

# ENROLLMENT CHECKLIST

Thinking about becoming a Valencia College student and need to know what to do next? This checklist outlines what you'll need to complete before starting classes.

For more in-depth information, visit: [valenciacollege.edu/futurestudents](https://valenciacollege.edu/futurestudents)

## APPLY AND SUBMIT

- ☐ Apply for admission at: [valenciacollege.edu/futurestudents](https://valenciacollege.edu/futurestudents)
- ☐ Claim Florida Residency (if eligible). For instructions on how to submit your Florida residency for Tuition Purposes Form and residency documents, visit [valenciacollege.edu/residency](https://valenciacollege.edu/residency).  
\* If you're under the age of 24, these documents will need to be your parent's or legal guardian's documents unless you meet an independent exception.
- ☐ If seeking financial assistance, apply for financial aid at [fafsa.gov](https://fafsa.gov) using Valencia College code: 006750.
- ☐ Check out Valencia College scholarships at: [valenciacollege.edu/scholarships](https://valenciacollege.edu/scholarships)
- ☐ Please submit official transcripts to the Admissions and Records office. Official PDF transcripts can be sent to [transcripts@valenciacollege.edu](mailto:transcripts@valenciacollege.edu) or mailed to 1800 S. Kirkman Road, Orlando, FL, 32811. We recommend having transcripts sent electronically to ensure Valencia College receives and processes them as quickly as possible. Unofficial transcripts will not be processed.

This can be completed anytime during the enrollment process, but transcripts must be received prior to starting classes and being awarded financial aid.

**First Time in College Students:** Request your official final high school transcript showing your date of graduation from high school or official GED transcripts/scores. You will be classified as a non-degree-seeking student until your official final transcript has been received.

**Transfer Students:** Request official transcripts from all colleges that you ever attended. It is suggested that you also have your official final high school transcript or official GED transcripts/scores sent to Valencia College. Both high school and college transcripts must be received and evaluated before financial aid will be awarded.

## SIGN UP

- ☐ Sign up for an Atlas account at: [valenciacollege.edu/atlas](https://valenciacollege.edu/atlas)  
  
After submitting your application, please allow up to five business days before attempting to sign up. If you need help, call Enrollment Services at **407-582-1507** or visit the Answer Center online: [valenciacollege.edu/answer-center](https://valenciacollege.edu/answer-center)  
  
Atlas is our online learning community that connects students, faculty and staff to the resources they need to succeed at the college. Here, you'll find important information regarding registration, financial aid and course planning.  
  
Your Atlas email is created when you sign up—it's our official means of communicating with students. Remember to check your Atlas email multiple times each week for updates from Valencia College and your faculty.

## COMPLETE AND ATTEND

- ☐ Complete orientation.  
Wait 24 hours after creating your Atlas account and then log into your Atlas account, go to My Atlas, look for the New Student Orientation channel, and click “Sign Up.”

You'll decide when you want to receive your orientation materials, so we can prepare personalized orientation information and send you your orientation email on your selected date. This email will contain helpful information about Valencia and help you prepare to register for courses.

- ☐ If you haven't **submitted your SAT, ACT or high school PERT scores** taken within the last two years, we recommend taking the PERT—so that you can have access to as many classes as possible during your first term. Please note: You would typically take this assessment on campus. However, our physical campuses are currently closed. To take the PERT virtually, please fill out the PERT Virtual Assessment Test Request Form at **[forms.valenciacollege.edu/virtual-pert-request](https://forms.valenciacollege.edu/virtual-pert-request)**. If you have questions about the PERT, please contact us at **[assessment@valenciacollege.edu](mailto:assessment@valenciacollege.edu)**.
- ☐ Register for classes through your Atlas account.
- ☐ Pay tuition.
  - Pay online by logging in to Atlas, going to the Students tab and clicking “My Account Balance” in the My Account channel.
  - Pay with your financial aid award.
    - If awarded, your authorized financial aid will be applied directly to your account balance. You are responsible for any remaining balance.
    - Please note: if you are using a Florida Prepaid College Plan and/or Bright Futures Scholarship, you will still need to pay your balance as some fees are not covered by these programs.

Be sure to pay tuition by the payment deadline or you will be dropped from classes. For deadlines, view the academic calendar at: **[valenciacollege.edu/calendar](https://valenciacollege.edu/calendar)**

- ☐ Order your course materials.
  - Order online at the Campus Store: **[valenciacollege.edu/campus-store](https://valenciacollege.edu/campus-store)**
  - Downtown Campus students should order from the Downtown Campus Store: **[ucf-vc.bncollege.com/shop/ucf-valencia/home](https://ucf-vc.bncollege.com/shop/ucf-valencia/home)**

## GO

- ☐ Attend the first day of classes—learning begins on day one!

Questions? Contact Enrollment Services at **407-582-1507** or **[enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu)** or visit our virtual Answer Center at **[valenciacollege.edu/answer-center](https://valenciacollege.edu/answer-center)**