



Osceola County School for the Arts Fall 24

# My Next Steps to Dual Enrollment

VALENCIA COLLEGE

# Congratulations on your acceptance into the Valencia Dual Enrollment Program!

This document has the resources you need to use to assist you with your next steps to doing the following:

[Important dates and deadlines](#)

Step 1: [Signing your Dual Enrollment Contract](#)

Step 2 & 3: [Completing your online orientation on Atlas](#)

Step 4 & 5: [Class Registration and counselor approval](#)

Step 6: [Picking Up Books](#)

[Information for 504/ESE students](#)

[Frequently Asked Questions and Contacts](#)

# Important Dates/Deadlines

Fall 2024 Term Begins:  
8/19/2024

Drop Deadline (without penalty):  
8/26/2024

Final Withdrawal Deadline (with "W" on  
transcript):  
10/25/2024

\*These are the tentative dates as of **March 2024**. Please refer to your Atlas account for the most up to date information.

For most updated information, please visit the Dual Enrollment website.

# Step 1: Sign the Dual Enrollment Contract

The DE contract must be signed to show that you understand the responsibilities of the Dual Enrollment student. Please read each statement carefully.

[Dual Enrollment  
Contract- Click  
Here](#)



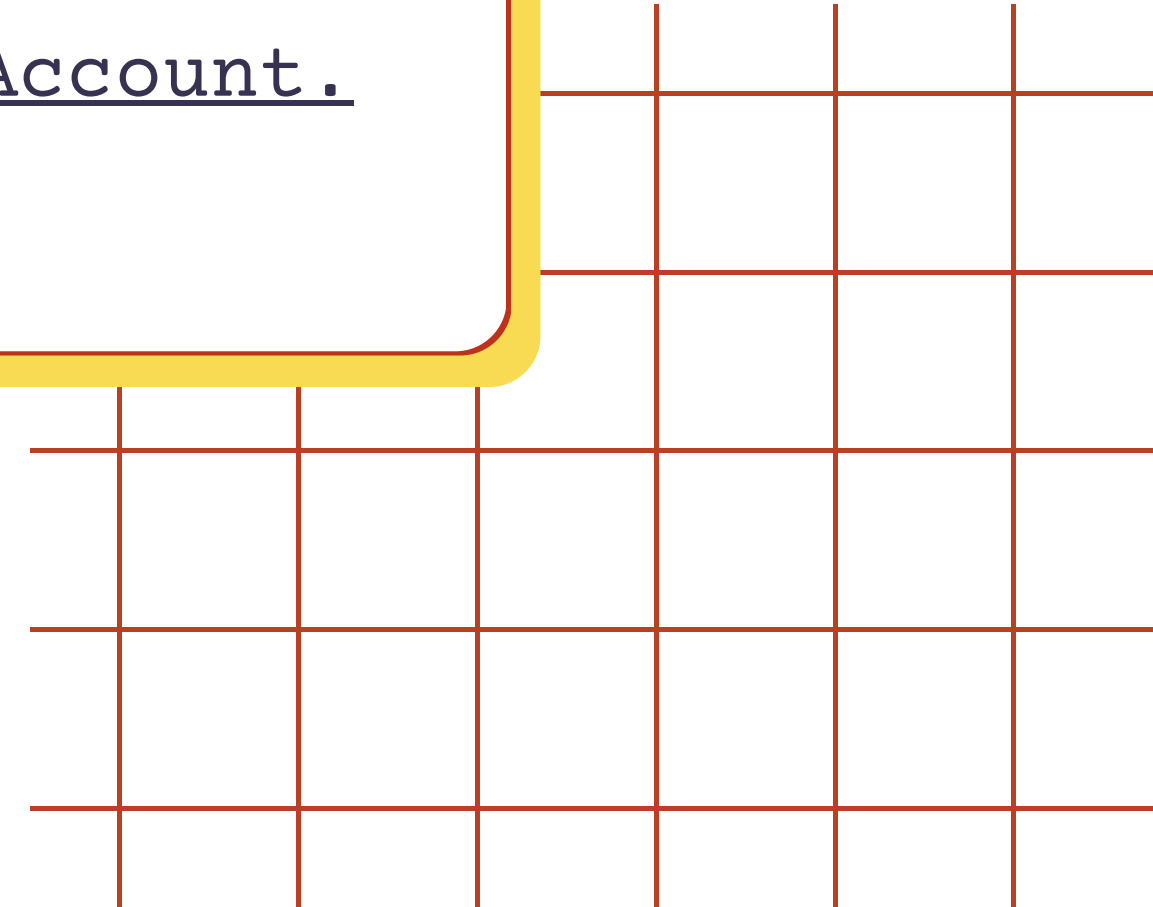
## Steps

- Go to the Valencia Atlas website.
- Click on "Sign Up for an Account".
- Click the checkbox to accept the privacy conditions.
- Complete the requested information, using your VID#.
- Wait approximately five minutes before trying to log into your Atlas Account.

