

# PATHWAY TO PROMISE



# Stay on Track for Your A.S. Degree

With an A.S. degree from Valencia College, you are prepared to go directly to work with an exciting career and a well-paying job in as little as two years. You can jump right into the job market with an A.S. degree or you can transfer into a 2+2 bachelor's degree offered at Valencia College or another Florida state college.

Use this checklist as a quick reference to help you along the way toward your A.S. degree. Divided by number of credits earned, this list details the steps you should take to ensure you are on track for graduation. It is a useful tool to guide your progress from enrollment to graduation and beyond. Check it often and don't hesitate to contact your Student Success Coach if you have questions or concerns.



# Student Success Coach Responsibilities

- My goal is to make sure you understand all you need to know about your degree requirements at Valencia College.
- I will provide a safe space for you to discuss your concerns and I will listen, be present, respectful and genuine.
- Our resources are endless! I will always point you in the right direction if you connect with me.
- I will help you with your questions about colleges and universities you are thinking about transferring to and what it takes to get there.
- Helping you find a major and a career that is right for you is my goal. I will provide you with information and support you along the way.
- This is your journey, but you are not alone! I will help you select your courses, understand your prerequisites, create your plans and set goals.

## Student Responsibilities

- I will connect with my Student Success Coach every semester.
- When I schedule an appointment, I will start thinking about what I want to talk about.
- I will bring my “note-taking tools” with me to my appointments (e.g., phones tablets or good old paper and pen).
- We will be going over important information, so I will keep all of it handy and refer to it often.
- If my coach refers me to any resources, I will be sure to follow through and I will stay in touch.
- I will take responsibility, know the deadlines,ask questions, stay on track and be the one to know what to do.



# Your Checklist

## 0-12 Credit Hour Checklist

- ☐ Check your [Student Portal](#) email daily. ∞
- ☐ Check if your degree program matches your career and academic goals and update it if needed. ∞
- ☐ Learn about the resources available to you, such as the Learning Support Center, Tutoring, Counseling, Career Advising and Student Portal. For more information and locations, go to the [Student Services page](#) on the Valencia College website.
- ☐ Explore and research your career interests by visiting the [Career Center website](#) or connecting with a [Career Advisor](#).
- ☐ Discuss career credentials with your [Student Success Coach](#); if applicable (e.g. award of credit, industry certification requirements, etc.).
- ☐ Run your degree audit and use your catalog to help you choose the right classes each term. For assistance, connect with your [Student Success Coach](#). ∞
- ☐ Begin to explore or verify technical certificate programs.
- ☐ Check Important Dates and Deadlines by visiting the [Academic Calendar](#) on the Valencia College website. ∞
- ☐ Apply for Scholarships by visiting the [Financial Aid Services](#) website. ∞
- ☐ [Get involved](#) on campus by joining student clubs and organizations, attending [campus events](#) and participating in health and wellness activities. ∞
- ☐ Visit the [Career Center website](#) to learn how to create your resume and connect with a [Career Advisor](#) for feedback.

∞ Indicates actions that you should take at every credit hour benchmark.



## 12-30 Credit Hour Checklist

- ☐ Check your [Student Portal](#) email daily. ∞
- ☐ Confirm that your degree program matches your career and academic goals and update it if necessary. ∞
- ☐ Explore and research your career interests by considering volunteering, employment, internships, job shadowing and service learning.
- ☐ Visit the [Internship and Workforce Office](#) to inquire about internship requirements and opportunities. Consider volunteering, service learning or relevant employment in your field of interest.
- ☐ Run your degree audit and use your catalog to help you choose the right classes. For assistance, connect with your [Student Success Coach](#). ∞
- ☐ Verify technical certificate completion if applicable. ∞
- ☐ Verify your address is correct in [Student Portal](#). Technical Certificates are sent via mail. ∞
- ☐ Check Important Dates and Deadlines by visiting the [Academic Calendar](#) on the Valencia College website. ∞
- ☐ Apply for Scholarships by visiting the [Financial Aid Services](#) website. ∞
- ☐ [Get involved](#) on campus by joining student clubs and organizations, attending [campus events](#) and participating in health and wellness activities. ∞
- ☐ Keep your résumé current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the [Career Center website](#) or connect with a [career advisor](#).

∞ Indicates actions that you should take at every credit hour benchmark.

## 30-45 Credit Hour Checklist

- ☐ Check your [Student Portal](#) email daily. ∞
- ☐ Confirm that your degree program matches your career and academic goals and update it if necessary. ∞
- ☐ Decide on your educational goals by the time you complete 45 credit hours.
- ☐ Research bachelor's programs at Valencia and other State colleges, if applicable.
- ☐ Run your degree audit and use your catalog to help you choose the right classes. For assistance, connect with your [Student Success Coach](#).
- ☐ Verify technical certificate completion if applicable. ∞
- ☐ Consider exploring advanced training, certifications and licenses.
- ☐ Check Important Dates and Deadlines by visiting the [Academic Calendar](#) on the Valencia College website. ∞
- ☐ [Get involved](#) on campus by joining student clubs and organizations, attending [campus events](#) and participating in health and wellness activities. ∞
- ☐ Apply for Scholarships by visiting the [Financial Aid Services](#) website. ∞
- ☐ Enhance your work experience and skills by volunteering, employment, internships, service learning and job shadowing.
- ☐ Keep your résumé current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the [Career Center website](#) or connect with a [career advisor](#).

