

# STUDENT AND CAMPUS SERVICES



Valencia Community College is dedicated to helping students define and meet their life, career, and education goals. **LifeMap** is Valencia's name for the system of services, programs, and interventions designed to help students achieve these goals.

**LifeMap** is based on Valencia's Developmental Advising model, which is a learning-centered approach that fosters an advising alliance among students, faculty, and other college professionals. This alliance develops through mutual trust, shared responsibilities, and a commitment to helping students identify, clarify, and realize their life, career, and education goals. Developmental Advising integrates Valencia's core competencies (Think, Value, Communicate, and Act) in an ongoing growth process which assists students in making realistic choices based on self-awareness of abilities, interests, and values. The results for students are social and academic integration; life, career, and education plans; and acquisition of study and life skills.

**LifeMap** is a process for figuring out "what to do when" to assist you with your life, career, and education goals. Watch for **LifeMap** signs and publications that will help guide you through your Valencia experience.

## LifeMap Tools

The My LifeMap tab in Atlas contains information and Web-based tools to support your goal setting and planning process. The stages of **LifeMap**, as well as the Valencia programs and services that support each LifeMap stage, are explained, along with progress indicators for each stage that allow you to chart your progress. My Career Planner provides career assessments. My Education Plan guides you through the course selection process to complete your associate's degree or technical certificate and allows you to save up to three different education plans. My Financial Planner assists you in developing a budget plan to finance your education. The current content includes modules through which you can learn about the budget

planning process. My Portfolio allows you to save examples of your academic work, to request review and feedback from faculty, and to create a public resume of your achievements. My Job Prospects provides job and occupational information from Central Florida in an easily searchable database.

## Atlas

**Atlas** is Valencia's online learning community, customized to each individual's interests, that links students, faculty and staff to one another and to powerful learning resources such as LifeMap, online registration, grades, degree audits, financial aid, and academic records.

## Atlas Password/Personal Identification Number (PIN)

A Personal Identification Number (PIN) is a unique password that allows you to electronically access your student records and to register for classes. When you establish your **Atlas** account, you will be asked to select an alpha-numeric password that will serve as your PIN to log in each time. By creating a unique PIN, you will help provide increased security for your student records. It is important that you do not forget your PIN since you will be required to enter it every time you log in to **Atlas**. If you do forget your PIN, you should follow the directions on the **Atlas** home page to re-set your PIN. Your PIN should be kept secure; as such you should not share it with anyone.

## Atlas and Student E-mail Accounts

As an enrolled Valencia student, you will receive an e-mail account through **Atlas**; this will be the primary and official form of communication from Valencia to you. You should not forward your **Atlas** e-mail as many Internet service providers filter Atlas e-mail as SPAM, and you may not receive all college communications. Official Valencia notices and helpful information will be provided to you through your **Atlas** e-mail, on your individual course sites, and throughout **Atlas** as general information. Through **Atlas**, you can access your student records; register for courses;

change your schedule and withdraw from courses; review your account and pay fees; view financial aid information; view your grades; obtain degree audits and unofficial transcripts; request official transcripts; and update your address. Also, you can develop your career and education plans as well as document your learning outcomes in **Atlas**.

**Valencia will use your Atlas e-mail to notify you of changes in your accounts, in your courses, and in college policies and procedures. To communicate in a more expedient manner, Valencia uses Atlas e-mail as the primary means of notifying students of important college business and information dealing with registration, deadlines, financial assistance, scholarships, tuition and fees, etc. Communications sent to a student's Atlas e-mail address are official notices.**

**You are responsible for the information and notices that are sent to you via your assigned Valencia e-mail.** To avoid missing important communications from Valencia, it is suggested that you set your Web browser to **Atlas** and check your account every day for official announcements and notifications.

Sign on to **Atlas** at [atlas.valenciac.edu](http://atlas.valenciac.edu) and follow the directions for login. The Acceptable Use and Privacy Policies are included on the site.