# Step 2: Creating your Atlas Account



[Click Here to log into your Valencia Atlas Account.](#)



# Step 3: Complete your online orientation

## Steps

1. Wait 24-48 hours after you create your Atlas account for your online orientation to show up in your account.
2. Log into your Atlas account.
3. On the Atlas main page, click the New Student Orientation box on the left side of your Atlas account.
4. Click the link "Online" to register for an orientation.
5. Your New Student Orientation will be an online orientation.
6. Online Orientation takes approximately 30-45 minutes.

## Tips:

- You cannot register for your classes until you complete the orientation.
- It may take 48 hours after you complete your orientation for you to be able to register for classes.

[Click Here for a Video Tutorial!](#)

# Step 4: Register for Classes

## Steps

1. Log into your Atlas account.
2. Click on the Courses tab.
3. Click on Registration (on the right).
4. Click on Register for Courses; click Submit.
5. Choose which term you are registering for, then click Submit.
6. Click Step 3.
7. Click Class Search.
8. Click Advanced Search.
9. Choose a course.
10. Choose full term
- IMPORTANT: You cannot register for a flex term!**
11. Click Search.

# Picking the Right Classes



You can pick up to four courses. Four courses is considered full time, and full time students can choose to take just their art area classes at OCSA. If you take less than four at Valencia then you are considered part time and will need to take one or more classes at OCSA.

[Click here for the List of Approved DE Classes!!](#)

## DE COURSE REGISTRATION CHECKLIST

- ✓ Will this class satisfy a high school graduation requirement?  
Will your DE class give you a high school academic credit, or an elective credit? It is your responsibility to do your research!
  - ✓ Does this class have the date range of **January-May** for Spring semester or **August-December** for Fall semester?  
Counselors will not approve any schedule with a Flex Class.
  - ✓ Is this class online, in-person, or real-time virtual? If it is an in-person/real-time virtual class, can I attend my classes on time?
- Tip: If you are taking an in-person or real-time virtual class, consider taking a class in the afternoon after 1:30pm so it is less likely to conflict with your art area classes.**



# Step 5: Send your Student Detail Schedule



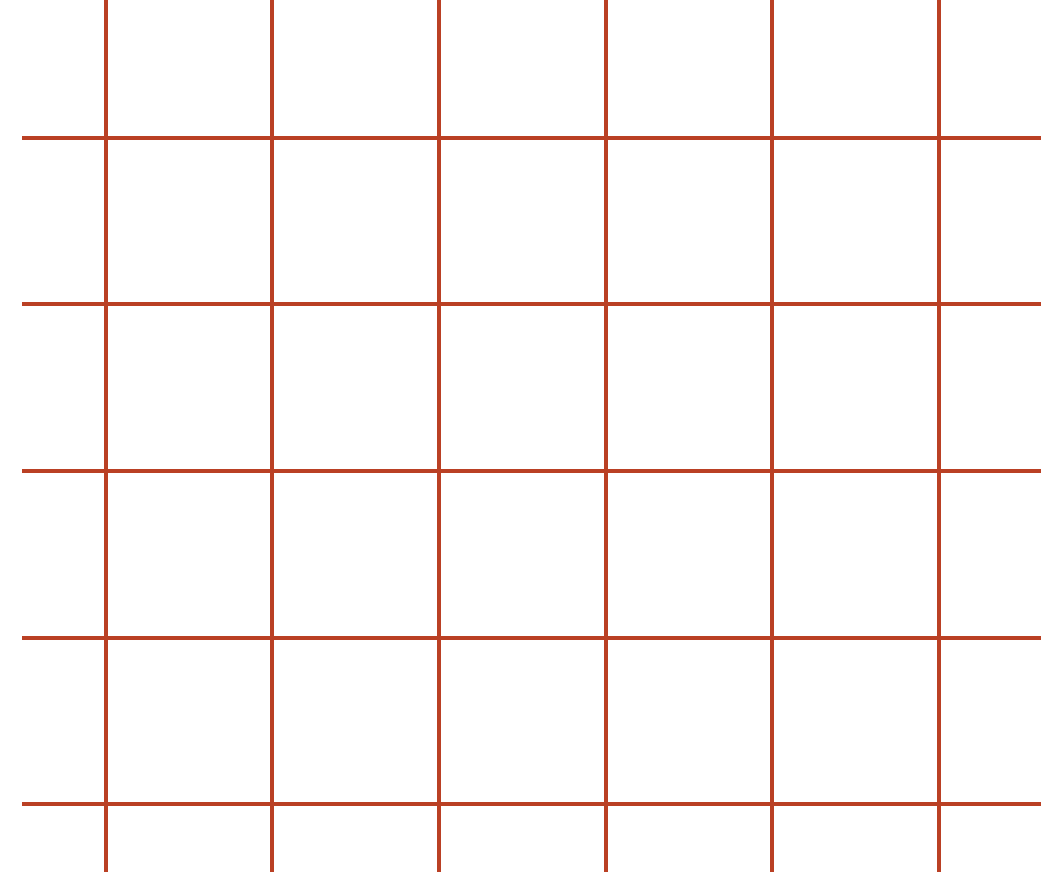
Remember.. your school counselor must approve your SDS in order to move onto the next step! When you send your SDS and materials list, please let your counselor know if you wish to leave campus to take your classes.

