

# Dual Enrollment Course Registration Guide





- Prior to course registration, you will need to have created your ATLAS account.
- Prior to course registration, you will need to complete the mandatory Dual Enrollment Online Orientation Module
  - The Orientation module can be found in your ATLAS account.
  - It may take up to 24-48 hours after completing the orientation module to be able to register for courses



## Ineligible Courses

DE students are **not permitted** to register for the courses listed below. If registered, the student will be dropped from ineligible courses by the DE office.

- Less than 3 credit hours
- Fall and Spring: **Flex start** courses during the Fall and Spring semester (any course whose meeting date does not reflect the "Classes Begin" and the "Classes End" in the "Full Term" column of the Academic Calendar)
- Graduating seniors only: If you desire to take courses offered during the summer semester, you are only eligible to take courses offered in the "H2" or "Summer B" term. Please see the [Academic Calendar](#) for details.
- Developmental, remedial or physical education courses
- Advanced level major-specific courses (Please view the [approved course list](#) for a list of permissible courses)

**Log into your ATLAS account ([atlas.valenciacollege.edu](https://atlas.valenciacollege.edu)) and Click on the “Courses” tab**

☰

VALENCIA COLLEGE

☑ 0365/Email ▾

🔍 Search

📱 S

👤 My Atlas

📖 Courses

🎓 Students

📍 Lifemap

🔑 Help

New Student Orientation

Valencia College is closely monitoring developments related to the rapidly changing Coronavirus 2019 (COVID-19) outbreak. For the health and safety of all our prospective students, we are currently conducting New Student Orientation 100% online. We look forward to virtually connecting with you - welcome to Valencia College!

New Student Orientation Admin

Masquerade VID

Atlas Search

Enter Search Text

Search

Atlas Tools

Show VID

Change Password

Update My Personal Information

Valencia Security Safety App

Safety App for Employees and Students

The Valencia College Safety app allows students and staff to simultaneously check in and send their location to security in the event of an emergency on campus. It also includes other safety features, such as an emergency contacts list, a place to report safety concerns, campus maps and more.

Download the Valencia College Safety App today.

Download for Android

# Select the red “Register for Classes” button

The screenshot shows the Valencia College student portal interface. At the top, there is a header with the Valencia College logo on the left and navigation links for 'O365/Email', 'Q Search', and 'Sign Out' on the right. A red sidebar on the left contains links for 'My Atlas', 'Courses', 'Students', 'Lifemap', and 'Help'. The main content area is divided into three columns. The first column, 'Important Dates', lists deadlines for withdrawal, international student applications, and financial aid. The second column, 'My Courses', includes links to Canvas resources and a 'Student Detail Schedule' button. The third column, 'Registration', features a prominent red 'Register for Classes' button at the top, followed by links for 'Registration', 'My Degree', 'Payment and Admissions', 'Tips and Tools', and 'Classes My Way'. A large green arrow points from the 'My Courses' section towards the 'Register for Classes' button.

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☑ O365/Email ▾ Q Search ➔ Sign Out

**My Atlas**

**Courses**

**Students**

**Lifemap**

**Help**

### Important Dates

▾ All Dates

02 JUL Withdrawal Deadline - "W" Grade (11:59 p.m.)

15 JUL International Student Application Deadline (Student In Country)

15 JUL International Student Application Deadline (Student Out of Country)

16 JUL Financial Aid Priority Deadline

### My Courses

- My Courses (Canvas)
- Canvas Resources
- Canvas 101
- Online Tools

Student Detail Schedule

#### Canvas Resources

Log into Canvas 101 for tutorials on how to log in, navigate, set up notifications, submit assignments, check your grades, and communicate with your instructors. For additional FAQs and resources, visit [Canvas Resources for Students](#).

