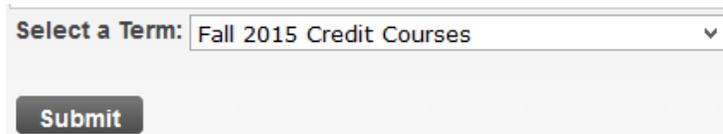


# Valencia College Registration Planner

The **Registration Planner** is a powerful tool that allows you to create a class schedule customized to your own personal schedule and you can save your class schedule in a **Registration Cart** until it is your time to register. With the click of a button in your **Registration Cart**, you will be able to register into all of your classes without having to search for and enter individual Course Reference Numbers (CRNs). Please note that if you do not meet the pre-requisites for a course, or if there are other restrictions on the section you have selected, your registration into that course will not be successful and you will need to choose an alternate course/section.

## How to Access the Registration Planner:

1. Log into your Atlas account
2. Click on the **Courses** tab
3. Click on **Registration** inside the **Registration** channel on the right hand side of the screen to reveal a list of links
4. Click on the **Register for Classes** link
5. From the drop down menu, **Select a Term** for which you wish to create a registration plan and click **Submit**:



The image shows a web form with a label "Select a Term:" followed by a dropdown menu. The dropdown menu is currently displaying "Fall 2015 Credit Courses" and has a small downward-pointing arrow on the right side. Below the dropdown menu is a dark grey button with the word "Submit" in white text.

6. Click on **Registration Planner**

## How to Use the Registration Planner

1. Select one or more campuses where you wish to attend classes and click **Save and Continue**:

### Select Campus

- Select All Campuses**
- East Campus
- Lake Nona Campus
- Online
- Osceola Campus
- Poinciana Campus
- West Campus**
- Winter Park Campus

✓ Save And Continue

2. Review the options for **Course Status**, **Campuses**, and **Parts of Term**; click  if you wish to modify any of the criteria (if you change any criteria, click ):

|                      |                   |                                       |                      |  |
|----------------------|-------------------|---------------------------------------|----------------------|--|
| <b>Course Status</b> | Open Classes Only | <input type="button" value="Change"/> | <b>Term</b>          | Fall 2015 Credit Courses   |
| <b>Campuses</b>      | 1 of 7 Selected   | <input type="button" value="Change"/> | <b>Parts of Term</b> | All Parts of Term Selected <input type="button" value="Change"/> |

- a. **Course Status** Options:

### Select Course Status

- Course Status**
- Open Classes Only
  - Open & Full w/Waitlist Open
  - Open & Full

- b. **Campuses** Options (see screenshot above in number one)

- c. **Parts of Term** Options (please see the **Important Dates & Deadlines** calendar at <http://valenciacollege.edu/calendar/> to view the specific dates associated with each Part of Term):

## Select Parts of Term

- Select All Parts of Term**

---

- Fall 2015 Credit Courses - 1st - 10 Weeks

---

- Fall 2015 Credit Courses - 2nd - 10 Weeks

---

- Fall 2015 Credit Courses - Flex Start

---

- Fall 2015 Credit Courses - Full Term

---

- Fall 2015 Credit Courses - Term A

---

- Fall 2015 Credit Courses - Term B

3. Before you begin looking at courses for your class schedule we strongly recommend that you enter your **Breaks**. Click on **+ Add Break** to begin entering your breaks. After entering your break details in the fields provided, click on **✓ Add Break**. Click on **+ Add Break** to enter an additional break. Below is an example of a break:

## Add New Break

 Breaks are times during the day that you do not wish to take classes.

**Break Name**

**Start Time**  :  **am** **pm**

**End Time**  :  **am** **pm**

**Days**  Select Weekdays

**MON**  **TUE**  **WED**  **THU**  **FRI**  **SAT**  **SUN**

- a. Your **Break(s)** will be listed back on the **Registration Planner** homepage; remember to leave the checkbox checked so that your breaks are included when you generate a potential class schedule:

**Breaks** + Add Break

---

✕

---

**Work** ⚙ Edit ✕

MTWThF - 8:00am to 5:00pm

4. Now you are ready to begin selecting courses to add to your class schedule. Click on + Add Course to begin.

- a. From the drop down menu, select the **Subject** prefix of the course you wish to add:

**Subject** ENC: English Composition (5) ▼

- b. From the drop down menu, select the **Course** number of the course you wish to add:

**Course** 1101 Freshman Comp I ▼

- c. The course description will appear below your selection criteria. This is important information because it will tell you what, if any, pre-requisites the course has:

**ENC 1101 - Freshman Comp I**

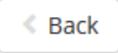
**FRESHMAN COMPOSITION I**  
Prerequisites: Score of 103 on writing component of PERT or equivalent score on other state-approved entry test or minimum grade of C in ENC 0025C or EAP 1640C, and a score of 106 on reading component of PERT or equivalent score on other state-approved entry test or minimum grade of C in REA 0017C or EAP 1620C.

Development of essay form, including documented essay; instruction and practice in expository writing. Emphasis on clarity of central and support ideas, adequate development, logical organization, coherence, appropriate citing of primary and/or secondary sources, and grammatical and mechanical accuracy. Gordon Rule course in which the student is required to demonstrate college-level writing skills through multiple assignments. Minimum grade of C is required if ENC 1101 is used to satisfy Gordon Rule and General Education Requirements.

- d. Click **+ Add Course** to add this course to your potential class schedule (the course will be added to the list on the right side of the page; to remove the course from the list, click on the  next to the course):

## Courses

 **ENC 1101**  
Freshman Comp I 

- e. Continuing selecting **Subject** and **Course** information to add more courses for your potential class schedule. After you have found all of the courses you wish to add, click on  to return to the **Registration Planner** homepage.

5. The courses you selected will be listed on the **Registration Planner** homepage. You may generate potential class schedules for any and all of the courses you have selected by checking or unchecking the box next to each course in the **Courses** area. You may add more course options by clicking on **+ Add Course** and can remove a course from the list by clicking on the  next to the course:

## Courses

**+ Add Course**

---



---

**ENC 1101**  
Freshman Comp I  Options     
Prerequisites

---

**HUM 1020**  
Intro To Humanities  Options   

---

**MAT 1033C**  
Intermediate Algebra  Options   

6. Now you are ready to begin generating potential class schedules! Click on ****.

7. The **Registration Planner** will generate one or more potential class schedules:

# Schedules

 Generate Schedules

 Generated **32** Schedules

- [View](#) 1   Work, ENC-1101-W35 , HUM-1020-W14 , MAT-1033C-033

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- [View](#) 2   Work, ENC-1101-W41 , HUM-1020-W14 , MAT-1033C-006

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- [View](#) 3   Work, ENC-1101-W41 , HUM-1020-W14 , MAT-1033C-027

---

- [View](#) 4   Work, ENC-1101-W41 , HUM-1020-W14 , MAT-1033C-033

- a. Click on **View** next to a potential schedule to see the details (class meeting days and times, instructor, etc.):

 You are viewing a potential schedule only and you must still register. ✕

|   | CRN # | Section | Subject | Course | Seats Open | Day(s) & Location(s)                           | Campus      | Credits  | Fee(s)  | Books                               |
|---|-------|---------|---------|--------|------------|--|-------------|----------|---------|-------------------------------------|
|    | 13348 | W35     | ENC     | 1101   | 18         | TTh 5:30pm - 6:45pm - WC-005 215               | West Campus | 3        | \$0.00  | \$113.00<br><a href="#">Details</a> |
| <b>Prerequisites</b>  |       |         |         |        |            |  |             |          |         |                                     |
|    | 13159 | W14     | HUM     | 1020   | 21         | M 6:00pm - 8:45pm - WC-005 111                 | West Campus | 3        | \$0.00  | \$76.00<br><a href="#">Details</a>  |
|    | 14534 | 033     | MAT     | 1033C  | 19         | WC-007 241<br>TTh 7:00pm - 8:15pm - WC-009 111 | West Campus | 3        | \$59.00 | \$133.00<br><a href="#">Details</a> |
|   |       |         |         |        |            |  |             | <b>9</b> |         |                                     |

- b. To compare one or more potential schedules, click the box next to the schedules you wish to compare and then click on  **Compare** :

 **Compare**  **Select at least two schedules to compare side by side**

- [View](#) 1   Work, ENC-1101-W35 , HUM-1020-W14 , MAT-1033C-033

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- [View](#) 2   Work, ENC-1101-W41 , HUM-1020-W14 , MAT-1033C-006