## Atlas Access Labs

**Atlas** Access Labs support student success with the use of computers for career and education planning through Atlas, Valencia's Web-based learning support system. Within Atlas, the My LifeMap tab provides the Web tools of My Career Planner, My Education Plan, My Financial Planner, My Portfolio, and My Job Prospects. These tools will help you develop and save career and education plans, examples of academic work, and job exploration that can be reviewed with advisors and faculty. You can also use the Atlas Access Labs to access registration, access Atlas e-mail, pay your tuition and fees, check your financial aid status, and complete the Free Application for Federal Student Aid (FAFSA). **Atlas** Access Labs are on each campus and are available to all enrolled students.

## Answer Center

An Answer Center is located on each campus. The Answer Center should be your first stop in seeking answers to questions regarding college processes and procedures. Cross-trained Student Services Specialists, knowledgeable about admissions, financial aid, advising and many other areas, are available to work with students on a walk-in basis. Specialists in the Answer Center have the ability to clarify initial educational goals; review the admissions application and answer questions about the process; answer financial aid questions and refer students to financial aid specialists as necessary; and describe the entry testing process and direct students to entry testing preparation materials. Specialists can help students continue with the processes and procedures to achieve their goals including change of major, degree audits, referrals to Academic Advisors, transcript requests, financial aid, and graduation applications.

You may see a Student Services Specialist on a walk-in basis during hours of operation: 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. (Friday hours vary during the Summer Terms.)

## Bookstore

Owned and operated by Valencia Community College, the bookstore provides services to students, faculty, and staff.

You may purchase your books through the bookstore Web site: [valenciabookstores.com](http://valenciabookstores.com). This service is available from four weeks before classes start through the week before classes start for the Fall, Spring and Summer Full Terms. You must have your complete class information, including CRN, to order the correct books. Buying books online is a pre-paid service and is available to all students using either a credit card or financial aid. This service also is helpful in looking up book information for your classes.

In addition to textbooks, the bookstore sells Valencia logo items, classroom supplies, computer products, engineering and drafting supplies, and other accessories.

The bookstore staff is available to assist you. They will tell you which books are appropriate for which classes and help you special order anything you may need (software, electronics, etc.). All special orders require a 50% deposit.

Regular bookstore hours are Monday-Thursday, 7:00 a.m. to 7:00 p.m. and Friday 7:00 a.m. to 5:00 p.m. Winter Park Campus opens at 8:00 a.m. (Friday hours vary during the Summer Terms.) The bookstore observes extended hours during the first week of Fall and Spring Full Terms.

You may pay for your purchases in the bookstore by cash, personal check, or credit card: American Express, Discover, MasterCard, or Visa. Your (or your parent's) personal check with pre-printed name and address will be accepted if it is properly completed (i.e., made payable to the Valencia Bookstore for the exact amount of your purchase) and includes your Valencia Identification Number (VID) and telephone number.

Financial aid purchases in the bookstore are available as your financial aid becomes available each term. Financial aid purchase dates are posted for each term in the bookstore and on Atlas.

If you drop or change a course or buy the wrong book(s), you may return the textbook(s) for a full refund if:

1. the return is accompanied by the original, dated register receipt;
2. you have not written (even your name) or made any marks in the book(s);
3. you return the book(s) within the first two weeks of classes for Fall, Spring, and Summer Full Terms;
4. you return the book(s) during the first week of any class that is not a Fall, Spring or Summer Full Term class;
5. the books are in the same condition in which you bought them (no marks in new books); and
6. you paid by personal check and your check has cleared the bank.

Publishers, not the bookstore staff, set textbook prices. When publishers increase prices, the bookstore must increase prices accordingly. Used books are sold as is.

### Used Book Buy-Back Service

At the beginning and end of Fall, Spring and Summer Full Terms, a used book buyer provides a buy-back service for used

textbooks. The bookstore buys books from students at 50% of the current new price – provided they are in good condition and will be used again at Valencia. If a book has been discontinued at Valencia but is still current, it may be sold to the used book buyer at the current market price. Books are purchased at the discretion of the used book buyer and the bookstore.

## Career Development Services

Located on each campus, Career Development Services offers a variety of services to assist you in making career decisions, setting career goals, and conducting a job search. You also may use My Career Planner in Atlas to develop your plan. Visit Career Development Services when you want to:

- take self-assessments and career assessments;
- find out about various careers;
- research options for careers available in your major;
- examine profiles of colleges and universities;
- get information on transfer requirements;
- find out about current working environments, salary levels and job trends;
- write a resumé or cover letter; and/or
- develop successful interview techniques.