### Registration

**Register for Classes**

▸ Registration

▸ My Degree

▸ Payment and Admissions

▸ Tips and Tools

▸ Classes My Way

Select the correct term from the drop down menu and then “submit”

VALENCIA COLLEGE

Browse

Personal Information Student and Financial Aid

## Select Term

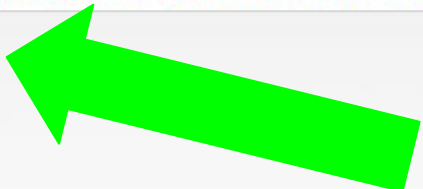
Home > Student & Financial Aid > Registration > Step 1: Select Term

From the drop-down box below, select the term for which you wish to create a registration plan, register, or make payment then click :

**Note:** If you are making an online payment, make sure to select the term in which you have registered for courses. If payment (i.e. credit)

Select a Term:  ▼

Submit





# Select “Step 3: Register for Classes/Withdrawn from Classes”

<p><b>Credit Class Schedule Search</b></p> <p>Look up class schedule for upcoming term before registration begins!</p>	<p><b>Registration</b></p> <p>Check your registration status; add or drop classes; withdraw from courses; make an online payment; display your class schedule</p>	<p><b>Student Records</b></p> <p>View your holds; display your grades, transcripts and degree audit evaluations; request official transcripts; review charges and payments to your account</p>	<p><b>Financial Aid</b></p> <p><a href="https://studentaid.ed.gov/sa/fafsa">https://studentaid.ed.gov/sa/fafsa</a></p> <p>Apply for Financial Aid; review the status of your financial aid applications; check status of document requirements; review loans.</p> <p>If upon clicking, you do not see links below, you have no Financial Aid record. Apply for Financial Aid by visiting <a href="https://studentaid.ed.gov/sa/fafsa">https://studentaid.ed.gov/sa/fafsa</a>.</p>
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<ul style="list-style-type: none"> <li>■ Step 1: Select Term</li> <li>■ Step 4: Registration Fee Assessment</li> <li>■ Student Schedule by Day &amp; Time</li> <li>■ Registration Cart</li> </ul>	<ul style="list-style-type: none"> <li>■ Step 2: Check Your Registration Status</li> <li>■ Step 5: View Account Balance and Pay Fees Online</li> <li>■ Student Detail Schedule</li> </ul>	<ul style="list-style-type: none"> <li>■ Step 3: Register for Classes/Withdraw from Classes</li> <li>■ Look-up Classes to Add</li> <li>■ <b>Registration Planner</b></li> </ul>
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Select “Class Search” at the bottom left of the screen

Click here before [Withdrawing](#).

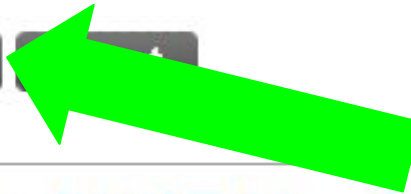
See the [Important Dates & Deadlines](#) calendar for **Fee Payment Deadlines**.

### Add Classes Worksheet

CRNs

Submit Changes

Class Search



[View Holds](#) ■ [Schedule by Day and Time](#) ■ [Detail Schedule](#) ■ [Registration Fee Assessment](#) ■

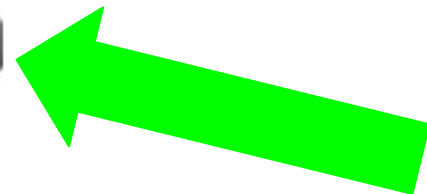


# Click “Advanced Search”

**Subject:** ACG: Accounting-General  
AFA: Afro-American Studies  
AMH: American History  
AML: American Literature  
ANT: Anthropology  
APA: Accounting-Applied  
ARC: Architecture  
ARE: Art Education  
ARH: Art History  
ART: Art

Course Search

Advanced Search



# Insert the required information; then select “Section Search”

**Subject:** JOU: Journalism  
LAT: Latin (Language Studies)  
LIS: Library & Info Science  
LIT: Literature  
MAC: Math - Calc/Pre-Calc  
MAN: Management  
MAP: Mathematics Applied  
MAR: Marketing  
MAT: Mathematics  
MCB: Microbiology

