How to Register

- 1. Log in to your <u>Atlas account</u>
- 2. Click on the Courses tab
- 3. Inside the **Registration** channel, click on Register for Classes

Registration	
Register for Classes	
Registration	
• My Degree	
Payment and Admissions	
Tips and Tools	
Classes My Way	

4. You will be directed to the self-service page for **Registration**:

Registration	
What would you like to do?	
Prepare for Registration Vew your registration eligibility (time ticket information, holds that prevent registration, etc.).	Register for Classes Register for classes and/or manage your class schedule (including withdrawing from one or more courses).
Big Ahead Get a head start! View and/or build a Plan to identify courses you will need to register for in upcoming terms.	Class Schedule Search Search for classes for registration.
Check your current and past class schedules (formerly Student Detail Schedule).	Browse Course Catalog Look up courses to add to your Plan (allows you to add classes to your Plan that are not yet available for registration).

5. Verify your eligibility to register for classes by clicking on **Prepare for Registration**:

Registration	
What would you like to do?	
Prepare for Registration View your registration eligibility (time ticket information, holds that prevent registration, etc.).	Register for Classes Register for classes and/or manage your class schedule (including withdrawing from one or more courses).
Ean Ahead Get a head start! View and/or build a Plan to identify courses you will need to register for in upcoming terms.	Class Schedule Search Search for classes for registration.
View Repistration Information Check your current and past class schedules (formerly Student Detail Schedule).	Browse Course Catalog Look up courses to add to your Plan (allows you to add classes to your Plan that are not yet available for registration)



a. Select the term you wish to check your registration eligibility for:

Select a Term		
Terms Open for Registration		٦
Select a term	٣	
Continue		

b. If you are eligible to register, you will see information similar to that shown in the screenshot below:

Prepare for Registration	
Registration Status	
	Primary Curriculum
Registration Status	Program: Personal Interest
Term: Spring 2024 Credit Courses	Major: Not Required Catalog Term: Spring 2024 Credit Courses
Your Student Status permits registration.	Level: Credit
Your academic status Good Standing permits registration.	Secondary Curriculum Program: AS: Accounting Technology
	Major: AS Accounting Technology Catalog Term: Spring 2024 Credit Courses Level: Credit
Your Registration Time Ticket permits registration within these times : 10/23/2023 07:00 AM - 04/29/2024 11:30 PM	

6. Navigate back to the self-service page for **Registration** by clicking on **Registration** as shown in the screenshot below:

Student • Registration • Select a Term • Prepare for Registration	
Prepare for Registration Click here to navigate back to the Self- Service page for Registration	
Registration Status Term: Spring 2024 Credit Courses	Primary Curriculum Program: Personal Interest Major: Not Required Catalog Term: Spring 2024 Credit Courses
Your Student Status permits registration.	Level: Credit
Vour academic status Good Standing permits registration.	Secondary Curriculum Program: AS. Accounting Technology Major: AS Accounting Technology Catalog Term: Spring 2024 Credit Courses Level: Credit
Your Registration Time Ticket permits registration within these times : 10/23/2023 07:00 AM - 04/29/2024 11:30 PM	

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7. Once you are back on the self-service page for **Registration**, click on **Register for Classes**:

Registration	
What would you like to do?	Click here
Prepare for Registration View your registration eligibility (time ticket information, holds that prevent registration, etc.).	Register for Classes Register for classes and/or manage your class schedule (including withdrawing from one or more courses).
Plan Ahead Get a head start! View and/or build a Plan to identify courses you will need to register for in upcoming terms.	Class Schedule Search Search for classes for registration.
Check your current and past class schedules (formerly Student Detail Schedule).	Browse Course Catalog Look up courses to add to your Plan (allows you to add classes to your Plan that are not yet available for registration).

