



MY NEXT STEPS TO DUAL ENROLLMENT AT VALENCIA

For New DE Students

IMPORTANT DATES AND DEADLINES

- Fall 2024 Term Begins: August 19th, 2024
- Drop Deadline (without penalty): August 26th
- Final Withdrawal Deadline (with "W" on transcript): October 25th
- These are the tentative dates. Please refer to your Atlas account for the most up to date information.
- For most updated information, please visit the dual enrollment website: [Dual Enrollment | Valencia College](#)

STEP 1: SIGN THE DUAL ENROLLMENT CONTRACT

- This contract must be signed to show that you understand the responsibilities of the Dual Enrollment Student. Please read each statement carefully. No schedule for a new student can be approved without this contract being signed each year.
- https://forms.office.com/Pages/ResponsePage.aspx?id=P_MwfbuLhUaAS5r80tFljdYefHdh1zxBmYS4UDIEhKJUMEJCTks3UjEzRjAwSjNCR1FUQlNGSlg1SC4u

STEP 2: CREATING YOUR ATLAS ACCOUNT

- Go to the Valencia Atlas Website: [Atlas Login - Valencia College](#)
- Click on "Sign up for an account"
- Click the checkbox to accept the privacy conditions
- Complete the requested information, using your VID (Valencia ID)
- You might also have to do multi-factor authentication, please see instructions here. [Article - Add or Update Multi-Factor ... \(teamdynamix.com\)](#)
- [Set up multi-factor authentication with a mobile device in Microsoft 365 Business \(youtube.com\)](#)
- Wait approximately five minutes before trying to log into your Atlas Account.

STEP 3: COMPLETE YOUR ONLINE ORIENTATION

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 which will be 30-45 minutes. You will have to wait up to 48 hours after orientation to register for classes.

STEP 4: MEET WITH MR. ARRINGTON OVER THE PHONE TO DISCUSS YOUR CLASSES

- You can pick up to four courses (a maximum of 13 credit hours in Fall). You can browse the link below to see the course offerings. [Approved Course List | Dual Enrollment Reference Booklet | Valencia College](#)
- To schedule time with Mr. Arrington, use this link: [Calendly - Christopher Arrington](#)

STEP 5: REGISTER FOR CLASSES

- Watch this exciting video tutorial on the registration process: [How to Register | Support Videos | Valencia College](#)
- WARNING: You must register for full term courses, Fall- August to December, Spring- January to April or May. Also, please do not register for courses on the downtown Orlando campus as you will have trouble getting your books.

STEP 6: SEND YOUR STUDENT DETAILED SCHEDULE

- Login to Atlas
- Atlas will require you to set up multi-factor authentication, you will need to set this up for most websites you use at Valencia.
- Please review the powerpoint at this link in order to see how to set up authentication and how to get your schedule/turn it into a PDF.
- [Dual Enrollment Bookstore \(osceolaschools.net\)](https://osceolaschools.net)
- [Article - Add or Update Multi-Factor ... \(teamdynamix.com\)](https://teamdynamix.com)
- [Set up multi-factor authentication with a mobile device in Microsoft 365 Business \(youtube.com\)](https://youtube.com)
- Send Your Schedule in an email to Mr. Arrington (the schedule must be in a PDF format): christopher.arrington@osceolaschools.net.

STEP 7: PICK UP YOUR BOOKS

- Once your schedule is approved by Mr. Arrington, you can go to the bookstore (when it is open) to pick up your books.
- Please review the district bookstore website at this link for the procedures and business hours: [Guidance Services / SDOC Dual Enrollment Bookstore \(osceolaschools.net\)](https://osceolaschools.net/Guidance%20Services/SDOC%20Dual%20Enrollment%20Bookstore)
- It is very important to pick up your books or online codes when the bookstore is open as it is only open for a few weeks. When going to the bookstore, you will need to have multifactored authentication app ready to go on your phone.
- Please remember, there is a form that must be filled out and turned into the district bookstore when you are brand new to DE. [Microsoft Word - DE Store - Student Registration Form 5.23.23 \(osceolaschools.net\)](https://osceolaschools.net/Microsoft%20Word-DE%20Store-Student%20Registration%20Form%205.23.23)

FOR STUDENTS WHO HAVE AN IEP OR 504 PLAN

- Your high school 504 plan or IEP will not automatically transfer over to Valencia DE, therefore, it is the responsibility of the student to meet with the Office of Student Disabilities (OSD) to request accommodations in advance. Please view the following website for more information: [Dual Enrollment | Office for Students with Disabilities | Valencia College](#)

WHAT ARE THE CONSEQUENCES OF DROPPING A CLASS?

- Please consult with Mr. Arrington before dropping a class
- 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 DE program at the end of the semester and you will not be allowed be a DE student in the future.

HOW DO I DROP A COURSE?

- Click on the courses tab
- Click on registration
- Click on register for courses
- Click on step 3: add/withdraw
- Click on the dropdown arrow and choose drop via web
- Click on submit changes

CAN I TAKE HONORS CLASSES AT VALENCIA COLLEGE?

- Yes, to apply for the Seneff Honors 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 will have to write a 500 word essay.

HOW MANY COLLEGE CREDITS HAVE I EARNED THROUGH MY AP CLASSES?

- Use the following link to find out how many college credits you have earned from passing an AP test. These credits can be applied to your AA degree.
- [Valencia College AP Credit Policies – AP Students – College Board](#)

HOW DO I GET MY STUDENT ID AND MY PARKING PERMIT?

- Student ID cards can be obtained in the security office on an campus once you have registered and paid for your classes. The first card is free. Replacement fee is \$5 at all campuses except downtown which has a \$15 fee. You will need your student ID card to access campus services such as the library and testing center.
- See this link about the parking permit: [Frequently Asked Questions | Safety, Security and Risk Management | Valencia College](#)

DUAL ENROLLMENT ACADEMIC ADVISORS

- You will also need to schedule time to meet with an academic advisor for DE students, especially if you are working toward a certain major and/or your AA degree.
- Mr. Arrington will only advise you on what you need to graduate from high school.
- Currently, your advisor is Ms. Lorena Martinez. Book time with her at: [Lorena Martinez | Osceola Campus \(office365.com\)](#)

MR. ARRINGTON'S INFORMATION

- Please do not hesitate to reach out if you have any questions. Thanks, Mr. Arrington
- christopher.arrington@osceolaschools.net
- 407-870-1445, hours 7:30 to 3:00 pm.