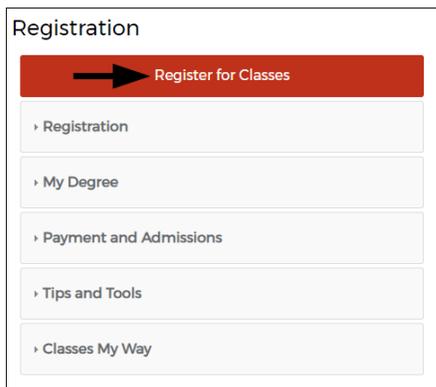
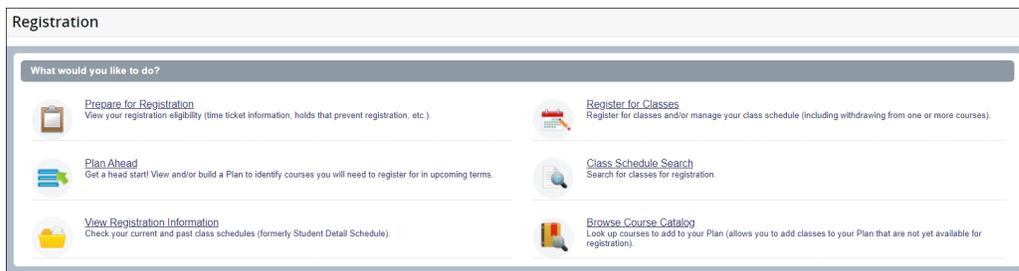


How to Register

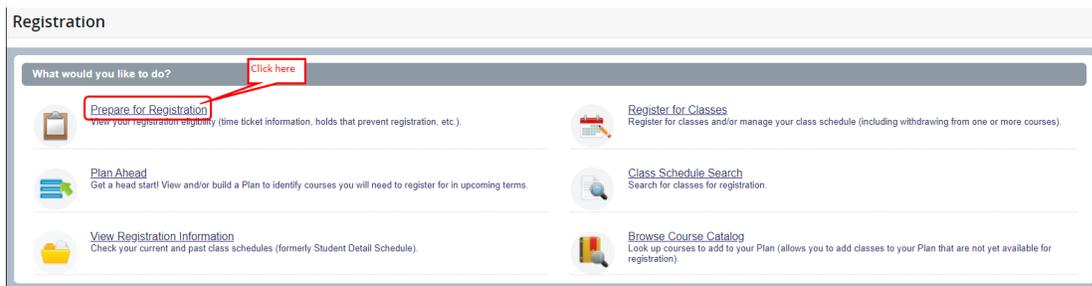
1. Log in to your [Atlas account](#)
2. Click on the **Courses** tab
3. Inside the **Registration** channel, click on **Register for Classes**



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



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



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

The screenshot shows a form titled "Select a Term". Inside the form, there is a section labeled "Terms Open for Registration" containing a dropdown menu with the text "Select a term...". Below the dropdown menu is a "Continue" button.

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

The screenshot shows a page titled "Prepare for Registration". It features a "Registration Status" section with the following information:
- Term: Spring 2024 Credit Courses
- Two green checkmarks: "Your Student Status permits registration." and "Your academic status Good Standing permits registration."
- A blue information box: "Your Registration Time Ticket permits registration within these times : 10/23/2023 07:00 AM - 04/29/2024 11:30 PM"
To the right, there are two curriculum sections:
- "Primary Curriculum": Program: Personal Interest, Major: Not Required, Catalog Term: Spring 2024 Credit Courses, Level: Credit
- "Secondary Curriculum": Program: AS: Accounting Technology, Major: AS Accounting Technology, Catalog Term: Spring 2024 Credit Courses, Level: Credit

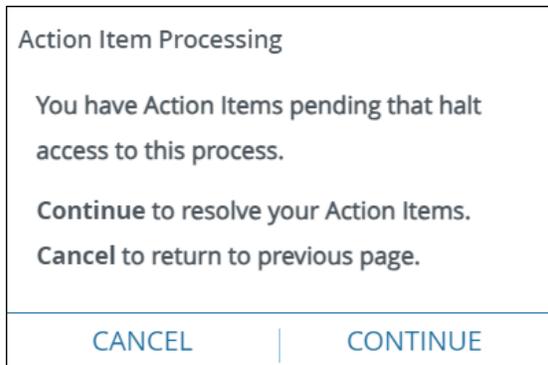
- 6. Navigate back to the self-service page for **Registration** by clicking on **Registration** as shown in the screenshot below:

The screenshot shows the navigation breadcrumb: "Student • **Registration** • Select a Term • Prepare for Registration". The "Registration" link is highlighted with a red box. A red callout box with an arrow points to this link, containing the text: "Click here to navigate back to the Self-Service page for Registration". Below the breadcrumb is the "Prepare for Registration" page content, which is identical to the screenshot in block 2b.