In addition, Career Development Services can offer assistance with your transition to a four-year college or university. Transfer manuals, catalogs, and admissions guides for Florida colleges and universities, as well as for many out-of-state institutions, are available in Career Development Services.

## Children on Campus

Valencia has no child care facilities. Students are responsible for making child care arrangements as children are not allowed in classrooms and unattended children are not allowed at the college.

## Emergencies

An emergency is defined as the illness or injury of an individual while on campus or any disturbance on campus that, if immediate action were not taken, could result in a serious injury or possible death.

In case of an emergency, the campus Security Office should be contacted immediately. (See phone numbers under Emergency Communications.) Telephones are located in each building and in the parking lots for emergency use. If 911 has been called directly, security still needs to be contacted in order to direct emergency services to the scene.

Valencia assumes no responsibility for payment of expenses related to medical treatment or transportation to a medical facility.

## Emergency Communications

There are yellow emergency call boxes attached to various light poles in the parking lots. The locations have large blue signs with white lettering. Opening the door will activate the call box and will transmit the location of the alarm over the Security Department radio system.

Valencia will not accept personal calls for students except in case of a life or death emergency. In such case, students or families should contact the appropriate Security Office:

### Criminal Justice

<b>Institute</b>	407-299-5000	x8000
<b>Downtown Center</b>	407-299-5000	x3000
<b>East Campus</b>	407-299-5000	x2000
<b>Osceola Campus</b>	407-299-5000	x4000
<b>West Campus</b>	407-299-5000	x1000
<b>Winter Park Campus</b>	407-299-5000	x6000
<b>Sand Lake Center</b>	407-299-5000	x6750

**Valencia Alert** is a service provided by Valencia to immediately notify you of a crisis on campus. In the event of an emergency, Valencia Alert will notify you instantly via e-mail or text message. It will also provide you with real-time updates, instructions on where to go, what to do, whom to contact and other important information. To sign up for Valencia Alert, visit [alert.valenciacc.edu](http://alert.valenciacc.edu).

## Equal Opportunity and Diversity

Valencia is committed to ensuring equal access and equal opportunity for students and staff. The Office of the Vice President for Human Resources and Diversity operates to assist Valencia in fulfilling its commitment to provide equal educational opportunities to its diverse student population. The Human Resources and Diversity staff provides comprehensive and inclusive programs and services to benefit Valencia's student body and the total community and develops training and support programs to enhance staff and faculty recruitment, growth, and advancement. This office also investigates and seeks solutions to concerns regarding harassment and discrimination within the college. Finally, the Office of Human Resources and Diversity works with the college staff and various community partners to achieve diversity within the institution's workforce.

## FACTS.org

FACTS.org (Florida Academic Counseling and Tracking for Students) is a Web site about Florida colleges and universities that provides information on institutions and degree programs, admission requirements, degree audits, and more. If you want to view your Valencia records in FACTS, you will need to use your Valencia ID number, your Atlas user name, or your Social Security number and your Atlas PIN number. You can access FACTS through [facts.org](http://facts.org).

## Food Service

Valencia's cafes, coffee shops, vending and catering are operated by Cabin Creek Food Services. The cafes consist of a food court concept and vending machines are conveniently located at all campuses.

Valencia Procurement Services is the contract management office for the food services contract. Any questions, concerns or suggestions for improvement concerning food and vending may be expressed by phone at 407-299-5000 x5532 or by e-mail at [valenciaprocurment@valenciacc.edu](mailto:valenciaprocurment@valenciacc.edu).

## Health Service

Health service is not available at Valencia. In case of a serious emergency, 911 emergency services will be called. Valencia is not responsible or legally obligated for your medical expenses.

## Dental Care

The Dental Hygiene Clinic on the West Campus is available to students, staff, alumni, and the general public. Dental Hygiene students perform dental cleanings and x-rays on an appointment basis. Telephone 407-299-5000 x1305 or stop by Building 3, Room 134 to inquire about making an appointment.

