

How to Print Your Student Schedule for Your Student ID Card and Parking Decal

You must be registered in classes to obtain your <u>Student ID card and a parking decal</u> from Campus Security. <u>After</u> you have completed registration, follow the instructions below.

Note: All instructions and screenshots are from the Chrome internet browser in an Incognito session.

1. When you accessed registration via your Atlas account, a new tab should have opened in your web browser:

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# VALE CIACOLLEGE																* 4		
Student This tab is your active Atlas tare a Term • Register for Classes You are currently in that opened when Register for Classes Reg						ntly on the Registra when you clicked or asses in your Atlas	ation t n ; tab	ab										
Find C	lasses Enter CRN	s Plans	Schedule and Options	;														
Enter Term:	Your Search Criteri Spring 2024 Credit Cou	a 🕕 Irses																Â
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11am								*	Total Hour	s Registered: 3 Billing	g: 3 CEU: 0 Min: 0 Max: 19						_	
Panels	•														Condition	nal Add and Drop 🕚	Sub	mit

2. Return to your Atlas account; to do this, click on the browser tab where your active Atlas session is located or close the tab that has your registration:



3. You should still be on the **Courses** tab in your Atlas account. Click on the **Student Profile** channel:

inside

Student Profile

Student Profile

• New The Student Profile allows you quick and easy access to your academic record and to common student activities, such as:

Registration
Viewing Financial Aid
Viewing Valencia College Grades
Ordering Transcripts
and more

Student Profile

4. You will be directed into your Student Profile:

				* • • • • •
* VALENCIA OLLEGI	E			🜩 👤 Charli Atlas
Student				
Student Profile - Charli Atlas ((V02707326)			
Term: Spring 2024 Credit Courses		Standing: Good Standing, as of Fall 2022 Credit Courses	Overall Hours: 42 Overall GPA: 2.50	Registration Notices: 🚺 Holds: 🚹
	Bio Information Email: Prone: Ethnicity: Ethnicity: Race: Citterensity: Status: Status: Status: Status: Status: Lavie: La	cattas@mail.vatencacollege.edu No.Provided To Frovided No.Provided No.Provided Credit Active No.Acpolicable Fill 2015 Credit Courses Fill 2015 Credit Courses Fill 2015 Credit Courses	CURRICULUM, HOURS & GPA Primary Secondary Hours & GPA Degree: Credit C	
Curriculum and Courses	Advisors		Total Hours Registered Hours: 0 Billing Hours: 0 CEU Hours: 0 Min Hours: Not available Max Hours: Not available	
Prior Education and Testing	Primary / Career Program Advisor Advisor	Ms Stephanie Lozosky Walsh Ms Mary Darlene Asbury		
Additional Links				
Additional Student Record Data				
My Courses (Canvas)				
My Financial Aid				
Registration				
Student Detail Schedule				
Student Self-Service				
Student Accounts				
Campus Store				
Parking Permit				
View Grades				
Degree Audit				
My Education Plan				

5. If necessary, change the term that is being displayed in your **Student Profile** to match the term you

just registered for by clicking on the drop-down arrow in the correct term (this is important; you must show that you are registered in the term for which you are obtaining your Student ID and/or Parking Permit):



Your **Student Profile** page will refresh and you will see your just registered for courses in the **Registered Courses** area in your **Student Profile**:

# VALENCIACOLLEGE	3							*	1	Charli Atlas
Student 🔹 Student Profile										
Student Profile - Charli Atlas (V02707326)									
Term: Spring 2024 Credit Courses		Standing: Good Standing, as of Fall 2022 Credit Courses		Overall Hours: 42 Overall GPA	2.50			Registration N	lolices:	4 Holds: 1
Childre	Bio Information Email: Phone: Date of Birth: Ethnicity: Ritronship: General Information Level: Status: Student Type: Residency: First Term Attended: Last Term Attended:	calle divided 1025 voided 1025 voided Not Provided Not Provided Not Provided Active Credit Active House Resident Fall 2015 Credit Courses Fall 2015 Credit Courses	CURRICULUM, HOURS & GPA Primary Secondary Ho Degree: Level: Program: Major: Catalog Term: REGISTERED COURSES Course Title	Registration Status	Instructor		*			
Curriculum and Courses	Advisors	Page has refreshed after selecting the term you	Art Appreciation	ARH 1000 0	27663	3	Registered Via Web	Ms Claire H	(nob Pau	<u>a</u>
Prior Education and Testing	Primary / Career Program Ad Advisor	just registered for (if needed)	Total Hours Registered Hours: 3 Billing Hours: 3 CEU Hours: 0 Min Hours: 0 Max Hours: 19							
Additional Student Record Data My Courses (Canvas) My Financial Aid										
Registration										
Student Detail Schedule										
Student Self-Service										
Student Accounts										
Campus Store										
View Grades										
Degree Audit										
My Education Plan										

6. Use your mouse and, anywhere on the **Student Profile** page, right click to open a menu where you can select **Print...**:

# VALENCIACOLLEGE	8									*	٩	Charli Atlas										
Student 🔹 Student Profile																						
Student Profile - Charli Atlas2	(V03354619) CONFI	DENTIAL																				
Term: Spring 2024 Credit Courses +		Standing: Good	I Standing, as of Spring 2023 Credit Co	ourses	Overall F	Hours: 0 Overall GPA:	0.00			Registratio	on Notice	s: 🚺 🛛 Holds: 🚺										
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<u>Charli Atlas2</u>	Advisors	Cast			Art Appreciation	ARH 1000 0	27663	3	Registered Via Web	Ms Clai	ire Knob i	Paul										
Curriculum and Courses	Primary / Program Advisor	Search images with	Google		Total Hours Registered Hours: 3 Billing Hours: 3 CEU Hours: 0 Min Hours: 0 Max Hours: 19																	
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My Courses (Canvas)			-																			
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7. After you have selected print, you will see:

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	General Information			Credit						
	Student Type: Residency:			Active Not First Time in C Florida Resident	College					
CONFIDENTIAL	Last Term Attended:			None						
Charli Atlas2	Advisors Primary / Program Advisor			Statest Services						
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8. In the window that has opened with your **Student Profile** in printable format, click on **Destination**

Print	2 sheets of	paper
Destination	Hewlett-Packard HP Co	» - `
Pages	All	·
Copies		
Layout	Portrait	
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More settings		
	Select your printer and click Print	
	Print Car	ncel

and select your printer and click Print

9. Take your printed Student Profile page showing your current registration to <u>Campus Security</u> to obtain your Student ID and/or Parking Permit. To obtain your parking permit, be sure to complete the required Vehicle Parking Permit Application (note: you will also need to bring your current vehicle registration information with you to obtain your Parking Permit). You will find a link to the Vehicle Parking Permit inside your Student Profile (located on the left-hand side of the page under Additional Links):

Student & Studen Profile - Charlie Alasta (volassa da la grandi al la	# VALENCIACOLLEGE	2							* 🤉) Cł	narli Atlas2
staten 2016 - Charla Lates 2 (V33354619) CONFLIGENTIAL Torre and a constant and	Student										
imm i	Student Profile - Charli Atlas2	(V03354619) CONFIDENTIA	AL								
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Need help? Reach out to one of our <u>Student Support Services</u>. For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email <u>askatlas@valenciacollege.edu</u>.