8. Before you can proceed to registration, you may be presented with **Action Items** related to your enrollment at Valencia College:



- a. Click CONTINUE
- b. Respond to the Action Items you are presented with:





9. After responding to and saving your **Action Items**, click **Continue** to proceed:

Action Item Processing	Save Successful
Action Item Processing	
Welcome You have the following items that require your attention.	Click tee after responding to your Action Items Continue
Registration Requirements	Student Enrollment Agreement I agree to all terms and conditions set forth in the <u>Student Enrollment Agreement</u> and I agree to pay all Valencia College student account balances
Instructions End Date:01/19/2024	and charges pursuant to Valencia College policies. A delinquent student account balance may be reported to a credit bureau and referred to collection agencies or litigated. Lagree to pay any cost associated with the collection of unpaid charges, including late fee assessments, collection fees up to 25%, attorney fees and court costs.
Student Enrollment Agreement Response saved on: 01/18/2024 Current Response: lacept and agree to the terms of the Student Enrollment Agreement. Halt Processe: Register for Classes Review and accept the Student Enrollment Agreement. This Student Enrollment Agreement applies to the following registration terms/senseters: - Spring 2024 (20238) - Summer 2024 (20238) - Fall 2024 (202510)	up to 25%, attorney tees and court costs. I hereby enter into this Enrollment Agreement with full knowledge of its legal implications and without coercion and/or promises made to me by Valencia College and I also acknowledge that prior to agreeing to the <u>Student Enrollment Agreement</u> , I had the right and option to discuss the terms and conditions therein with a private attorney at my sole expense. I understand that my acceptance of the <u>Student Enrollment Agreement</u> is required and valid for each semester in which I enroll (register) in Valencia College courses. Note: Atlas email is the official form of communication from Valencia College to students. I al accept and agree to the terms of the Student Enrollment Agreement Save

10. Select the term you wish to register for from the drop-down and click **Continue**:

Select a Term	
Terms Open for Registration Select a term Continue	

11. You will be directed to the **Register for Classes** page:

Student •	Registration	Select a	a Term • Reg	gister for Classes						
Register for	r Classes									
Find Classes	Enter CRNs Plans	Schedule and C	Options							
Enter Your Sear Term: Spring 2024	ch Criteria 0 Credit Courses									A
0;	pen Waitlist Sections Only									
	Subject									
Sut	bject and Course Number									
Keyw	ord/CRN/Course Number									
	Campus									
	Instructional Methods									
	Meeting Days									
	Sunday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Cabinda									·
M Schedule	Schedule Details							•	Summary	Tutton and Fees
Class Schedule for Sp	oring 2024 Credit Courses								No registered or pending classes.	
6am	unday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	-		
/am										
8am										
9am										
10am										
ttam										
Display or hide add	ditional registration informat	ion using Ctrl + Alt -	+ V. Use Ctrl + Alt + C to res	set all panels.					The Line of Residence of Reference (RVI), of the of these to	
Panels +								Ŧ	construction is addressing on a meaning on a new or a service in a service in a service in a service of the ser	0 Submit

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To register for classes, you must first find classes to register for, add them to the **Summary** area, and click the **Submit** button to complete registration.

1. Find classes by entering your search criteria; in the examples below we are using SLS 1122 Student Success:

Register for Classes		
Find Classes Enter CRNs Plans	Schedule and Options	
Open/Waitlist Sections Only		^
Subject		Ц
Subject and Course Number	× SLS1122 SLS:Student Life Skills (Lrng)	
Keyword/CRN/Course Number		
Campus		Ш
Instructional Methods		
Meeting Days		Ш
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
	Search Clear Advanced Search	•