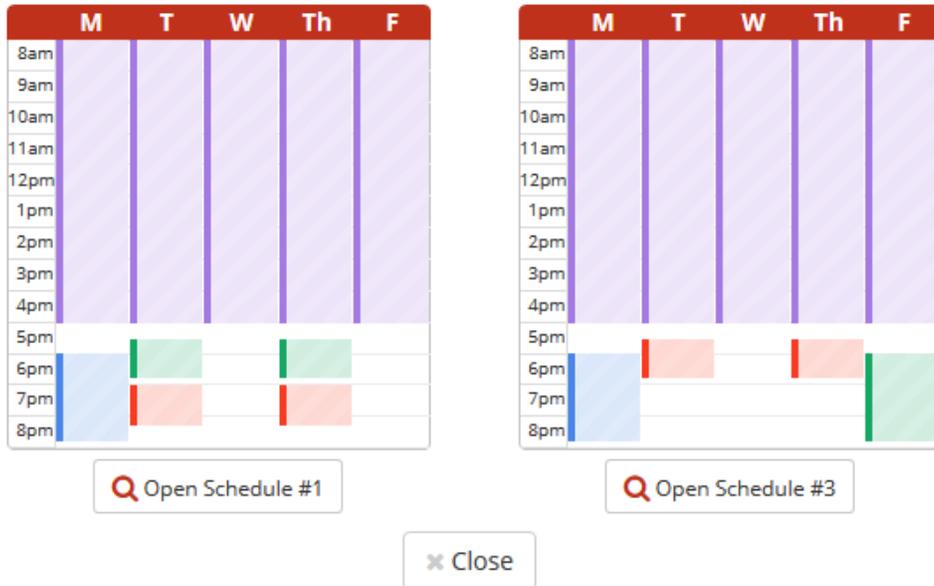
---

- [View](#) 3   Work, ENC-1101-W41 , HUM-1020-W14 , MAT-1033C-027

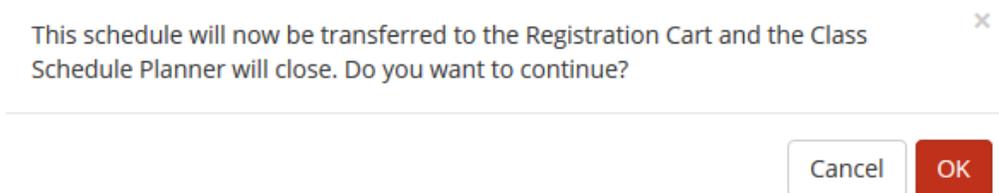
---

- [View](#) 4   Work, ENC-1101-W41 , HUM-1020-W14 , MAT-1033C-033

- c. You will see the comparison of the selections you chose; to see more details about a specific option, click on the  button under that option:



8. Once you have found a potential class schedule that you like, click on the [View](#) icon next to that option and then click on .
9. You will see the following dialog box; click Ok to continue on to your **Registration Cart** in Atlas:



### How to Make Adjustments to a Saved Registration Cart:

If you have begun working on a class schedule and have created a **Registration Cart**, you may return to your **Registration Cart** to add more classes to your schedule.

1. Enter your **Registration Cart** in Atlas to view the course(s) you have already selected:

## Classes in the Registration Cart

| Select                              | CRN   | Subj | Crse | Sec | Title                       | Status |
|-------------------------------------|-------|------|------|-----|-----------------------------|--------|
| <input checked="" type="checkbox"/> | 13581 | ANT  | 2000 | W01 | Introductory Anthropology - |        |

[Register](#) [Add to WorkSheet](#) [Save Cart](#) [Clear Cart](#)

[Registration Planner](#)

2. Click on [Registration Planner](#).
3. You will now see your **Registration Cart** in the **Registration Planner**:

VALENCIA

**i** The following courses are already in your Registration Cart.  
• Click **Go Back to Registration** to continue the registration process.  
• Click **Continue Planning Schedule** to enter the Class Schedule Planner.

