must demonstrate written skills and six credit hours of mathematics course work at the level of college algebra or higher.

**GPA (Grade Point Average)** - Obtained by dividing quality points earned (based on grades) by credit hours. GPAs range from 4.0 downward. Following are the types of GPAs calculated at Valencia:

<b>Institutional GPA:</b>	All course work at Valencia
<b>Overall GPA:</b>	All course work (including college preparatory)
<b>Program GPA:</b>	Only course work applied toward program requirements
<b>Term GPA:</b>	All course work attempted and earned for a given term
<b>Transfer GPA:</b>	All course work from other institutions

**Grade** - Alphabetical measure of academic achievement ranging from excellent (A) to failure (F).

**Grade Forgiveness** - Refers to a more recent grade in a course replacing a previous grade in the same course when certain conditions are met.

**Graduation Application** - The online application a student must submit via their Atlas account to be awarded a degree. This application must be submitted by the deadline date listed in the College Calendar.

**Grant** - Funds, which do not require repayment, awarded for college expenses to qualified students in financial need.

**Groups** - Atlas online learning communities through which Valencia students, faculty, and staff can "meet" around topics of mutual interest.

**Hybrid Course** - A course that blends online and face-to-face instruction. What makes a course hybrid is simply the mix between modes of delivery.

**Inactive Student** - A student who has not been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term.

**Independent Study** - Capable students may acquire course credits at their own pace through non-classroom, student-faculty interaction. An additional fee is charged.

**International Student** - A student who has entered the United States on a nonimmigrant visa, most often an individual on a student visa. Immigrants, refugees, and U.S. citizens who do not speak English as a native language are not classified as international students at Valencia.

**Late Registration** - Registration for courses that occurs just prior to the term in which the courses are being taught and also the registration period during which a late registration fee may be assessed.

**LifeMap** - LifeMap is the process of setting goals for your education, career and life. It is something that you must define for yourself. Once you do, it gives you direction.

**LOEP (Levels of English Proficiency)** - Test used for assessment of English language proficiency of non-native speakers of English. (Students who take the LOEP also will write an essay to be used with the LOEP for course placement).

**Matador Day** - Annual event of entertainment and fun in Fall Term.

**Math Path** - The sequence of math courses and prerequisites at Valencia.

**Me In The Making** - One of the My LifeMap tools found in Atlas, Me In The Making connects students to Internet resources that can help them succeed in school, at work and in life.

**My Atlas** - Home page to Atlas that provides personal and campus messages, academic resource links, headline news links, links to forms and links to the Valencia home page. Sign on at [atlas.valenciac.edu](http://atlas.valenciac.edu).

**My Career Planner** - Valencia's Web-based tool in Atlas that provides assessments, exploration of careers and majors, and the ability to select and save career, major and occupational goals.

**My Courses** - Atlas page that provides links to course home pages for students and faculty.

**My Education Plan** - Valencia's Web-based educational planning tool in Atlas that allows students to plan their degree completion requirements, project the time it will take to complete a degree, and save up to three educational plans.

**My Financial Planner** - Valencia's Web-based finance tool in Atlas that allows you to search scholarships and plan for how you will pay for college.

**My Job Prospects** - Valencia's Web-based tool in Atlas to learn about job and occupational information in Central Florida through an easily-searchable database.

**My LifeMap** – Atlas page that describes the LifeMap System and provides links to educational and career planning tools including My Education Plan, My Career Planner, My Job Prospects and My Portfolio.

**My Portfolio** – Valencia's Web-based tool in Atlas through which students save examples of their academic work, receive faculty reviews, post an online résumé and link learning to the Valencia Student Core Competencies of Think, Value, Communicate, and Act.

**Nonimmigrant Student** – A student who has entered the United States on a nonimmigrant visa, most often an individual on a student visa.

**Official Transcript** - A transcript Valencia receives electronically or in a sealed envelope from another educational institution or an evaluation agency. A transcript issued to the student may be considered official by Valencia as long as the seal on the sending institution's envelope has not been broken.

**Online Courses** – College credit courses offered through technologies that include Internet discussion groups, e-mail, online conferences, and other Web-based instructional strategies.