2. Review the Find Classes search results and locate a section of the class you wish to register for:

Register	for Clas	ses									
Find Classes	Enter CR	Ns Plans	Schedule and Options								
Search Re Term: Sprin	sults — 208 Ci g 2024 Credit C	lasses ourses Subj	ect and Course Number: SLS1122 SL	S:Student Life	Skills (Lrng)						Search Again
CRN	Subject 0	Course Nam	Title	Hours	Campus	Meeting Times	Status	Instructional Methods	Instructor	Linked Sections	Add 🏘
20678	SLS	1122	New Student Experience	3	West Ca	S M T W T F S 11:30 AM - 12:45 PM Type: Class Building	30 of 30 seats remain.	Onsite Course/Face to Face			
20703	SLS	1122	New Student Experience	3	Osceola	S M T W T F S 02:30 PM - 03:45 PM Type: Class Buildin	30 of 30 seats remain.	Onsite Course/Face to Face			
20772	SLS	1122	New Student Experience	3	East Ca	SMTWTFS 05:30 PM - 06:45 PM Type: Class Buildin	30 of 30 seats remain.	Mixed Mode			
20799	SLS	1122	New Student Experience	3	Osceola	SMTWTFS 01:00 PM - 02:15 PM Type: Class Buildin	30 of 30 seats remain.	Onsite Course/Face to Face			
20925	SLS	1122	New Student Experience	3	West Ca	$\fbox{\begin{subarray}{c} $\mathbb{S} \ \mbox{$\mathbb{M}$} \ \mbox{$\mathbb{T}$} \ \mbox{$\mathbb{W}$} \ \mbox{$\mathbb{T}$} \ \mbox{$\mathbb{F}$} \ \mbox{$\mathbb{S}$} \ \mbox{$\mathbb{N}$} \ \mbox{$\mathbb{S}$} \ \mbox{$\mathbb{N}$} $	30 of 30 seats remain.	Online Course			Add
20926	SLS	1122	New Student Experience	3	West Ca	S M T W T F S 10:00 AM - 11:15 AM Type: Class Building	30 of 30 seats remain.	Onsite Course/Face to Face			Add
21132	SLS	1122	New Student Experience	3	West Ca	SMTES10:00 AM - 11:15 AM Type: Class Building	30 of 30 seats remain.	Mixed Mode			
21175	SLS	1122	New Student Experience	3	Osceola	S M T W F S 07:00 AM - 08:15 AM Type: Class Building	30 of 30 seats remain.	Mixed Mode			
21354	SLS	1122	New Student Experience	3	East Ca	$\fbox{\texttt{SMTWTFS}}$ - Type: Online Building: Online Room: N	30 of 30 seats remain.	Online Course			Add
21432	SLS	1122	New Student Experience	3	Osceola	SMTWTFS 05:30 PM - 06:45 PM Type: Class Buildin	30 of 30 seats remain.	Mixed Mode			Add
	Page 3 of 2	21 🕨 🖬 🛛 📑	10 🗸 Per Page								Records: 208



A class section is available for registration when the (not greyed out or unclickable):

button next to the course is activated

Register for Classes												
Find Classes	Enter CRM	Vs Plans	Schedule and Options									
Search Res Term: Spring	ults — 208 Cla 2024 Credit Co	asses ourses Subj	ect and Course Number: SLS1122 SLS	Student Life S	kills (Lrng)						Search Aga	ain
CRN ⁰	Subject 0	Course Niim	Title 0	Hours	Campus	Meeting Times	Status	Instructional Methods	Instructor	Linked Sections	Add	₩.
20678	SLS	1122	New Student Experience	3	West Ca	S M T W T F S 11:30 AM - 12:45 PM Type: Class Building	30 of 30 seats remain.	Onsite Course/Face to Face			Add	
20703	SLS	1122	New Student Experience	3	Osceola	S M T W T F S 02:30 PM - 03:45 PM Type: Class Buildin	30 of 30 seats remain.	Onsite Course/Face to Face			Add	
20772	SLS	1122	New Student Experience	3	East Ca	S M T W F S 05:30 PM - 06:45 PM Type: Class Buildin	30 of 30 seats remain.	Mixed Mode			Add	
20799	SLS	1122	New Student Experience	<u>nce</u> 3 0		S M T W T F S 01:00 PM - 02:15 PM Type: Class Buildin	30 of 30 seats remain.	Onsite Course/Face to Face				
20925	SLS	1122	New Student Experience	3 W	West Ca	$\fbox{$\mathbb{S} \ \mbox{M} \ \mbox{T} \ \mbox{W} \ \mbox{T} \ \mbox{F} \ \mbox{S} \ \mbox{S} \ \mbox{Online Building: Online Room: N}}$. Type: Online Building: Online Room: N	30 of 30 seats remain.	Online Course			Add	
20926	SLS	1122	New Student Experience	nce 3 We		S M T W F S 10:00 AM - 11:15 AM Type: Class Building	30 of 30 seats remain.	Onsite Course/Face to Face				
21132	SLS	1122	New Student Experience	nce 3 W	West Ca		30 of 30 seats remain.	Mixed Mode				
21175	SLS	1122	New Student Experience	3	Osceola	S M T W F S 07:00 AM - 08:15 AM Type: Class Building	30 of 30 seats remain.	Mixed Mode				
21354	SLS	1122	New Student Experience	3	East Ca	$\fbox{S M T W T F S}$ - Type: Online Building: Online Room: N	30 of 30 seats remain.	Online Course			Add	
21432	SLS	1122	New Student Experience	3	Osceola	S 🚺 T W T F S 05:30 PM - 06:45 PM Type: Class Buildin	30 of 30 seats remain.	Mixed Mode			Add	
K ◀ Page 3 of 21 ▶ M 10 ♥ Par Page											Records:	: 208