## How to download your SDS

1. Login into Atlas
2. Click on the courses tab
3. Click on registration
4. Click on student detail schedule

[Download the full, step-by-step instructions on finding your Student Detail Schedule here!](#)

# Step 6: Pick Up Your Books



Once your schedule is approved by your counselor, you can go to the bookstore to pick up your books.

Please review the [DE Bookstore Information Here](#) for bookstore hours and pickup instructions.

It is very important to pick up your books or online codes when the bookstore is open as they are only open for a few weeks.



**Bookstore is located at the following address:**  
803 Bill Beck Blvd, portable  
803C  
Kissimmee, FL 34744  
  
Bookstore Remind **@destu**

Your high school 504 or an IEP will **not** automatically transfer over to Valencia Dual Enrollment; therefore, it is the responsibility of the dual enrollment student to meet with the Office of Students with Disabilities (OSD) to request accommodations in advance. Please view the OSD website for guidelines, and the location of OSD for each campus.

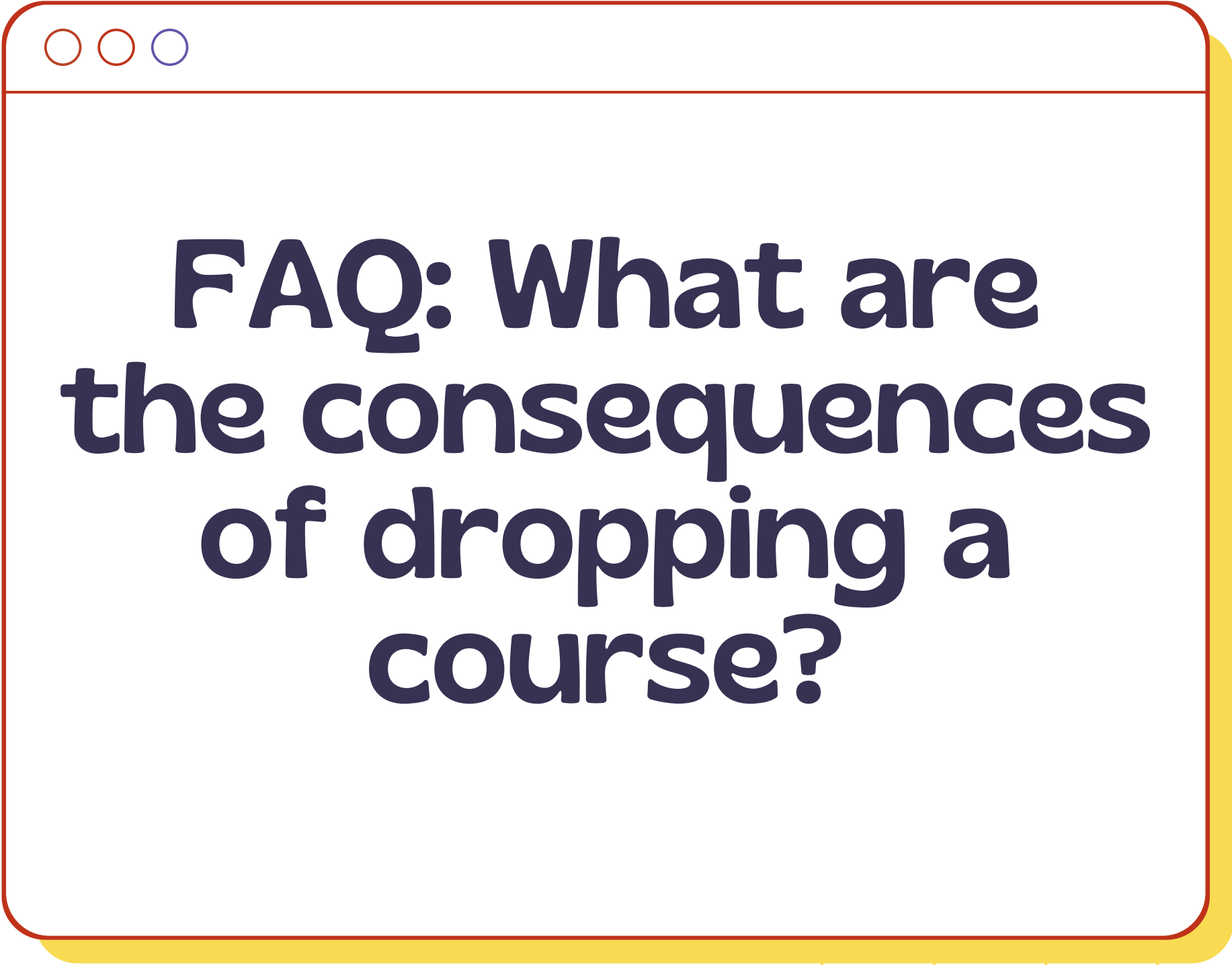
[Click Here for the Valencia College DE Office of Students with Disabilities webpage.](#)

# For Students with IEP/504

## **IMPORTANT**

After the first week of school, please consult with your school counselor before dropping a course.

Withdrawing from one course will result in a "W" on your college transcript. This can affect financial aid in the future. If you drop from a second course, you will be withdrawn from the dual enrollment program at the end of the semester, and you will not be allowed to take any dual enrollment classes in the future.

A graphic of a window with a red border and three colored circles (red, orange, blue) in the top-left corner. The text is centered in a large, bold, dark blue font. The window is set against a yellow grid background.

# **FAQ: What are the consequences of dropping a course?**

1. Click on the Courses tab.
2. Click on Registration.
3. Click on Register for Courses.