## Registration Cart

|          | Subject | Course | Component         | Instructor      | Day(s) & Location(s)           | Fee(s) | Books                              |
|----------|---------|--------|-------------------|-----------------|--------------------------------|--------|------------------------------------|
| <b>i</b> | ANT     | 2000   | Classroom Section | Rezos, Mary Mae | M 4:00pm - 6:45pm - WC-011 339 | \$0.00 | \$90.00<br><a href="#">Details</a> |

[Go Back to Registration](#) [Continue Planning Schedule](#)

4. Click on [Continue Planning Schedule](#)
5. Select a campus and click [Save And Continue](#)
6. Click on [+ Add Course](#) to add more courses to your potential schedule (see step four under **How to Use the Registration Planner** above).
7. Back on the **Registration Planner** homepage, you will see the course you previously selected and the new course you just added. You will want to check the box next to the new course and uncheck the box next to the previously selected course:

## Courses

+ Add Course

|                                     |                 |                               |   |   |   |   |  |  |
|-------------------------------------|-----------------|-------------------------------|---|---|---|---|--|--|
| <input type="checkbox"/>            |                 |                               |   |   |   |   |  |  |
| <input type="checkbox"/>            | <b>ANT 2000</b> | Introductory Anthropology     |  Options |  |  |  |  |  |
| <input checked="" type="checkbox"/> | <b>ENC 1101</b> | Freshman Comp I               |  Options |  |  |  |  |  |
|                                     |                 | <a href="#">Prerequisites</a> |   |   |   |   |  |  |

8. You will see your **Registration Cart** below the **Courses** area; leave your previously select course checked:

## Registration Cart

| <input checked="" type="checkbox"/> | Subject   | Course | Component | Instructor        | Day(s) & Location(s) | Fee(s)                         | Books  |                                    |
|-------------------------------------|---|--------|-----------|-------------------|----------------------|--------------------------------|--------|------------------------------------|
| <input checked="" type="checkbox"/> |  | ANT    | 2000      | Classroom Section | Rezos, Mary Mae      | M 4:00pm - 6:45pm - WC-011 339 | \$0.00 | \$90.00<br><a href="#">Details</a> |

9. In the **Schedules** area underneath the **Registration Cart**, click on .
10. New potential schedules will be generated. Review the options and select the one that works best for you (see **How to Use the Registration Planner** above).

## Schedules



 Generated **18** Schedules

[View](#) 1   ANT-2000-W01 , ENC-1101-W33

[View](#) 2   ANT-2000-W01 , ENC-1101-W34

11. After clicking on [View](#) next to the schedule option you like, click on



12. Click OK in the dialog box:

This schedule will now be transferred to the Registration Cart and the Class Schedule Planner will close. Do you want to continue? ×

Cancel

OK

13. You will be returned to your **Registration Cart** in Atlas where you will see that your newly selected course has been added:

| Classes in the Registration Cart    |       |      |      |     |                           |        |
|-------------------------------------|-------|------|------|-----|---------------------------|--------|
| Select                              | CRN   | Subj | Crse | Sec | Title                     | Status |
| <input checked="" type="checkbox"/> | 13346 | ENC  | 1101 | W33 | Freshman Comp I           | -      |
| <input checked="" type="checkbox"/> | 13581 | ANT  | 2000 | W01 | Introductory Anthropology | -      |

**Register**   **Add to WorkSheet**   **Save Cart**   **Clear Cart**

14. You may save your **Registration Cart** and return to it later by clicking on **Save Cart**.
15. If you would like to start your registration planning over from the beginning, simply click on **Clear Cart** and then select **Registration Planner** from the **Registration** menu. Once you are back in the **Registration Planner**, you will need to:

- Select a campus and click **Save And Continue**.
- Keep or remove the courses you previously selected in the **Courses** area (to remove a course, click on the  next to it).
- Begin your selections again.

## How to Register from Your Registration Cart

Please note that you must have a valid **Registration Time Ticket** for the term you are trying to register. To check your **Registration Time Ticket**:

- Click on the **Courses** tab in your Atlas account
- Click on **Registration** in the **Registration** channel to expand the list of links
- Select the **Registration Status** link
- Select the term from the drop down menu and click Submit
- Your registration status (including your **Registration Time Ticket**) will display:

### You may register during the following times

| From         | Begin Time | To           | End Time |
|--------------|------------|--------------|----------|
| Jun 04, 2015 | 02:00 pm   | Dec 20, 2015 | 02:00 pm |

- ✓ You have no Holds which prevent registration.
  - ✓ Your Academic Standing permits registration.
  - ✓ Your Student Status permits registration.
- Your Class for registration purposes is Freshman.