### Charges (subject to change) are:

<b>Cleaning</b> (including fluoride)	\$20.00
<b>X-rays</b> (full mouth series, bite wings or panoramic) (Requires approval from patient's dentist)	\$20.00

## Hours of Operation

Many offices are open to provide services during the evening. For hours of operation, please call each campus office or look for the listing in the Student Handbook.

## Housing

Valencia has no residence halls and assumes no responsibility for the acquisition or supervision of housing for students.

## Learning Support Centers

Valencia provides a variety of learning support centers for currently-enrolled students. Although the centers are not the same on all the campuses, each campus has centers designed to assist students who need help in reading skills, writing skills, and/or mathematics skills. All students have the opportunity to utilize tutorial assistance, instructional software materials, CD ROMs, video and audio tapes, and many other support materials. In addition, computer labs are available for use in completing Valencia course work. There are several Wi-Fi hotspot locations for students using their own laptops.

For current information on the purposes and operating hours of the learning support centers on each campus, you may obtain a listing from Valencia's Web site: [valenciacc.edu/labs](http://valenciacc.edu/labs) or in the Answer Centers, Student Development Offices, libraries or academic department offices.

## Libraries

Offering a variety of resources and an integrated learning-centered environment that promotes student success, the libraries serve as the information service point for the college community. Valencia has a library on each campus to support course-related research and other learning needs through library holdings, audiovisual, computers, and other services. Valencia students, faculty and staff may use and check out materials at any campus library. Statewide and national interlibrary loan systems provide access to materials not held in campus collections. The library collection and *LINCCWeb* databases can be accessed via the Internet at [catalog.linccweb.org/F?l=VCCEA&72354](http://catalog.linccweb.org/F?l=VCCEA&72354).

A valid Valencia ID card is required for all library services.

Valencia's libraries house and maintain over 185,000 titles, 19,000 audiovisual materials (videotapes, CDs, audiotapes, etc.), and 33,000 eBooks. Each campus provides computer workstations with access to the Internet and over 140 online databases. Librarians and other qualified staff assist with research for course assignments, reference documentation, library instruction, interlibrary loan, and technologies.

The loan period for most materials is 21 days and many materials can be renewed online. Students are charged for overdue and lost materials. The per-item fine is \$.25 per day for overdue circulating materials and the fine structure varies per item for course reserve materials from \$1.20 per hour to the maximum value of the material. Material that has not been returned after 20 days of the due date will automatically be declared lost. The borrower will be assessed a lost replacement fee (based on the value of the material) and a \$5 non-refundable replacement fee. A hold is placed on grades, transcripts, and graduation for any outstanding obligations. Library fines must be paid in person at any campus Business Office.

For additional information regarding available library resources and services, including hours of operation, visit the Valencia Web site: [valenciac.edu/library](http://valenciac.edu/library) or call the college at 407-299-5000.

## Lost and Found

Lost and found services are maintained in the Security Offices at all locations. All found articles should be turned in to those offices. You should check with those offices when seeking a lost article. Items are retained for a limited time. If you find that you have lost an item, contact Security right away.

## Mail

You are required to keep Valencia informed of your current mailing address, which you can update through your Atlas account. Since students cannot receive mail at Valencia, mail addressed to you at the College will be returned to the sender. You should use your residence for delivery of all correspondence. If we send mail to the mailing address in your student record and it is returned to the College, you will have a hold placed on your record that will prevent access to your records and registration until your address is updated.

## New Student Orientation

All new students are required to participate in an orientation session before registering for their first term. New Student Orientation for degree-seeking students includes information on education planning and college resources including LifeMap Tools, and group advising. Following application to Valencia and entry testing, new and transfer degree-seeking students must make an appointment for a New Student Orientation session. Orientation appointments are made online through the student's Atlas account. Orientations are offered weekdays, evenings, and Saturdays. Online orientation is available for transfer students and certain first-time in college students.

After participating in New Student Orientation, students can register for classes in Atlas, according to the schedule for registration. For registration assistance, students may visit the Atlas Access Labs on the campuses.