**Orientation** – Prior to registering for courses, students new to Valencia must participate in a New Student Orientation program that includes information on educational planning and college resources, a campus tour, and group advising.

**Parts of Term** – Courses may start and end on various dates throughout any Fall, Spring or Summer Term.

**Part-Time Student** – Student enrolled for fewer than 12 credit hours in Fall, Spring or Summer Terms.

**Prerequisite** – Course which must be satisfactorily completed before a higher-level related course can be taken.

**Probation** – A status given to students who fail to maintain satisfactory academic progress.

**Provisional Student** – A student who has not met all necessary requirements for admission and, thus, has restrictions on the courses that may be taken.

**Quality Points** – The value, ranging from 4 to 0, for grades from A to F for all courses completed, used in determining a grade point average. (Also see GPA.)

**Registration** – The process of selecting courses and class times for an academic term. Advanced, Open and Late Registration are conducted through a student's Atlas account via the Web, and Assisted Registration is completed in person in a campus Atlas Access Lab.

**Residency** – To qualify for in-state fees, students must sign a residency form and provide documents confirming that they have resided in Florida 12 consecutive calendar months prior to the start of classes for the term in which they wish to enroll.

**Residency for Degree** - Percentage of courses (25%) that must be completed at Valencia in order for a degree to be awarded.

**SAT (Scholastic Assessment Test)** – College entrance test which may be used for placement in college-credit English and mathematics courses.

**Scholarships** – Financial assistance for tuition and fee payment granted by donors to qualified recipients.

**Servicemembers Opportunity College** – Programs and special services designed to meet unique needs of active-duty military personnel.

**SGA (Student Government Association)** – Official representatives of the student body to the administration in matters concerning student life.

**Skillshops** – Mini courses on a variety of topics offered at all campuses for Valencia students to enhance the college experience, e.g. personal, academic, career.

**Sophomore** – A student who has completed at least 30 college-level credits toward a degree.

**Student Activities** – Various college-sanctioned projects, endeavors, contests, and functions of an extracurricular nature engaged in by students.

**Student Classification** – Pertains to active or inactive, full-time or part-time, freshman or sophomore, audit or credit, degree-seeking or non-degree-seeking, career or university parallel, etc.

**Student Development** – Located on each campus, provide access to and coordination of campus activities, student clubs, student government, photo IDs and information services.

**Subject Prefix** – The three letter code related to each course offering, e.g. ENC, MAT; TPA.

**Suspension** – Student status under which a student is not permitted to attend college for a specific period of time.

**TABE (Test of Adult Basic Education)** – An entry assessment used for certain applied technology diploma and vocational certificate programs.

