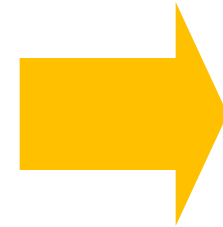


VALENCIA

How do I apply for Graduation?

...it's easier than you think.



Valencia Community College 2008-09.

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Atlas URL

<http://portal.valencia.cc.fl.us/cp/home/loginf>

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1. Log into your Atlas account

Welcome to **Atlas** at
Valencia Community College

Log in to Atlas

User Name

PIN

[Sign up for an account](#)

[Forgot your PIN?](#)

[Forgot your user name?](#)

[Other questions?](#)

About Atlas

Atlas is Valencia's online learning community that connects you to the resources you need to succeed.

Students

- Your Valencia Email
- Class Registration
- Financial Aid
- LifeMap Resources
- Your Grades
- Orientation Registration
- Your Calendar
- Your Course Schedule

Faculty & Staff

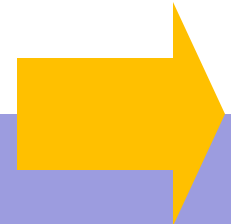
- Your Time Sheets
- Your Pay Stubs
- Tax Forms

Atlas Alerts

Atlas is now running.

Thank you for your patience.

powered by
SUNGARD HIGHER EDUCATION



Once logged into Atlas...

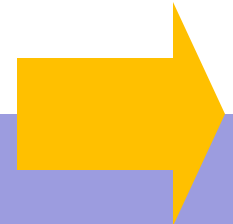
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The screenshot shows the Valencia Atlas user interface. At the top left is the 'Atlas' logo. Below it, the user is logged in as 'Charli Atlas'. A navigation bar contains tabs for 'Student Services', 'My Atlas', 'My Courses', 'Academic Life', 'My LifeMap', 'Registration', and 'College Services'. The 'My Atlas' tab is selected and highlighted with a red triangle. Below the navigation bar are several widget boxes:

- Show VID**: Contains a link to 'Show VID'.
- My Announcements**: Contains links for 'Save a life. Give Blood this summer.', '07-08 Catalog Available!', 'Do you want to go to Europe in May 2008?', and 'More personal announcements...'
- My Calendar**: Contains the text 'You have 0 events in your calendar today'.
- LifeMap**: Contains a link to 'Go to My LifeMap'.
- College Announcements**: Contains links for 'West Campus Parking: Beta closed 6/20 - Alpha open', 'Annual Notification of Student Privacy Rights', and 'Treasures of Greece European Trip'.
- New Student Orientation**: Contains a link to 'Sign Up'.
- Student Forms**: Contains a list of links: 'Financial Aid Forms', 'FAFSA for School Year 2006-07', 'Graduation Checklist', 'Graduation Application' (highlighted with a red triangle), 'Duplicate Diploma Request Form', 'Refund Request or Waiver of Debt Form', 'Waiver Full Cost Tuition', 'Change of Major Form', 'Student Consent to Release Educational Records', and 'Non-Equivalent Course Work'.

2. Click on 'My Atlas' tab.

3. Click on the 'Graduation Application' link.



Your Graduation Application...

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To register for graduation, please fill in the following fields and click submit.

Below is the current mailing address for your diploma. If this is incorrect, please go to the Atlas address change form at Atlas - College Services - Student Services - Personal Information - Update Addresses and Phones and update your mailing address. When finished with the update, complete your graduation application.

123 Valencia Way
Orlando, FL 32811



Please fill out all the information listed below.

Enter your Name as you want it to appear on your Diploma

First Name:

Middle Name:

Last Name:

I Intend to Graduate

Term:



Please select the degree you are seeking:



Have you been awarded a course substitution?

Yes No

If yes, in what area/s were you awarded course substitution?

Area(s) Awarded:

Have you been awarded a CLAST Waiver?

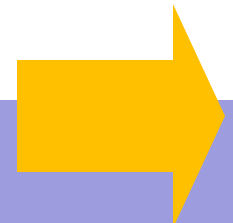
Yes No

If yes, in what area/s were you awarded a CLAST Waiver?

Area(s) Awarded Waiver:


4. Check that all the information is correct, including your current address (in red). An invalid address will prevent your application from being processed.

5. If you would like to change the degree you are seeking, you need to submit a 'Change of Major Form' to the Answer Center, before submitting the application.




Your Graduation Application...

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Are you currently attending another institution? Yes No 

If yes, where are you currently attending?

Institution Currently Attending:

Will you be attending another college or university? Yes No 

Name of School:


Will you be attending the graduation ceremony? Yes No 

If yes, please provide the following information for you cap and gown order.


Select your Weight:

Select your Height: Note: Ladies please remember to take into account heels.

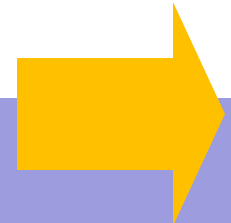
Select your Cap Size:

Select the campus at which you will be picking up your ceremony apparel: 

Note: If you are not awarded your degree, for the term for which you ordered your cap and gown, your order will be cancelled. You will need to reorder your cap and gown when you re-submit a graduation application.



6. Indicate if you will be attending another institution and/or Commencement Ceremony in May.
7. Provide accurate information for your cap and gown, and the campus you will be picking them up.
8. Submit your application.



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done!

Feel free to contact the **Graduation Office** at graduation@valenciacc.edu

Note you can also stop by the **Answer Center** or **Atlas Lab** on campus for assistance.

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