

CLASSIFICATION OF STUDENTS

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You are classified as a matriculated student when you have provided Valencia with all the required admission documents and are officially enrolled in classes.

Degree-Seeking

When you indicate on your Application for Admission, or as an update to your official records, that you are seeking a degree at Valencia College (e.g. Associate in Arts, Associate in Science, Bachelor of Arts, or Bachelor of Science), the college applies policies and procedures to help you achieve your goal. These policies and procedures are:

1. Entry testing as required.
2. Required New Student Orientation program attendance, which includes academic advising for initial registration.
3. Successful completion of all mandatory courses in reading, Student Success, mathematics, English and English for Academic Purposes starting the first term of registration and continuing each term until all requirements are satisfied.
4. Required enrollment in SLS 1122 NEW STUDENT EXPERIENCE in order to complete a learning portfolio and career and education plans.
5. Successful completion of the Associate's degree for students seeking a Bachelor's degree.

Non-Degree Seeking

When you indicate on your Application for Admission that you are taking courses to earn a technical certificate for personal interest, for job improvement, for teacher recertification, for an applied technology diploma, as a transient student, as a Dual Enrollment student or as a Provisional student, our policies and procedures that are designed to enhance academic success are not required since you are declaring that you are not pursuing a degree at Valencia College. Thus, as a non-degree-seeking student, you are exempt from entry testing (unless required for a specific course prerequisite, for an applied technology diploma or a career certificate program, or for Provisional students) and mandatory course requirements. Note that non-degree seeking students are still required to satisfy course prerequisites for registration either by testing, or by providing a transcript which indicates prerequisite coursework has been completed, or advisor endorsement from a home institution. Moreover, Dual Enrollment students will be required to complete entry testing prior to registration for your first term.

Students who are non-degree-seeking are not eligible for financial aid; students enrolled in selected technical and career certificate programs may qualify for financial aid. (See Financial Aid (<http://catalog.valenciacollege.edu/financialaid/>).

Transient Student

You may wish to take a course away from your "home" institution and still be able to apply the credit toward a degree at your "home" institution. If you qualify to do this, you will be considered a transient student.

Transient student from another college:

If you attend Valencia College to take particular courses with the permission of your home institution, you are a transient student. If you intend to register at Valencia College on a transient basis from your home institution, you must:

- Complete the Valencia Application for Admission (\$35 fee); or, If your home institution is a Florida public institution, you must electronically submit a Transient Student Form for Valencia College through <https://www.floridashines.org/>; you do not need to complete the Valencia Application for Admission form.
- Submit a transient form from your home institution showing the term of enrollment and courses requested.
- For nonpublic Florida schools or out of state schools, you must obtain written permission from your home institution.
- A hold will be placed on your record preventing registration for future terms. If you wish to continue enrolling at Valencia College, a new transient form is required every term.
- To become degree seeking at Valencia College, you may update your student status via the Change of Program or Major form found in your Atlas account.
- To receive credit at your home institution, you must have an official Valencia College transcript with final grade(s) sent to your home institution.
- There is a \$3.00 transcript fee. If you are a transient student from a Florida public institution and you utilized the <https://www.floridashines.org/> transient form, your home institution should request a transcript on your behalf; there will not be a transcript fee.

Transient student from Valencia College:

To attend another institution as a Valencia transient student, you must meet all of the following criteria:

- have an active student record
- be a degree-seeking credit student who has completed at least one credit at Valencia
- have met the requested course prerequisite
- be eligible to register at Valencia (not on academic suspension)
- have no holds
- and have approval from an Academic Advisor, the academic department from which the course is offered and the Registrar.

Students attending Florida public institutions may process a Transient Student Form electronically through [floridashines.org](https://www.floridashines.org/) (<https://www.floridashines.org/>); for non-public Florida schools or out of state schools, you must obtain a paper transient form from any campus Answer Center.

The completion of a Transient Student Form will guarantee acceptance by Valencia College of the courses approved on the form.

If you are on academic probation you must receive approval from an Advisor or Counselor prior to submitting a Transient Student Form. Transient Student Forms received without prior advisor or counselor approval will be denied.

To receive credit for your transient coursework, you must submit your official transcript of any course(s) with finals grades taken at another institution. Information for submitting your official transcript can be found at the following link: <https://valenciacollege.edu/admissions/admissions-records/official-transcripts.php>. We will request a transcript on your behalf if you completed the Transient Student Form through [floridashines.org](https://www.floridashines.org) (<https://www.floridashines.org/>). If you decide not to attend the transient institution you must submit a letter of non-attendance from that institution.

The institution that you want to attend as a transient student may require that you submit a transcript(s) of your previous college work. If you desire to have transcripts sent from Valencia to another institution, you must complete a Transcript Request form online through your Atlas account. There is a \$3.00 transcript fee.

An institution to which you may want to transfer could have restrictions regarding continuous enrollment that may be affected by your taking courses as a transient student. You are encouraged to familiarize yourself with the continuous enrollment policy of institutions you might want to attend after graduation from Valencia.

Active/Inactive

Active Student:

- Associate Degree or Technical Certificate student is active if you have been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term.
- Bachelor's Degree student is active if you have been enrolled in credit courses at Valencia within the 12 months prior to the beginning of the upcoming term.

Inactive Student:

- Associate Degree or Technical Certificate student is inactive if you have not been enrolled in credit courses at Valencia within the 24 months prior to the beginning of the upcoming term.
- Bachelor's Degree student is inactive if you have not been enrolled in credit courses at Valencia within the 12 months prior to the beginning of the upcoming term.

If you are an inactive student who would like to enroll in credit courses at Valencia, you must submit a completed Valencia Application for Admission as a Readmit Student by the Application Priority Deadline listed in the Academic Calendar in the online official catalog and pay the \$35 readmission application fee. If applicable, you will also need to reestablish your Florida residency classification by providing the necessary documentation.

Enrollment Status

Full-Time: You are a full-time student if you are enrolled for 12 or more credits during Fall, Spring or Summer Terms.

Part-Time: You are a part-time student if you are enrolled for fewer than 12 credits during Fall, Spring or Summer Terms.

Half-Time: You are a half-time student if you are enrolled for 6 credits during Fall, Spring or Summer Terms.

Less than Half-Time: You are a less than half-time student if you are enrolled for fewer than 6 credits during Fall, Spring or Summer Terms.

Level

Freshman: You are classified as a freshman if you have completed less than 30 college-level credits toward a degree.

Sophomore: You are classified as a sophomore if you have completed at least 30 college-level credits toward a degree.

Junior: You are classified as a Junior if you have completed at least 60 college-level credits, are admitted to a Bachelor's degree program, and are registered for 3000/4000 level courses.

Senior: You are classified as a Senior if you have completed at least 90 college-level credits, are admitted to a Bachelor's degree program, and are registered for 3000/4000 level courses.