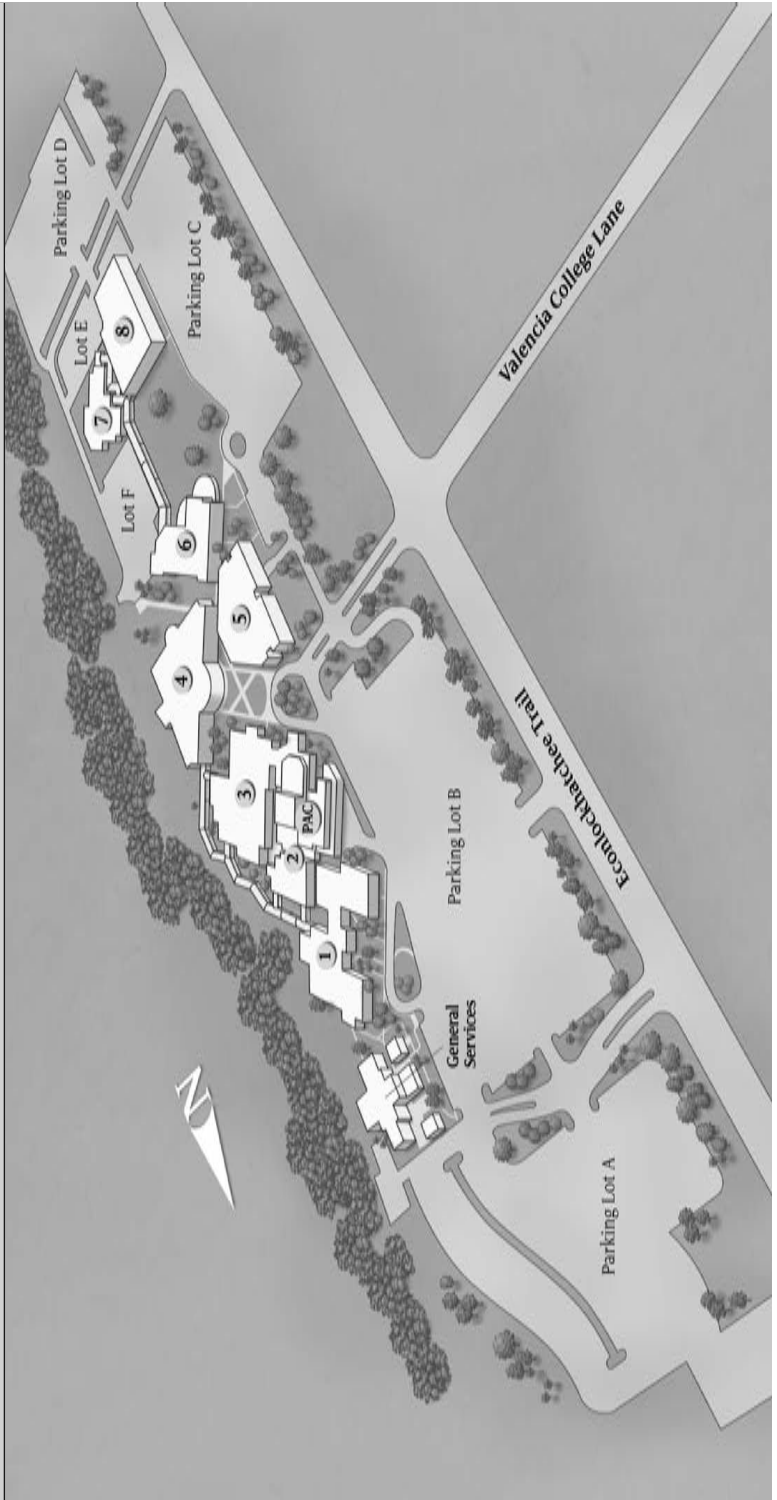
**Transcript** – A student's academic record which includes course work and final grades for all credits attempted and earned at an educational institution.

**Valencia Student: Alumni** – Current students may join the Valencia Alumni Association for free as a "student member." Visit [valenciacc.edu/alumni](http://valenciacc.edu/alumni) for more information.