## Office for Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented

disabilities based upon the need and impact of the specific disability. Services may include, but are not limited to, academic advising, assistance with classroom accommodations, assistance with course registration, adaptive equipment, training with assistive technology, and referral to campus and community services for students with disabilities. To inquire about support services, individuals who plan to attend Valencia should visit the Web site: [valenciac.edu/osd](http://valenciac.edu/osd) and take appropriate documentation of disability to the OSD on their campus:

### East Campus

Building 5 - Room 216  
Phone: (407) 299-5000 x2229  
TTY: (407) 582-2122

### Osceola Campus

Building 1 - Room 140A  
Phone: (407) 299-5000 x4167  
TTY from Orange County: (407) 582-4295  
TTY from Osceola County: (321) 849-4295

### West Campus

SSB - Room 102  
Phone: (407) 299-5000 x1523  
TTY: (407) 582-1222

### Winter Park Campus

Building 1 - Room 203  
Phone: (407) 299-5000 x6887  
TTY: (407) 582-6097

Libraries have TTY phones as well.

## Parking

### Registration of Vehicles; Parking Permits and Decals

All motor vehicles operated by students and employees in connection with attendance or employment at Valencia must display a current parking permit.

An application for a parking permit must be filled out online through Atlas and a copy, along with the Valencia ID and vehicle registration, must be submitted to a campus Security Office during the time of registration for classes. Decals are issued at no cost to students and employees. Lost, stolen or damaged decals must be replaced.

Emergency or temporary permits for short-term periods may be obtained at the campus Security Office, 7:00 a.m. to 10:00 p.m., Monday through Friday, and 7:00 a.m. to 2:00 p.m. on Saturday.

## Disabled Person Parking Permits

Persons with temporary or permanent disabilities must have a State of Florida Disabled Person Parking Permit to park in spaces designated for persons with disabilities.

## Parking Regulations

Students must park in spaces designated with white stripes.

Students with disabilities may park in the white (General Parking) spaces or in the Disabled Person Parking Only spaces if the vehicle bears a valid Disabled Person Parking Permit.

Parking is prohibited on roadways, sidewalks, grass areas, wheelchair ramps, ends of aisles, along parking lot curbs and in areas temporarily restricted. In the event a vehicle must be parked illegally to await repairs or fuel, campus security must be notified immediately.

Motorcycles and motor scooters (including Mopeds) may be parked only in spaces provided for such vehicles.

Trailers, motorhomes, and similar recreational vehicles will not be parked anywhere on campus without approval of the Security Office. Vehicles parked in such a manner as to block another vehicle or the flow of vehicular traffic may be moved or impounded at the owner's expense.

Permission to leave a vehicle on campus overnight must be obtained from the Security Office. Valencia assumes no responsibility for loss or damage to vehicles parked on college property. Vehicles left parked on campus in excess of 72 hours will be considered abandoned and towed at the owner's or operator's expense.

## Moving Traffic Regulations

### Speed Limits:

- Perimeter Roads – 25 MPH
- Parking Lots – 10 MPH

Observance of stop signs and entrance and exit lanes will be strictly enforced.

## Driving and Parking Offenses

The following are prohibited: parking in RESERVED, LOADING or other unauthorized areas; blocking or obstructing traffic, a street, a sidewalk, a wheelchair ramp, a building entrance or exit, or another vehicle; or parking

on grass areas and/or along parking lot curbs. Student parking in faculty/staff areas (**designated with yellow stripes**) is prohibited. Parking in disabled-person-only zones, blocking wheelchair ramps, or repeated violations of other parking regulations can subject the vehicle to impoundment at the owner's or operator's expense. Repetitive parking violations are considered a violation of Student Code of Conduct rules. In addition to a monetary fine, disciplinary action may be taken.

Bicycles shall not be ridden on the sidewalks between or around the buildings. All bicycles shall be walked from the parking lot areas to the approved parking areas.

No skateboards, roller skates or other roller-equipped means of transportation will be allowed on the sidewalks, between or around the buildings or inside the buildings, except when hand carried.

## Visitor Parking

Parking for visitors is provided in designated lots. Vehicles operated by Valencia students or employees are prohibited from visitor parking spaces at all times.

## Parking Fines

Fines imposed for violations must be paid within 15 school days from date of issue of citation. Amounts due after the delinquent date are double the original amount of the fine. Fines for parking violations are payable at any campus Business Office. Unpaid citations will result in an "administrative hold" on all college records. Students with a hold will not be authorized to receive grades or transcripts and may not be allowed to register until delinquent fines are paid.