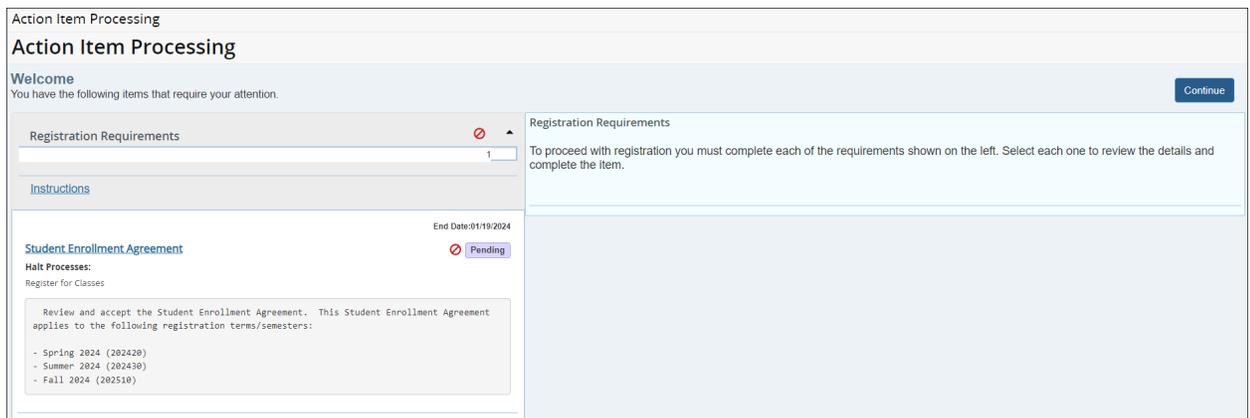
7. Once you are back on the self-service page for **Registration**, click on **Register for Classes**:



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:

The screenshot shows the 'Action Item Processing' interface. At the top right, a green banner indicates 'Save Successful'. The main content area is titled 'Action Item Processing' and includes a 'Welcome' message. On the left, there are sections for 'Registration Requirements' and 'Instructions'. The central focus is the 'Student Enrollment Agreement' form, which contains a text area with terms and conditions, a 'Note' about the Atlas email, and a checkbox labeled 'I accept and agree to the terms of the Student Enrollment Agreement.' A 'Save' button is located below the checkbox. A red callout box with an arrow points to a 'Continue' button in the top right corner of the form area.

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

The screenshot shows a 'Select a Term' dialog box. It features a title bar, a section titled 'Terms Open for Registration', and a dropdown menu with the text 'Select a term...'. Below the dropdown is a 'Continue' button.

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

The screenshot shows the 'Register for Classes' page. At the top, there are navigation links: 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The main heading is 'Register for Classes'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active, showing a search form with fields for 'Subject', 'Subject and Course Number', 'Keyword/CRN/Course Number', and 'Campus'. There are also checkboxes for 'Open/Waitlist Sections Only' and 'Meeting Days' (Sunday through Saturday). Below the search form, there is a 'Schedule' section with a 'Schedule Details' tab. This section displays a grid for the 'Class Schedule for Spring 2024 Credit Courses' with columns for days of the week and rows for time slots (6am, 7am, 8am, 9am, 10am, 11am). A 'Summary' panel on the right shows 'No registered or pending classes.' At the bottom, there is a status bar with 'Total Hours: Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19'.