3. Click the

Add

button next to the class you wish to register for to add it to your **Summary** area:

Regis	Register for Classes																		
Find Cla	Find Classes Enter CRNs Plans Schedule and Options																		
Searcl Term: §	Search Results – 208 Classes Term: Spring 2024 Credit Courses Open/Wallist Sections Only: Two Subject and Course Number: SLS1122 SLS Student Life Skills (Lrng)												n Again						
CRN	° Subjec	Course Nŵn	1 Title	¢	Hours	Campus	Meeting Times			State	JS	Instructional Methods		Instr	ctor	Linked Sections		Add	* -
20678	SLS	1122	New Student Experience		3	West Ca	SMTWTFS	11:30 AM - 12:45 PM Type: Cl	ass Bu	ildin 30 o	f 30 seats remain.	Onsite Course/Face to Face						Add	
20703	SLS	1122	New Student Experience		3	Osceola	SMTWTFS	02:30 PM - 03:45 PM Type: Cl	ass Bu	uildir 30 o	f 30 seats remain.	Onsite Course/Face to Face							- 11
20772	SLS	1122	New Student Experience		3	East Ca	SMTWTFS	05:30 PM - 06:45 PM Type: Cl	ass Bi	uildir 30 o	f 30 seats remain.	Mixed Mode							
20799	SLS	1122	New Student Experience		3	Osceola	SMTWTFS	01:00 PM - 02:15 PM Type: Cl	ass Bu	uildir 30 o	f 30 seats remain.	Onsite Course/Face to Face	•						
20925	SLS	1122	New Student Experience		3	West Ca	SMTWTFS	- Type: Online Building: Onli	ne Roo	om:1 30 o	f 30 seats remain.	Online Course						Add	•
Class Sche	edule for Spring	2024 Credit Cours	ies							CRN	Details	Title	Hour	s. Schedule 1	ne Instructional Methods	Status	Action		*
12am	Sunday	Monday	Tuesday	Wednesi	Jay	Thursday	Friday	Saturday		20925	SLS 1122.0	New Student Experience	3	Classroom	e Online Course	Pendina	Regist	red Via Web	
1am									-	-						×2227			
2am										1				Course sel has been a	cted from above Ided here				
3am										\sim									
tom																			
4411																			
sam																			
6am									-	Total Hour	s Registered: 0 Billin	g:0 CEU:0 Min:0 Max:19							
Manels	Panels -																		



4. In the **Summary** area, you must click the

Submit

button to complete registration:

•	•								
	Summary	/						Tuit	ion and Fees
	CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action	*
	20925	SLS 1122, 0	New Student Experience	3	Classroom Se	Online Course	Pending	Registered Via Web	•
•						To complete reg must click the S	gistration you ubmit button to]	
						update the Statu from Pending to	us of the course Registered		
	Total Hours I	Registered: 0 Billing	: 0 CEU: 0 Min: 0 Max: 19						
							🗌 Conditio	onal Add and Drop	Submit

•	Summary	,							Tuition and F	ees
	CRN	Details	Title	Hours	Schedule Type	Instructional Methods	Status	Action		\$-
	20925	SLS 1122, 0	New Student Experience	3	Classroom Se	Online Course	Registered	None	•	
4							\mathbf{x}			
•										
Þ				After clicking th	After clicking the Submit button the Status of the course updates to					
				course updates						
	Total Hours F	Registered: 3 Billing	:3 CEU:0 Min:0 Max:19				Registered	\prec		
							Conditiona	I Add and Drop 🕕	Submit	

You must click the

button in the Summary area in order to

Status

Pending

)

complete registration; courses shown with a Pending status (indicate you <u>ARE NOT</u> registered in the course.

Submit

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>.