## Parking Violations

Disabled Person Spaces, Ramps (Fine does not double)	\$ 250.00
Fire Lane (Fine does not double)	\$ 40.00
Roadways, Curb Areas	\$ 10.00
Visitors, Special (Faculty/Staff)	\$ 10.00
Grass Areas	\$ 10.00
Motorcycle Areas	\$ 10.00
No Current Decal Displayed	\$ 10.00
Improper Display of Decal	\$ 10.00
Other Violations of these regulations	\$ 10.00

## Placement Services

Placement Services, a part of the Internship and Placement Office, is the means by which students and employers connect. Students may identify part-time and full-time employment opportunities in their career fields through College Central Network, Placement Services' online job bank, by accessing the Web site: [valenciacc.edu/ipo](http://valenciacc.edu/ipo).

Other services provided include:

- Links to job fairs and employer Web sites
- Job search course taught onsite and online
- On-campus recruitment by employers
- Job fair
- Dining etiquette seminar

In addition, the Internship and Placement Office has partnered with six leading employment agencies to provide direct job placement to students who graduate with an Associate in Applied Science, an Associate in Science degree, or who complete a certificate.

Further information is available in Career Development Services on the Osceola and Winter Park Campuses, in the Internship and Placement Offices located in Career Development Services on East and West Campuses, and from the Web site at [valenciacc.edu/ipo](http://valenciacc.edu/ipo).

## Public Transportation

Lynx provides bus service to all Valencia locations. Schedules are available in the Student Development Offices.

## Resolution of Student Issues

Valencia's administrative processes are designed to support student academic success and progress. If you have difficulty with Valencia's processes or procedures, please seek resolution by asking for assistance. It is best if you attempt to resolve your difficulty through the supervisory channels in the area in which you had your difficulty. If you are unable to resolve the issue at the first manager level, you may contact the staff member at the next level. The titles of staff members you may seek to address various issues are provided in Appendix E at the back of this catalog; staff locations and phone numbers are available at [valenciacc.edu/contact/directory.cfm](http://valenciacc.edu/contact/directory.cfm).

## Security Services

Campus Security personnel are on duty 24 hours a day to provide for the safety and welfare of students, faculty, and staff and to control traffic and parking. The Security Department publishes a brochure about services, programs, and crime statistics, as required by the Federal Crime Awareness and Campus Safety Act. It is available free of charge on any campus in any campus Security Office, Student Services, and Student Development Office, as well as in the Human Resources Department and in the Student Handbook. In addition, crime statistics are available through the Valencia Web site: [valenciacc.edu/security](http://valenciacc.edu/security).

## Student Assistance Services (SAS)

Valencia Community College has contracted with a private and confidential counseling service to provide short-term assistance to credit students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues.

On each campus, a designated Valencia Counselor may authorize a face-to-face counseling session with an SAS counselor who will assist with further referrals. For more information, call or visit a Counselor in Student Services on any campus.

## Student Development

Involvement in campus life outside the classroom is an important component of a well-rounded college experience. Student Development on each campus offers a variety of programs and services. These include: Student Government Association, campus activities, student clubs and organizations, co-curricular programs, student leadership programs, intramural sports and wellness programs, community service programs, campus publicity and newsletters, student identification cards, and college and community information.

Participation in any of these programs provides opportunities for making personal connections on campus with other students, faculty, and staff; learning skills to enhance the achievement of life, career, and education goals; and applying classroom learning,

## Student Leader Team

Student Services hires enrolled students to work part time as Atlas Access Assistants, Peer Educators, and Welcome Team members. The student leaders can receive tuition reimbursement and hourly pay. For more information, contact your campus Student Development Coordinator.

## Student ID Card

Your student ID card can be obtained in the Student Development office on any Campus once you have registered and paid for your classes. You will need your student ID card to access campus services such as the Library and Testing Center. There is a \$5 fee for a replacement card.

## Student Services

Student Services is located on each campus. Academic advising staff and counselors provide developmental advising which includes life, career, and education planning, interpretation of assessments, strategies to address academic difficulties, programs to develop student success skills, preparation for university transfer, and workforce preparedness.