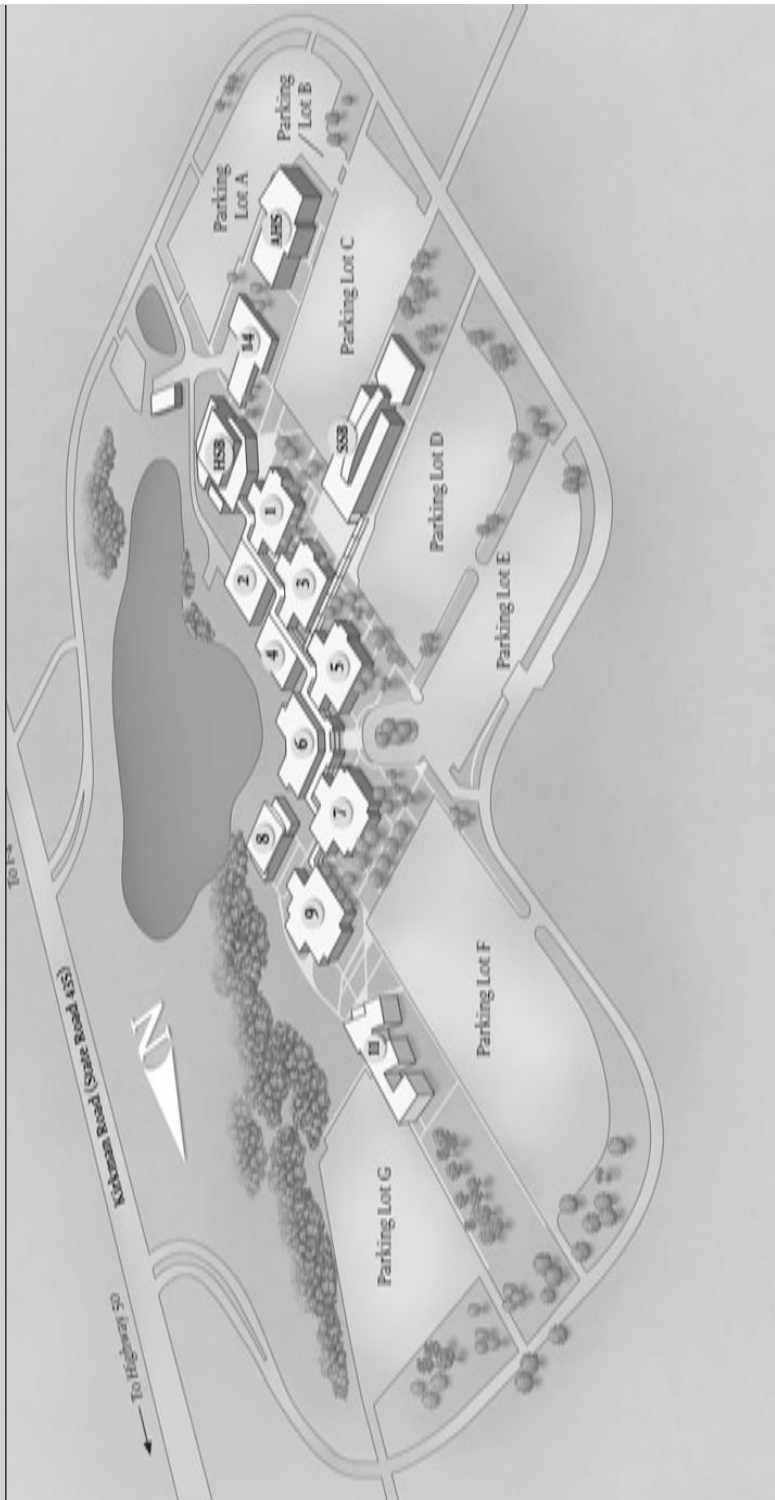
**Valencia Voice** – Valencia's student-run newspaper is published weekly online at [valenciavoices.com](http://valenciavoices.com). Coverage includes Valencia news, local and national news, features and opinion pieces.

**Withdrawal** – Removal of a course(s) at the student's request or by a faculty member or by the College. No credit is awarded for the course. Tuition and fees are not refunded.