1. Review the courses in your **Registration Cart**:

## Registration Cart

[Home](#) > [Registration Cart](#)

Welcome to the Registration Cart.

### Classes in the Registration Cart

| Select                              | CRN   | Subj | Crse  | Sec | Title                | Status |
|-------------------------------------|-------|------|-------|-----|----------------------|--------|
| <input checked="" type="checkbox"/> | 13159 | HUM  | 1020  | W14 | Intro To Humanities  | -      |
| <input checked="" type="checkbox"/> | 13348 | ENC  | 1101  | W35 | Freshman Comp I      | -      |
| <input checked="" type="checkbox"/> | 14534 | MAT  | 1033C | 033 | Intermediate Algebra | -      |

[Register](#) [Add to WorkSheet](#) [Save Cart](#) [Clear Cart](#)

2. Click on **Register**
3. If this is your first registration attempt for the term, you will see the **Student Enrollment Agreement**. You must click **I ACCEPT** to proceed. After clicking **I ACCEPT**, you will be prompted to set up or update your **Valencia Alerts** information (see the second screenshot). Update your Valencia Alerts information if needed and click on **Go to Step 2 of 2 - Update your Alerts Info** to continue with registration:

Student VID:  
Student Name:

**Acknowledgement**

I understand, by checking the **I ACCEPT AND AGREE** box below, I am agreeing to all terms and conditions set forth in the **(Student Enrollment Agreement)** [click here](#) and agree to the incorporation of any other related documents. I enter into this Enrollment Agreement with full knowledge of its legal implications and without coercion and/or promises made to me by the college. I also agree and acknowledge that prior to agreeing to the Enrollment Agreement, I had the right and option to discuss the terms and conditions herein with a private attorney at my sole expense.

**I ACCEPT** I ACCEPT AND AGREE to the above terms of this Enrollment Agreement

(You may continue with the registration process)

**EXIT** I DO NOT ACCEPT the above terms of this Enrollment Agreement

(You will be unable to proceed with the registration process)

\* required fields

**Step 1 of 2 - Update your Contact Info.**

|                    |                   |
|--------------------|-------------------|
| Cell Phone Number  | (407 ) 865 - 3567 |
| *Home Phone Number | (407 ) 957 - 2643 |

**Need Help?**

For self-help tutorials, videos, instructions and more.

[VISIT VALENCIA SUPPORT](#)

**Mailing Address**

Note to **Employees**: This will not update your **Valencia HR address**, only your home mailing address.

\*Street Line 1

Street Line 2

\*City

\*State

\*Zip

Click this button to Save and...

[Go to Step 2 of 2 - Update your Alerts Info](#)

or

Click this button to Save and...

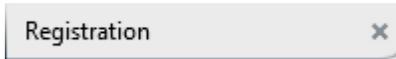
[Opt Out of Receiving Alerts \(Not Recommended\)](#)

4. Click OK on the dialog box:

Navigating to Step 2 of 2... Make sure to check Outreach to receive all non-emergency messages.

OK

5. Add yourself to any Outreach messages you wish to receive from Valencia (i.e. e-mails to your personal e-mail account and text messages with reminders about fee payment deadlines, Atlas Announcements, etc.). Information on how to update/modify your Outreach information can be found online at <http://valenciacollege.edu/support/howto/>.
6. Close the Valencia Alerts/Outreach browser window and return to the browser window where your Atlas account is still open (it should say Registration on the browser window tab:



7. You will see the **Registration** menu. Select **Registration Cart**:

**Credit Class Schedule Search**  
Click Here  
Look up class schedule for upcoming term before registration begins! [Click Here](#) to view the Class Search tutorial.

**Registration**  
Check your registration status; add or drop classes; withdraw from courses; make an online payment; display your class schedule

**Student Records**  
View your holds; display your grades, transcripts and degree audit evaluations; request official transcripts; review charges and payments to your account

**Financial Aid**  
<https://fafsa.ed.gov/>  
Apply for Financial Aid; review the status of your financial aid applications; check status of document requirements; review loans.  
If upon clicking, you do not see links below, you have no Financial Aid record. Apply for Financial Aid by visiting <https://fafsa.ed.gov/>.