The **LifeMap** tab in **Atlas** contains information and Web-based tools to support your goal setting and planning process. You are encouraged to use the **LifeMap** Tools and to meet with an Academic Advisor or Counselor as you progress towards your degree – at the least, as you complete 15, 30 and 45 credits.

You may see a Student Services staff member on a walk-in basis during hours of operation: 8:00 a.m. to 7:00 p.m., Monday through Thursday; and 8:00 a.m. to 5:00 p.m. on Friday. (Friday hours vary during the Summer Terms.) When you come to Student Services, you may request to see a specific staff member.

If you are pursuing an Associate in Applied Science (A.A.S.) or an Associate in Science (A.S.) Degree, a certificate or a diploma, you may check in this catalog for the course requirements of your career program and you should meet with your Career Program Advisor. Career Program Advisors, who work with specific career programs, are available on East, Osceola, and West Campuses to provide program planning and to answer specific questions about requirements and program completion of A.A.S. and A.S. Degree,

certificate and diploma programs. Program planning outlines which list the requirements for each career program, the suggested order in which to take the courses, and basic career information are available in any campus Answer Center, Student Services, academic division offices, and online at [valenciacc.edu/asdegrees](http://valenciacc.edu/asdegrees).

If you plan to obtain an Associate in Arts (A.A.) Degree, check in this catalog for the degree requirements. You may see an Academic Advisor or Counselor for assistance in knowing how your courses apply toward a degree. If you plan to transfer to a four-year college or university, you should utilize Valencia's resources early in your enrollment at Valencia to determine specific courses you need to prepare for your major. Academic Advisors and Counselors can assist you in this process. It is important to make transfer plans early to ensure a smooth transition into the university program.

**Transfer Tips** (not necessarily in the order to be accomplished):

1. Visit Valencia's Career Development Services and clarify your career goals.
2. Make use of Valencia's online **LifeMap** Tools to assist in your career and education planning.
3. Follow the transfer plans listed in the Transfer Plan section of this catalog.
4. If you plan to transfer to UCF, see the DirectConnect to UCF entry in this catalog; in a Valencia Answer Center, indicate your plans to transfer to UCF in order to participate in DirectConnect to UCF.
5. Upon completion of 45 college-level credits, complete a degree audit in your Atlas account and discuss it with an Academic Advisor or Counselor.
6. Utilize *facts.org*, the State of Florida's online advising system, which includes planning outlines for each major as well as information on admission, financial aid, scholarships, and special programs.
7. Make use of the Web site of the college/university to which you plan to transfer.
8. Find out if the program you plan to pursue at the university is a limited access program which might have additional admission requirements such as

completion of specific courses, minimum grade point average, minimum test scores, an interview, an audition, submission of a portfolio and/or deadlines.

9. Be certain of the foreign language requirement(s) of the institution you want to attend; some institutions and some majors have both admission and graduation foreign language requirements.
10. Submit your application for admission as early as possible; many universities recommend applying one year in advance. Check with the university of your choice for priority application deadlines. The application for the state universities is available online through *facts.org*.
11. Take a campus tour of the transfer institution.
12. Satisfy the state of Florida graduation requirements to be determined. See the online official catalog for more information.
13. Apply for graduation from Valencia through your Atlas account for the term in

which you will complete 60 hours. (See the Academic Calendar in the online official catalog for the graduation application deadline.)

14. Check into on-campus and/or off-campus housing at the transfer institution.
15. Check with the admissions office at the transfer institution concerning required documentation of immunization (a requirement of all state universities).

## Tutoring Services

Valencia offers tutorial assistance at no charge to students for academic courses in which they are currently enrolled. Opportunities also exist for students who would like to be tutors. Tutoring services are specific to each campus and information about tutoring services is available at the Information Station on each campus.

## Valencia Volunteers

Valencia Volunteers is an organization whose purpose is to encourage participation by students in various forms of community service. Students have the opportunity to work through many community agencies in such diversified areas as programs for troubled youth, the elderly, and the disabled; public schools; and many others. Visit Student Development on any campus for volunteer information.