4. Click on Step 3:  
Add/Withdraw.
5. Click on the dropdown arrow  
and choose drop via web.
6. Click on Submit Changes.



# FAQ: How do I drop a course?

Yes. To apply for the Seneff Honors College at Valencia College, log onto Atlas and click the "Students" tab. In the middle, "Student Forms" section, click on "Applications". You also need a teacher recommendation letter and write a 500-word essay.

## FAQ: Can I take Honors Classes at Valencia College?

Find out how many college credits you have earned from passing an AP test using this link from CollegeBoard. These credits can be applied to your AA degree.

**FAQ: How many college credits have I earned through my AP classes?**

Student ID cards can be obtained in the Security office on any Campus once you have registered and paid for your classes. The first student ID card is free. Replacement fee is \$5 at all campuses except DTC which has a \$15 fee. You will need your student ID card to access campus services such as the Library and Testing Center. Student IDs can be used for library access, testing purposes and discounts in the community.

To get a parking permit, **[please click on the link here for instructions.](#)**

A graphic of a window with a red border and three colored circles (red, orange, blue) in the top-left corner. The text inside is in a large, bold, dark blue font. The window is set against a yellow grid background.

**FAQ: How do I get  
my student ID  
and my parking  
permit?**





The Dual Enrollment Advising Team helps serve students by making course recommendations, discussing graduation requirements, and answering DE questions.

It is recommended that students meet with their high school counselors to discuss unmet high school requirements before meeting with a DE advisor.

You can email the dual enrollment office at **[dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu)**.

Be sure to include your full name and VID#.



# Dual Enrollment Advisors



## Contact Us

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# Your School Counselors