**Course Number:** 1105

**Title:**

**Schedule Type:** Internship  
Laboratory  
Mediated Learning

**Instructional Method:** All  
Mixed Mode  
Online Course

**Credit Range:** hours to hours

**Campus:** Lake Nona High School  
Off Campus  
Osceola Campus

**Part of Term:** All  
Full Term  
Term A

**Instructor:** All  
Abad, Andres DeJesus  
Abbott, Alex Bryson

**Start Time:** Hour 00 Minute 00

**End Time:** Hour 00 Minute 00

**Days:** ☐ Mon ☐ Tue ☐ Wed ☐ Thur

Section Search

Reset

**Subject:** Select the “letters” of the course (select MAC for MAC1105)

**Course Number:** Type the numbers of the course (1105 for MAC1105)

**Instructional Method:** Select your preferred instructional method

**Campus:** Select your preferred Campus if you have a preference

**Part-of-Term:** Select FULL TERM for the Fall and Spring semesters. You can select any part of term for the summer. (DE Seniors must only select Term B in the Summer)

Insert any other pertinent information and select “Section Search”

## Review the course information and select the box (to the left) to indicate your preferred course section.

### MAC: Math - Calc/Pre-Calc

Select	CRN	Subj	Crse	Sec	Cmp
<input type="checkbox"/>	10119	MAC	1105	0	EC
	10316	MAC	1105	0	EC

This page lists the classes meeting your selection. It also includes additional information about the classes such as capacity and seats remaining. **To view detailed information about the course (i.e. schedule type, instructional method), click on the CRN link.**

Under the **Select** column:

**NR** - Indicates the course is not available for registration for the term selected

**SR** - Indicates that it is not your time for registration for the term selected.

**C** - Indicates a closed section of the course.

**Box** - Indicates the course is available for registration. Check the box to add to worksheet or register.

*(Please note. The days of the week are indicated as follows: Monday=**M**, Tuesday=**T**, Wednesday=**W**, Thursday=**R**, Friday=**F**, Saturday=**S**, Sunday=**U**)*

**Scroll to the bottom of the page and select the “Register” button**

☐ 11333 MAC 1105H 0 OC 3.000 College Algebra - Honors

**Register**

**Add to WorkSheet**

**New Search**

[Schedule by Day & Time](#) ■ [Student Detail Schedule](#) ■ [View Fee Assessment](#)

## Successful registration is indicated by “Registered Via Web”

See the [Important Dates & Deadlines](#) calendar for Fee Payment Deadlines.

