

# Valencia Dual Enrollment: How Do I Register for Classes?



## STEP 1: Check your Registration Date

- Login to your Atlas account
- Courses Tab
- Registration Area on right side of webpage
- Registration Status
- YOUR Date/Time for registration opening
- You can search for classes when the registration window opens but cannot actually register for courses until your specific date/time listed.

## STEP 2: Searching for Classes

- Login to your Atlas account
- Courses Tab
- Registration Area on right side of webpage
- Select Term (Summer, Fall, etc)
- From Menu, select "Look Up Classes to Add"
- Scroll down and click Advanced Search
- ADVANCED SEARCH:
- Select the course code letters (SLS, ENC, HUM, etc.)
- Input the course number (1000, 1020, 2055, etc.)
- Select the instructional mode you want or leave it on "All" (Online course, Mixed Mode, Face-to-face, etc.)
- Select the term you want (Fall and Spring semesters- DE students MUST enroll in Full Term classes, Summer is the only semester where you can choose your preferred term)
- Select the campus you want (Online courses= doesn't matter, Face-to-Face make sure you pick the correct campus you intend to go to)
- Add any additional filters you'd like and click "Section Search"
- You will be given a list of courses meeting your specifications
- THINGS TO WATCH FOR
  - Campus location
  - Dates of course (Fall/Spring MUST be full term)
  - Instructor- students like to use RateMyProfessor.com to look up professor ratings

## STEP 3: Registering for Classes

- You can click the checkbox to the left of a course when doing a class search and click "Register" at the bottom of the page.
- This will bring you to a course planner page where you should see the course and a status of the registration
  - Registered via Web"
  - OR Error message of some kind- Reasons for error messages:

- You don't have the correct PERT score for this level of course
- You have not taken a pre-requisite course that is supposed to come before this one
- You have a hold on your account for some reason (go back to the registration status page and view your holds to see an explanation)

## STEP 4: Submitting your Valencia Detailed Schedule to PATHS Counselor

- After registering for all courses, you are planning to take for that semester, you must:
- View your "Student Detailed Schedule"
- Turn that page into a PDF
  - Select the option to print that webpage and instead of selecting a printer, choose the option "Save to PDF" or "Microsoft Print to PDF." When you click PRINT it will actually open a document saving window to name the new file you are creating.
  - Instructions on the DE Bookstore Webpage: [Guidance Services / Dual Enrollment Bookstore \(osceolaschools.net\)](https://www.osceolaschools.net/guidance-services/dual-enrollment-bookstore)
  - See your counselor for help with this if you need! Bring your computer!
- Email your counselor with the PDF of your schedule and any important information they should know about it (whether you are replacing classes with Valencia or if you are still undecided about course selections, etc.)
  - Counselor Contact Info on our school website: [Contact Your Counselor / Contact the Counselors \(osceolaschools.net\)](https://www.osceolaschools.net/contact-your-counselor/contact-the-counselors)

## STEP 5: Getting your Course Materials

- After submitting your schedule to your counselor, they will approve it and email you back with bookstore information. They will also send that approved schedule to the bookstore to inform them of our approval.
- Visit the DE Bookstore webpage for dates/times they are open and plan to visit the bookstore. It is not at Valencia. It is located in a building on the school district campus.
  - [Guidance Services / Dual Enrollment Bookstore \(osceolaschools.net\)](https://www.osceolaschools.net/guidance-services/dual-enrollment-bookstore)
  - Bookstore dates/times can get very busy. Please be aware that it may take some time to wait and then be able to enter and get your materials.
  - The bookstore is only open for a certain window. If you do not obtain your materials during that window you may have to complete the course without them. Please be sure to view the dates/times on the website and make a plan to visit the bookstore.
  - There is contact information on the webpage if you'd like to contact them first with questions and concerns.
- Upon arrival to the bookstore office building you will go to the bookstore webpage and click the link to get into the virtual waiting line. This will then alert you when it's your turn to enter the building. Please be ready with your name VID and any bookstore materials list you may have (from Atlas). This will make the process faster.

## STEP 6: Take your Classes!

- Show up on campus or login for your virtual classes. The first week is mandatory. If you miss a class that week, they will drop you from the course.

- If at any time you are having a rough time, please visit your PATHS counselor. We have resources to offer and can assist you with tough situations (or celebrations!).

## Frequently Asked Questions

### When is the deadline to register for courses?

You can register for courses leading up to the start of the semester and all the way through the first week of classes. However, the first week of classes, you may only register for classes that haven't met yet.

- For example, you are looking on Monday- classes meeting on Tuesdays will still be open if they have seats left. But if you look on Tuesday, there will be no classes with Monday or Tuesday meetings. "Online courses" all start on Monday so they will close first thing Monday and won't be available to register at all that first week.

### I had a class on my schedule, and it disappeared!

You were probably registered for a "flex class." In the fall and spring semesters, DE students are only eligible to take courses that are "full term" so that they line up with the academic semester. The Atlas student system will allow students to register for flex courses but the system does a nightly sweep of DE student schedules and automatically removes flex courses from their schedule (hence they disappear).