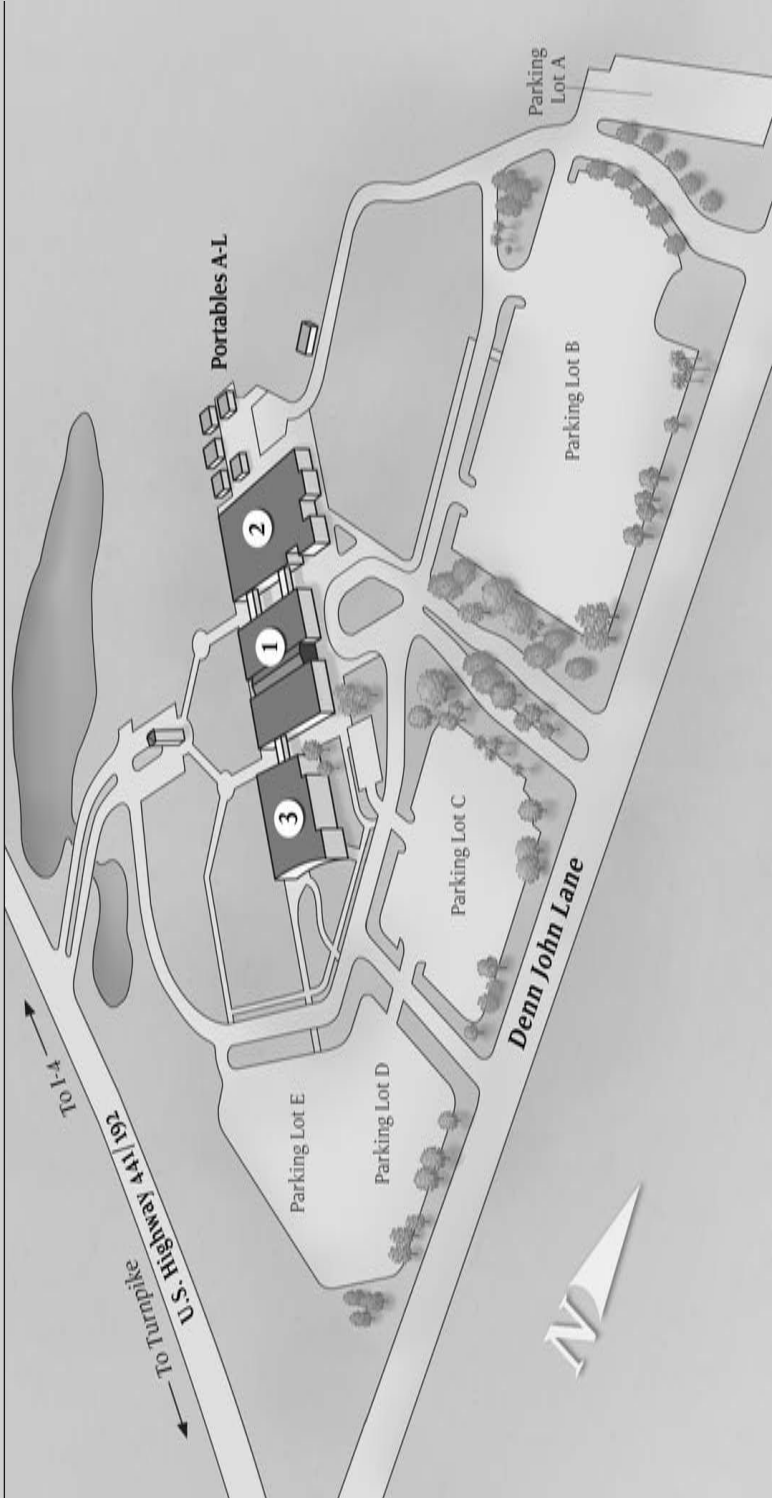
**EAST CAMPUS**



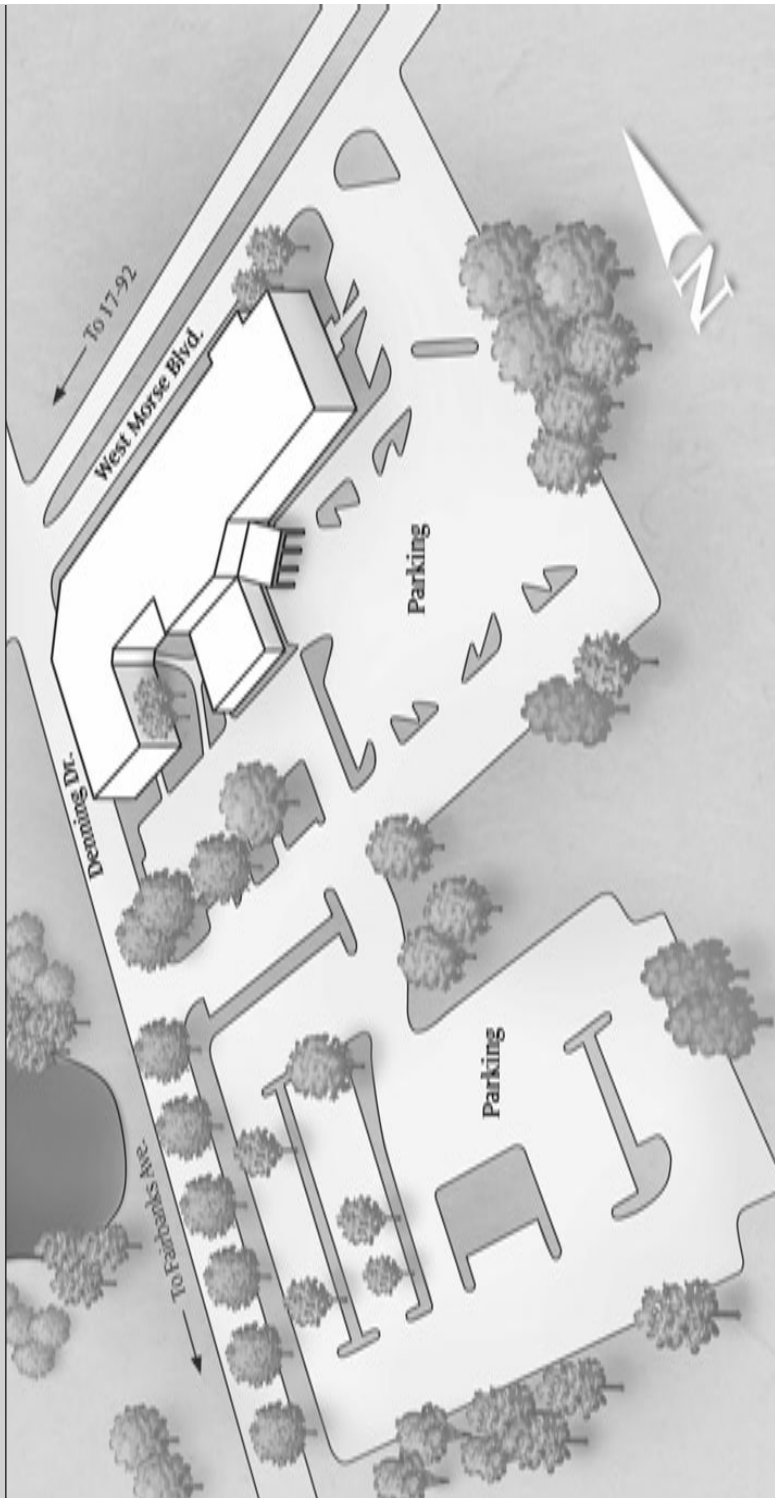
WEST CAMPUS



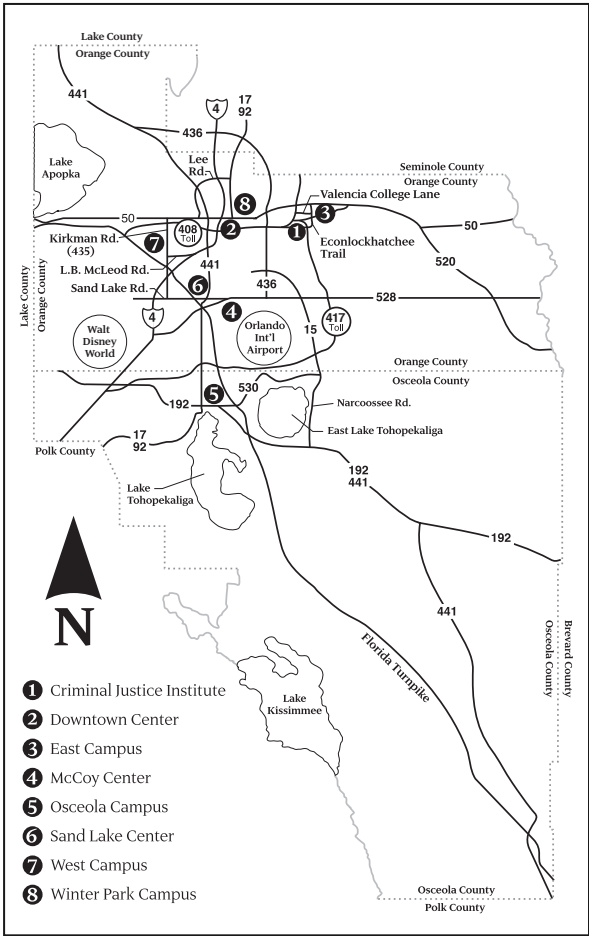
**OSCEOLA CAMPUS**



WINTER PARK CAMPUS



# COLLEGE DISTRICT MAP



**DOWNTOWN CENTER**

190 South Orange Avenue  
 Orlando, Florida 32801  
 (407) 299-5000

**EAST CAMPUS**

701 N. Econlockhatchee Trail  
 Orlando, Florida 32825  
 (407) 299-5000

**OSCEOLA CAMPUS**

1800 Denn John Lane  
 Kissimmee, Florida 34744  
 (407) 299-5000  
 Osceola County Residents  
 (407) 847-9496

**WEST CAMPUS**

1800 South Kirkman Road  
 Orlando, Florida 32811  
 (407) 299-5000

**WINTER PARK CAMPUS**

850 West Morse Boulevard  
 Winter Park, Florida 32789  
 (407) 299-5000

**CRIMINAL JUSTICE INSTITUTE**

8600 Valencia College Lane  
 Orlando, Florida 32825  
 (407) 582-2663

**SAND LAKE CENTER**

2411 Sand Lake Road  
 Orlando, Florida 32809  
 (407) 582-6688



# QUICK LINKS

[www.bls.gov](http://www.bls.gov)  
[www.collegesource.org](http://www.collegesource.org)  
[www.facts.org](http://www.facts.org)  
[www.fafsa.gov](http://www.fafsa.gov)  
[www.regionalcampuses.ucf.edu](http://www.regionalcampuses.ucf.edu)  