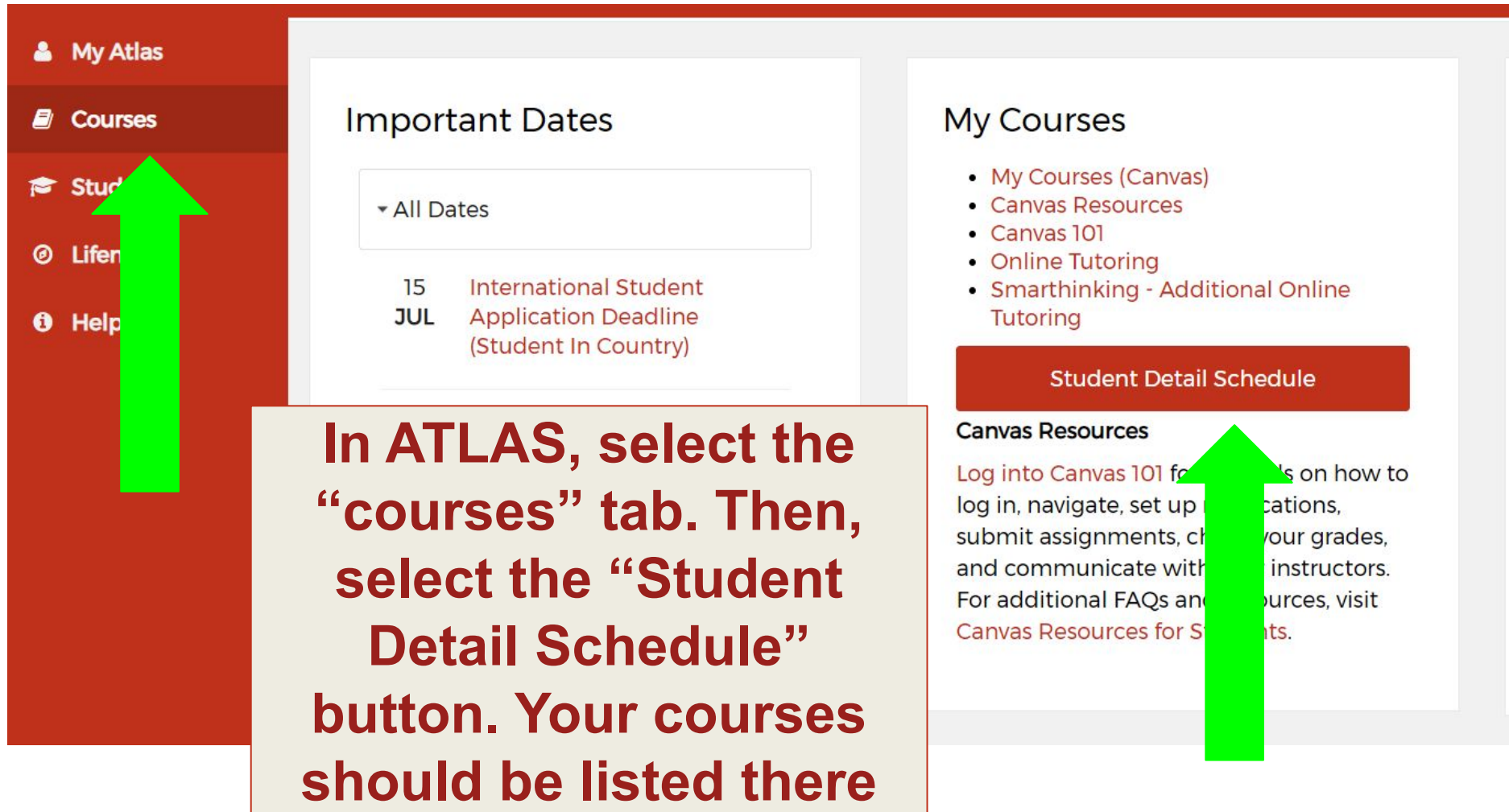
### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered Via Web on Jul 01, 2021	<input type="text" value="None"/>	10521	MAC	1105	0	Credit	3.000	Standard	College Algebra

Total Credits: 3.000  
Billing Hours: 3.000  
Minimum Credits: 0.000  
Maximum Credits: 19.000  
Date: Jul 01, 2021 03:32 pm

**To register for more classes, select “class search” (bottom) and repeat the process again. Otherwise, your registration is complete**

**Verify your course registration by checking your Student Detail Schedule in your atlas account.**



The screenshot shows the 'My Atlas' interface. On the left is a red sidebar with navigation links: 'My Atlas' (with a person icon), 'Courses' (with a book icon), 'Student' (with a graduation cap icon), 'Life' (with a clock icon), and 'Help' (with an information icon). A large green arrow points upwards from the bottom left towards the 'Courses' tab. The main content area is divided into two columns. The left column is titled 'Important Dates' and contains a dropdown menu labeled 'All Dates' and a date entry for '15 JUL' with the text 'International Student Application Deadline (Student In Country)'. The right column is titled 'My Courses' and contains a list of links: 'My Courses (Canvas)', 'Canvas Resources', 'Canvas 101', 'Online Tutoring', and 'Smarthinking - Additional Online Tutoring'. Below this list is a red button labeled 'Student Detail Schedule'. A second large green arrow points upwards from the bottom right towards this button. At the bottom of the screenshot, there is a light beige text box with a red border containing instructions.

**In ATLAS, select the “courses” tab. Then, select the “Student Detail Schedule” button. Your courses should be listed there**



# Questions?

**Website:**

[valenciacollege.edu/dual](http://valenciacollege.edu/dual)

Find us on Instagram, Twitter, and Facebook!

**Email:**

[dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu)



@vcdualenrollment



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Valencia Dual Enrollment

West | East | Osceola