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:

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

CRN	Subject	Course Num	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			Add
20703	SLS	1122	New Student Experience	3	Osceola...	S M T W T F S 02:30 PM - 03:45 PM Type: Class Building	30 of 30 seats remain.	Onsite Course/Face to Face			Add
20772	SLS	1122	New Student Experience	3	East Ca...	S M T W T F S 05:30 PM - 06:45 PM Type: Class Building	30 of 30 seats remain.	Mixed Mode			Add
20799	SLS	1122	New Student Experience	3	Osceola...	S M T W T F S 01:00 PM - 02:15 PM Type: Class Building	30 of 30 seats remain.	Onsite Course/Face to Face			Add
20925	SLS	1122	New Student Experience	3	West Ca...	S M T W T F S - Type: Online Building: Online Room: 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...	S M T W T F S 10:00 AM - 11:15 AM Type: Class Building	30 of 30 seats remain.	Mixed Mode			Add
21175	SLS	1122	New Student Experience	3	Osceola...	S M T W T F S 07:00 AM - 08:15 AM Type: Class Building	30 of 30 seats remain.	Mixed Mode			Add
21354	SLS	1122	New Student Experience	3	East Ca...	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 M T W T F S 05:30 PM - 06:45 PM Type: Class Building	30 of 30 seats remain.	Mixed Mode			Add

A class section is available for registration when the **Add** button next to the course is activated (not greyed out or unclickable):

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 208 Classes
Term: Spring 2024 Credit Courses | Subject and Course Number: SLS1122 SLS Student Life Skills (Lmg)

CRN	Subject	Course Num	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			Add
20703	SLS	1122	New Student Experience	3	Osceola...	S M T W T F S 02:30 PM - 03:45 PM Type: Class Building	30 of 30 seats remain.	Onsite Course/Face to Face			Add
20772	SLS	1122	New Student Experience	3	East Ca...	S M T W T F S 05:30 PM - 06:45 PM Type: Class Building	30 of 30 seats remain.	Mixed Mode			Add
20799	SLS	1122	New Student Experience	3	Osceola...	S M T W T F S 01:00 PM - 02:15 PM Type: Class Building	30 of 30 seats remain.	Onsite Course/Face to Face			Add
20925	SLS	1122	New Student Experience	3	West Ca...	S M T W T F S - Type: Online Building: Online Room: h	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...	S M T W T F S 10:00 AM - 11:15 AM Type: Class Building	30 of 30 seats remain.	Mixed Mode			Add
21175	SLS	1122	New Student Experience	3	Osceola...	S M T W T F S 07:00 AM - 08:15 AM Type: Class Building	30 of 30 seats remain.	Mixed Mode			Add
21354	SLS	1122	New Student Experience	3	East Ca...	S M T W T F S - Type: Online Building: Online Room: h	30 of 30 seats remain.	Online Course			Add
21432	SLS	1122	New Student Experience	3	Osceola...	S M T W T F S 05:30 PM - 06:45 PM Type: Class Building	30 of 30 seats remain.	Mixed Mode			Add

Page 3 of 21 | 10 Per Page | Records: 208

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

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 208 Classes
Term: Spring 2024 Credit Courses | Open/Waitlist Sections Only: True | Subject and Course Number: SLS1122 SLS Student Life Skills (Lmg)

CRN	Subject	Course Num	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			Add
20703	SLS	1122	New Student Experience	3	Osceola...	S M T W T F S 02:30 PM - 03:45 PM Type: Class Building	30 of 30 seats remain.	Onsite Course/Face to Face			Add
20772	SLS	1122	New Student Experience	3	East Ca...	S M T W T F S 05:30 PM - 06:45 PM Type: Class Building	30 of 30 seats remain.	Mixed Mode			Add
20799	SLS	1122	New Student Experience	3	Osceola...	S M T W T F S 01:00 PM - 02:15 PM Type: Class Building	30 of 30 seats remain.	Onsite Course/Face to Face			Add
20925	SLS	1122	New Student Experience	3	West Ca...	S M T W T F S - Type: Online Building: Online Room: f	30 of 30 seats remain.	Online Course			Add