[www.valenciacc.edu](http://www.valenciacc.edu)  
[www.valenciacc.edu/calendar](http://www.valenciacc.edu/calendar)  
[www.valenciacc.edu/careerdevelopment](http://www.valenciacc.edu/careerdevelopment)  
[www.valenciacc.edu/catalog](http://www.valenciacc.edu/catalog)  
[www.valenciacc.edu/dream/supplearning.asp](http://www.valenciacc.edu/dream/supplearning.asp)  
[www.valenciacc.edu/finaid](http://www.valenciacc.edu/finaid)  
[www.valenciacc.edu/honors](http://www.valenciacc.edu/honors)  
[www.valenciacc.edu/ipo](http://www.valenciacc.edu/ipo)  
[www.valenciacc.edu/library](http://www.valenciacc.edu/library)

[www.valenciacc.edu/linc](http://www.valenciacc.edu/linc)  
[www.valenciacc.edu/lss/atlaseducation.asp](http://www.valenciacc.edu/lss/atlaseducation.asp)  
[www.valenciacc.edu/osceola/learningcenter](http://www.valenciacc.edu/osceola/learningcenter)  
[www.valenciacc.edu/policies](http://www.valenciacc.edu/policies)  
[www.valenciacc.edu/studentdev](http://www.valenciacc.edu/studentdev)  
[www.valenciacc.edu/students/howto](http://www.valenciacc.edu/students/howto)  
[www.valenciacc.edu/studentsservices](http://www.valenciacc.edu/studentsservices)  
[www.valenciacc.edu/studentsservices/calculator.asp](http://www.valenciacc.edu/studentsservices/calculator.asp)  
[www.valenciacc.edu/tutoring](http://www.valenciacc.edu/tutoring)  
[www.valenciacc.edu/west/lss/communications](http://www.valenciacc.edu/west/lss/communications)  
[www.valenciacc.edu/west/lss/math](http://www.valenciacc.edu/west/lss/math)  
[www.valenciavoice.com](http://www.valenciavoice.com)



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# WHERE TO FIND NEXT YEAR'S HANDBOOK....

Each year the Student LifeMap Handbook is distributed through: New Student Orientation, Campus Information Stations, SLS 1122 courses, and Student Development activities and offices.

You can also access the handbook electronically through the Student Development website:

**[www.valenciacc.edu/studentdev](http://www.valenciacc.edu/studentdev)**

**Please come by and get one every year!**

Student Development office locations:

**East Campus- 5-212**

**Osceola Campus- 1-131**

**West Campus- 3-147**

**Winter Park Campus- 1-122**

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