

## BECOMING A DEGREE-SEEKING VALENCIA STUDENT AFTER DUAL ENROLLMENT

As of February 1<sup>st</sup>, a high school transcript hold is placed for all Dual Enrollment students that are seniors in High School. An additional hold will be placed to prevent Full term and Summer A term (H1) registration\*. The registration hold will be removed once the step 5 in this document is completed. Dual Enrollment students who will continue at Valencia College post high school graduation must complete the following steps to become a Degree-Seeking student:

### **1. Student Financial Aid Forms**

FAFSA and other financial aid forms must be processed **before** fees are due. Please check the Valencia College Financial Aid website for deadline dates and other important information: [www.valenciacollege.edu/finaid](http://www.valenciacollege.edu/finaid)

### **2. Florida Residency Form**

Complete the Florida Residency Form, by the designated deadline for the desired term of enrollment, to receive In-State tuition rates. This form can be found at: <https://valenciacollege.edu/admissions/admissions-records/florida-residency-status.php>. For questions, please contact Admissions Help at [admissionshelp@valenciacollege.edu](mailto:admissionshelp@valenciacollege.edu)

### **3. Final Official High School Transcript**

Students must request that their high school send the final, official high school transcript electronically to Valencia College, as soon as it becomes available.

### **4. Change of Major Form**

Students must submit the Change of Major Form through Atlas. You can find the Change of Major form by following these steps: Log into Atlas > Select the Students tab > Click on Admissions & Records > Select Change of Program/Major Form. *Submit this form at the same time final high school transcripts are submitted.*

### **5. Meet with the Advising Center**

When transitioning out of Dual Enrollment, you must meet with the Advising Center (not Dual Enrollment) for academic guidance and registration assistance. This can be done by emailing [advising@valenciacollege.edu](mailto:advising@valenciacollege.edu).

**\*Please note: Summer A courses will begin before students officially graduate from high school.** This will impact the student's ability to submit Financial Aid, final high school transcript, and Change of Major, which are necessary to change the student's status from Dual Enrollment to Degree Seeking. In this instance, the student will be responsible for the costs of the courses taken during the Summer B term, as they will no longer classify as a Dual Enrollment student.

For any questions about Financial Aid, you may reach out to your nearest Valencia College Answer Center.

**Home School Students** must also submit a notarized Home School Affidavit Form and Home School Verification Letter for the graduating semester from the County Home Education office, in addition to the sealed final high school transcript and Change of Major Form, to switch from Dual Enrollment status to a Degree-Seeking student. This should be mailed to:

Valencia College, Admissions and Records Office (PO Box 3028, Orlando, FL 32802-3028)