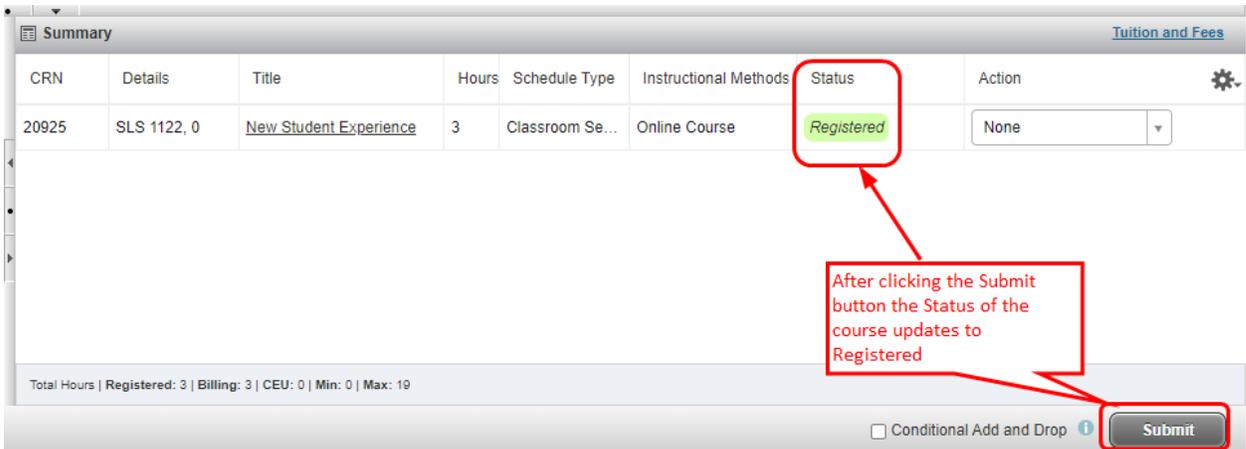
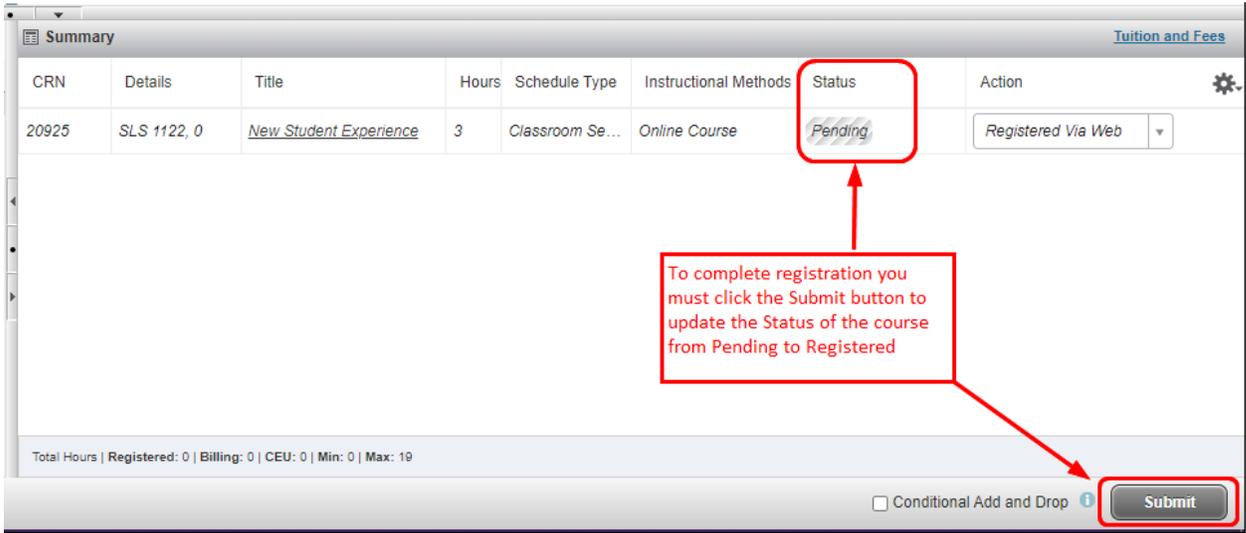
Summary

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

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19

Conditional Add and Drop | Submit

4. In the **Summary** area, you must click the  button to complete registration:



You must click the  button in the Summary area in order to complete registration; courses shown with a Pending status () indicate you **ARE NOT** registered in the course.

Need help? Reach out to one of our [Student Support Services](#). For technical assistance with your Atlas account, call the Atlas Student Help Desk at 407-582-5444 or email askatlas@valenciacollege.edu.