

# Admissions

## Enrollment: Step by Step

Step 1 – Apply for Admission and Financial Aid

Step 2 – Create Your Atlas Account

Step 3 – Complete Online New Student Orientation and attend On-Campus Orientation

Step 4 – Register for Your Courses and Pay Tuition

Step 5 – Get Your Student ID Card and Parking Decal

Step 6 – Purchase Your Books and Go to Class!

For detailed information on the enrollment steps, visit [valenciacollege.edu/admissions-records](http://valenciacollege.edu/admissions-records).

The Answer Center provides information regarding the admissions and enrollment process, including admission requirements, residency requirements, privacy rights of students and classification of students. Answer Centers are located on all five Valencia College campuses: East, Lake Nona, Osceola, West and Winter Park.

## Application and Admissions Process

In order to enroll in credit courses, you must submit a completed online Application for Admission by the **Application Priority Deadline** listed in the Academic Calendar in the online official catalog. Applicants for the Associate's Degree must pay a non-refundable, non-transferable application fee of \$35. Applicants for the Bachelor's degree and Advanced Technical Certificates must pay a non-refundable, non-transferable application fee of \$35. If you are an active Valencia College student and have an Associate of Arts degree earned from Valencia or an Associate of Science degree earned from Valencia related to a bachelor degree program offered at Valencia, or you are an active Valencia student taking prerequisites toward your intended Valencia bachelor's degree, you are not required to pay the \$35 application fee. Official transcripts, other documents for admissions consideration and the non-refundable application fee must be submitted. For further information, visit [valenciacollege.edu/admissions-records](http://valenciacollege.edu/admissions-records). Dual enrollment students are required to submit a paper application to the Dual Enrollment office for initial processing.

Until Valencia receives and evaluates official copies of all transcripts, **you will not be eligible to receive financial aid or scholarships.**

If you have never attended college, you must submit your official final high school transcript, GED score report, or home school affidavit with Notice of Intent directly to the Valencia Admissions and Records Office, or you may hand deliver it in a sealed envelope from the sending institution to any campus Answer Center. Graduates and students of Florida's public education system should request transcripts be sent electronically.

If you have attended college, you must request **each** previously attended college to forward an official transcript of your record directly to the Valencia Admissions and Records Office, or you may hand deliver them in a sealed envelope from the sending institution to any campus Answer Center. You are urged to do this as early as possible to assure complete records and accurate advisement. If you are seeking the Associate in Arts (A.A.) degree, Associate of Science (A.S.) degree, or the Bachelor of Science (B.S.) degree, it is recommended that you also submit official high school transcripts if you completed a foreign language that could satisfy the foreign language proficiency requirement for the degree.

Complete official transcripts **MUST** be received by the Admissions & Records Office before you can be admitted to Valencia as a degree-seeking student. See the Glossary for the definition of Transcript, Official.

Valencia College has determined that the presence on campus of students officially designated as Sexual Offenders/Sexual Predators would be disruptive to the orderly process of the college's programs and/or would interfere with the rights and privileges of other students. In accordance with §1001.64(8)(a), F.S., the college may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the college. The college denies admission/enrollment to students who are officially designated as Sexual Offenders/Sexual Predators. (College Procedure 6Hx28:8-02 ([http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=178&volumeID\\_1=8&navst=0](http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=178&volumeID_1=8&navst=0)))

## **Valencia Student Identification Number**

After processing your application, the college will assign you a Valencia student identification number (VID). Consisting of a "V" followed by eight digits, your VID will be used for identification when completing various transactions with the college and when accessing your records via the FloridaShines (<http://www.floridashines.org>) Web site.

For more information view the Summary of Admissions Requirements chart ([http://catalog.valenciacollege.edu/admissions/Admissions\\_Requirements\\_Chart\\_in\\_Catalog\\_201617-REV-093016.pdf](http://catalog.valenciacollege.edu/admissions/Admissions_Requirements_Chart_in_Catalog_201617-REV-093016.pdf)).