- Step 1: Select Term
- Step 2: Check Your Registration Status
- Step 3: Register for Classes/Withdraw from Classes
- Step 4: Registration Fee Assessment
- Step 5: View Account Balance and Pay Fees Online
- Look-up Classes to Add
- Student Schedule by Day & Time
- Student Detail Schedule
- **Registration Planner New!**
- **Registration Cart**

8. Click on **Register**
9. You will end up in the **Registration: Add/Drop/Withdraw Classes** form:
  - a. If you encountered no pre-requisite or other errors you will see the following (you have been successfully registered into all of your course selections:

## Registration: Add/Drop/Withdraw Classes for

Home > Registration: Add/Drop Courses

Read the following instructions before proceeding with the registration process.

- To **Search** for available courses, click on **Class Search** below.
- Once you have found a course that you would like to register for, you may **Add** that course to your schedule by entering the Course Reference Number (CRN) in the space provided below and click **Submit Changes**.
- To **Drop** a course (check the **Important Dates & Deadlines** calendar for dates), refer to your **Current Schedule** (courses you are currently registered for will appear below). In the **Action** column, a drop-down menu appears next to each course for which you are registered. Select the **Drop Web** option from that drop-down menu.
- To **Withdraw** from a course (check the **Important Dates & Deadlines** calendar for dates), refer to your **Current Schedule** (courses you are currently registered for will appear below). In the **Action** column, a drop-down menu appears next to each course for which you are registered. Select the **Withdraw** option from that drop-down menu. (Please note that when withdrawing from a course you will not receive a refund.)
- When you have finished adding and dropping courses, click **Submit Changes** below.

Did you encounter registration errors? [Click Here](#) to view details.

[Account Balance and Fee Payment Information](#)

Click here before [Withdrawing](#).

See the [Important Dates & Deadlines](#) calendar for **Fee Payment Deadlines**.

### Current Schedule

| Status                             | Action | CRN   | Subj | Crse  | Sec | Level        | Cred     | Grade Mode           | Title |
|------------------------------------|--------|-------|------|-------|-----|--------------|----------|----------------------|-------|
| Registered Via Web on Aug 05, 2015 | None   | 13159 | HUM  | 1020  | W14 | Credit 3.000 | Standard | Intro To Humanities  |       |
| Registered Via Web on Aug 05, 2015 | None   | 13348 | ENC  | 1101  | W35 | Credit 3.000 | Standard | Freshman Comp I      |       |
| Registered Via Web on Aug 05, 2015 | None   | 14534 | MAT  | 1033C | 033 | Credit 3.000 | Standard | Intermediate Algebra |       |

Total Credit Hours: 9.000

Billing Hours: 9.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Aug 05, 2015 04:35 pm

b. If you encounter a pre-requisite error you will see the following:

### Current Schedule

| Status                             | Action | CRN   | Subj | Crse | Sec | Level        | Cred     | Grade Mode                    | Title |
|------------------------------------|--------|-------|------|------|-----|--------------|----------|-------------------------------|-------|
| Registered Via Web on Aug 02, 2015 | None   | 15746 | AMH  | 2010 | 0   | Credit 3.000 | Standard | United States History To 1877 |       |
| Registered Via Web on Aug 04, 2015 | None   | 13581 | ANT  | 2000 | W01 | Credit 3.000 | Standard | Introductory Anthropology     |       |
| Registered Via Web on Aug 04, 2015 | None   | 17926 | AMH  | 2020 | W03 | Credit 3.000 | Standard | U.S. History 1877 to Present  |       |

Total Credit Hours: 9.000

Billing Hours: 9.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Aug 04, 2015 05:49 pm

### Registration Add Errors

| Status   | CRN   | Subj | Crse | Sec | Level        | Cred     | Grade Mode                   | Title |
|--|-------|------|------|-----|--------------|----------|------------------------------|-------|
| You do not meet the prerequisite for this course or are not registered in the correct preparatory course sequence (Reading 1st, Student Success 2nd if required, Math 3rd, English 4th). | 13448 | MAC  | 2311 | 005 | Credit 5.000 | Standard | Calculus/Analytic Geometry I |       |

i. You may return to the Registration Planner to select an alternate course.

10. Don't forget to pay for your classes by the Fee Payment Deadline (see the Important Dates & Deadlines calendar at <http://valenciacollege.edu/calendar/>) or you may be dropped from all of your classes!