∞ Indicates actions that you should take at every credit hour benchmark.

## 45-60 Credit Hour Checklist\*

- ☐ Check your [Student Portal](#) email daily. ∞
- ☐ Confirm that your degree program matches your career and academic goals and update it if needed. ∞
- ☐ Run your degree audit to confirm that you are on track for graduation. For assistance, connect with your [Student Success Coach](#). ∞
- ☐ Verify technical certificate completion if applicable. ∞
- ☐ Submit your [graduation application](#) by the deadline, if you are ready.
- ☐ Start your job search using [Navigator](#), the Valencia College job search tool.
- ☐ Submit your admissions applications early to Valencia College or other state colleges of interest, if furthering your education is in your career plan.
- ☐ Check Important Dates and Deadlines by visiting the [Academic Calendar](#) on the Valencia College website. ∞
- ☐ Apply for Scholarships by visiting the [Financial Aid Services](#) website. ∞
- ☐ Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing.
- ☐ [Get involved](#) on campus by joining student clubs and organizations, attending [campus events](#) and participating in health and wellness activities
- ☐ Keep your resume current by reviewing it every semester and consider scheduling a mock interview. For assistance, visit the [Career Center website](#) or connect with a [career advisor](#).

\*[Most A.S. programs are 60 credits](#) but there are some exceptions. Speak to your [Student Success Coach](#).

∞ Indicates actions that you should take at every credit hour benchmark.

# Valencia College Resources

Need more information? Check these out!

**VALENCIA**COLLEGE

## Internship and Workforce Services

Find an internship and be ready for the job: [valenciacollege.edu/internship](http://valenciacollege.edu/internship)



Over 150 clubs and organizations:  
[valenciacollege.edu/engage](http://valenciacollege.edu/engage)



Over 150 clubs and organizations:  
[valenciacollege.edu/volunteers](http://valenciacollege.edu/volunteers)

**VALENCIA**COLLEGE

## Learning Support

Get help with your studies:  
[valenciacollege.edu/tutoring](http://valenciacollege.edu/tutoring)



Build academic and emotional fitness:  
[valenciacollege.edu/advising-counseling](http://valenciacollege.edu/advising-counseling)

**VALENCIA**COLLEGE

## Veteran Affairs

Essential resources and support for veterans: [valenciacollege.edu/va](http://valenciacollege.edu/va)



Free fitness and recreational sports: [valenciacollege.edu/ufit](http://valenciacollege.edu/ufit)



Get help with behavioral health and more: **800-878-5470**  
**[Student Support Resources](#)**

**VALENCIA**COLLEGE

## Career Center

Explore careers and prepare for what's next:  
[valenciacollege.edu/careercenter](http://valenciacollege.edu/careercenter)

# Questions to Ask Your Student Success Coach

- What's the difference between dropping a class and withdrawing from a class, and how does this impact me?
- What are some things I should consider before withdrawing from a class?
- What are some important academic policies that I should be aware of?(e.g., grade forgiveness, academic probation)
- What are some resources that I should be using at Valencia College if I'm struggling in my classes?
- What are some resources that will help me explore different majors and careers?



- How can I raise my GPA?
- What are some things I should consider when creating my class schedule?
- What are the prerequisites for my major?
- How do I choose my electives?



- Is my major limited or restricted access? If so, what does that mean?
- How do I know that I'm on track for graduation?
- How do I know that I've met all my graduation requirements for my major?
- How do I apply for graduation?
- What are my options if I want to pursue a Bachelor's Degree upon completing an Associate in Science?

# How do I run my degree audit?

1. Log in to [Student Portal](#).
2. Inside your Student Profile, locate the list of links on the left side of the page
3. Click on the Degree Audit link
4. Select Current Term drop-down menu, select the term for which you wish to view your to view your Degree Audit
5. Click on the radio button next to the program of study for which you wish to generate a Degree Audit:
6. After clicking on the radio button next to the program of study for which you wish to view your Degree Audit, click on the Generate New Evaluation button.

The path  
to promise  
takes you  
from  
“what is”  
to  
“what can be.”





# WHAT'S NEXT?

Valencia College is an equal opportunity institution. We provide equal opportunity for employment and educational services to all individuals as it relates to admission to the college or to programs, any aid, benefit, or service to students or wages and other terms, conditions or privileges of employment, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, sexual orientation, genetic information, gender identity, pregnancy, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations.