

Application for Admission

College Information and Application Form

VALENCIA
A BETTER PLACE TO START®

Steps to Take to Enroll at Valencia Community College

(See back page for department locations)

1. APPLY FOR ADMISSION AND FINANCIAL AID

Admissions

- Return this completed application to the Answer Center where a specialist will review your application and assign you a student identification number.
- Take the completed, approved application to the Business Office to pay the non-refundable \$25 application fee. Your Valencia I.D. number will be printed on the receipt. Readmit students are not required to pay the \$25 application fee.

Financial Aid

- Complete the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov/>. Allow at least 3 weeks for an online application or 4-6 weeks for a hard-copy application to be processed. Valencia's school code is **006750**.
- Be sure to indicate the degree you will be seeking on the admission application. To receive financial aid, you must be seeking an Associate in Arts (A.A.) (transfers to a four-year college); an Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) degree (two-year employment preparation degrees); or one of the job training certificate programs approved for financial aid.
- Request that your official high school and college transcripts be sent to Valencia at the address listed below. You will be classified as a non-degree-seeking student until your official transcripts have been received.

First Time in College students: request your final high school transcript or proof of your GED (GED diploma and score report required).

Transfer students: request official copies of transcripts from all colleges that you have attended. It is suggested that you also have your final high school transcript or proof of your GED sent to Valencia.

Valencia Community College
P.O. Box 3028 • Orlando, FL 32802-3028

2. CREATE YOUR ATLAS ACCOUNT

Atlas

- Atlas is Valencia's online learning-community that connects faculty, students, and staff to the resources they need to succeed at Valencia. Students can obtain very important information regarding registration, financial aid and course planning in their Atlas account. Students will also have an Atlas email account which will be the official communication method while attending Valencia.
- Visit www.valenciac.edu and click on the Atlas link. Once at the Atlas log-in page, click on the "First Time User" link and follow the prompts to create your account. Your Atlas account can be created 24-48 hours after your application has been submitted. The only information you need in order to create your Atlas account is your name, Social Security Number or Valencia Identification Number, and your date of birth. Be sure to keep your Atlas username and PIN in a safe place.

3. TAKE ASSESSMENT AND ATTEND NEW STUDENT ORIENTATION

Assessment

- Before you attend New Student Orientation, visit Assessment to take the Computerized Placement Test (CPT). CPT review materials are available for purchase in the bookstore.
- Degree-seeking students **must** complete the Computerized Placement Test. Proof of completed college courses in math and English may be substituted for portions of the Assessment. If you have taken the SAT or ACT within the last two years and obtained satisfactory scores as listed in the college's online catalog, you may waive Assessment in those skill areas.

New Student Orientation

- Using your Atlas account, sign up for a mandatory New Student Orientation session.
- Attend New Student Orientation. At Orientation we will review the degree programs offered at Valencia, the degree requirements, the policies and procedures of the college, and how your placement test impacts your first term course selection. If you are a transfer student and your official college transcripts have not yet been received by Valencia, to ensure proper advisement, please obtain an unofficial copy of your transcripts. During Orientation you will meet with an Educational Advisor to develop an Education Plan and select classes.

4. REGISTER FOR YOUR COURSES AND PAY TUITION

Register

- You will register for courses online through Atlas using the Student Services tab in your personal Atlas account.

Pay Tuition

- After registering for classes, pay for classes online via your Atlas account (online payment may be made by credit card only). If you wish to pay in person, visit the Business Office. Credit card (VISA, AMEX, MC, and Discover) and check payments are accepted in a drop box after business hours.
- A Tuition Installment Plan (TIP) is available for students who wish to set up a payment plan for tuition and books. To find out more information about enrolling in this program, please check your Atlas account.
- **IMPORTANT:** If you have applied for financial aid and are awaiting word on eligibility, you will need to pay for classes yourself by the fee payment deadline or your classes will be dropped. If you are currently receiving financial aid, check with the Answer Center to ensure that all paperwork has been received and that you will not be dropped from your courses.

5. GET YOUR STUDENT I.D. CARD AND PARKING DECAL

- You must show a paid receipt of classes and a photo I.D. in order to receive your student identification card. To obtain your student I.D., please go to Student Development.
- Parking decals are free and are required for all students. The parking decal may be requested via your Atlas account.

6. PURCHASE YOUR BOOKS AND GO TO CLASS

Purchase books

- Print your Detailed Class Schedule from your Atlas account and take it to the bookstore or purchase books online at www.valenciac.edu/bookstore.

Go to class (Note: Students are required to attend the first day of class or they may be withdrawn by the instructor as a "no show;" the student will still be responsible for the cost of the class.)

Detach and complete application form and return it with your non-refundable \$25 application fee

Information for Residency Classification

Proof of Residency

INSTRUCTIONS: Read the following information carefully. The Statement of Florida Residency for Tuition Purposes form must be filled out completely and in blue or black ink; changes or corrections made on the form must be initialed by the claimant. Do not use correction fluid or tape. **PHOTOCOPIES OF ALL SUPPORTING DOCUMENTS MUST BE ATTACHED.**

To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, legal Permanent Resident, or hold a visa status approved by the Florida Legislature. **Living in or attending school in Florida does not, in itself, establish legal residence.** Students who depend on out-of-state parents or legal guardian(s) for support are presumed to be legal residents of the same state as their parents/legal guardian(s).

The burden of proof rests with you, the student, to establish and prove Florida residency. All documents must be submitted to the college prior to the Proof of Florida Residency Deadline. All documents supporting the establishment of legal residency must be dated, issued, or filed 12 months before the Proof of Florida Residency Deadline for the term for which a Florida Resident classification is sought and must be attached to the Statement of Florida Residency form. A copy of your most recent tax return and/or your parent's or legal guardian's tax return or other documentation may be required to establish dependence/independence. Please note that a step-parent cannot be the claimant unless he or she has legally adopted the student or has legal guardianship of the student.

Definitions:

- (A) **DEPENDENT STUDENT:** If you are under age 24 and 50% or more of your support is provided by another as defined by the Internal Revenue Service, you will be classified as a dependent student. A copy of your parent's or legal guardian's most recent federal tax return or other documentation may be required to establish dependency.
- (B) **INDEPENDENT STUDENT:** If you meet any one of the following criteria, you will be classified as an independent student.
- You are 24 years of age or older prior to the Proof of Florida Residency Deadline.
 - You are married (copy of marriage certificate required).
 - You have children who receive their support from you (copy of most recent federal tax return listing the children as your dependents required).
 - You have other dependents who live with you and receive their support from you (copy of most recent tax return listing the person(s) as your dependent required).
 - You are a veteran of the United States Armed Forces (copies of military documents required).
 - Your parents are deceased and you are, or were until age 18, a ward of the court (copies of court documents required).
 - You can provide documentation that you are not claimed by your parent/legal guardian as a dependent under the federal tax code and can document that you provide at least 50% of your own support for the cost of attendance as defined by the Valencia Community College Financial Aid Office (copy of your most recent tax return required).

The claimant must provide two forms of evidence from the following lists: at least one document MUST be from Tier One; ONE document from Tier Two may be used in conjunction with one document from Tier One. ALL documents supporting the establishment of legal residence (whether from Tier One and/or Tier Two) must be dated, issued, or filed 12 consecutive months before the Proof of Florida Residency Deadline date established for the term for which Florida Resident classification is sought. Copies of all documentation used to prove Florida Residency must be attached to the Statement of Florida Residency form.

Tier One (at least ONE document MUST be from the following list):

1. Florida Driver's License **OR** Florida Identification Card (Florida Identification Card can be used only if there is no evidence of ties to another state (i.e. the claimant cannot possess a valid Driver's License from another state))
2. Florida Voter Registration
3. Florida Vehicle Registration
4. Declaration of Domicile (must be certified by a Clerk of the Court at least 12 consecutive months prior to the Proof of Florida Residency Deadline).
5. Proof of purchase of a permanent home that is occupied as a primary residence of the claimant (mortgage, deed, or Homestead Exemption; contracts/agreements must be dated 12 consecutive months prior to the Proof of Florida Residency Deadline).
6. Transcript from a Florida high school for multiple years or a Florida GED and score report (only if high school diploma or GED was earned within the last 12 consecutive months); if transcript or Florida GED is the student's, the claimant must be listed as the student's parent or legal guardian.
7. Proof of permanent full-time employment (letters from current and past employers on company or organization letterhead stating the date of hire and that claimant has been employed as a permanent full-time employee for the last 12 consecutive months).
8. Benefit histories from Florida agencies or public assistance programs.

Tier Two (ONE document from the following list may be used if claimant has only one document from Tier One above):

1. Utility bill and proof of 12 consecutive months of payments (cable/satellite TV, electric, gas, water, telephone {cell/mobile phones cannot be used}; service must be current; copies of billing statements showing 12 consecutive months are acceptable).
2. Lease agreement and proof of 12 consecutive months of payments (lease must be current; copies of prior leases may be used to establish 12 consecutive months; proof of payment may be a statement on letterhead from leasing office or landlord).
3. A Florida professional or occupational license (must be current and show at least 12 consecutive months).
4. Documents evidencing family ties (example: adoption or legal guardianship papers or other official court documents).
5. Proof of membership in Florida-based charitable or professional organizations (NOTE: membership in a church does not constitute membership in a Florida-based charitable organization).

Visit our Web site at www.valenciac.edu or call the Valencia Connection: 407-299-5000, ext. 2535

Student Services at Valencia Community College

The Information Station is where you can go for campus tours and directions, admissions forms, and general information. Located adjacent to the entrance of the Student Services area on all four campuses.

The Answer Center is your resource for information regarding admissions, academic advising, financial aid, assessment, records, and graduation. Most of your questions can be answered in the Answer Center, located on all four campuses. East Campus: Bldg. 5, Rm. 211; West: Bldg. SSB, Rm. 106; Osceola: Bldg. 1, Rm. 150; Winter Park, Rm. 1-210.

The Business Office is the location to pay any fees you owe to the college, including application fees and tuition. Business offices are located on East Campus: Bldg. 5, Rm. 214; West: Bldg. SSB, Rm. 101; Osceola: Bldg. 1, Rm. 155; Winter Park: Rm. 1-206.

Assessment is where you take the CPT test. East Campus: Bldg. 5, Rm. 237; West: Bldg. SSB, Rm. 235; Osceola: Bldg. 1, Rm. 127; Winter Park: Rm. 1-140.

Student Services is where you can go for assistance with issues that are more complex involving financial aid, academic advising and orientation. East Campus: Bldg. 5, Rm. 210, 407-582-2310; West: Bldg. SSB, Rm. 110, 407-582-1343; Osceola: Bldg. 1, Rm. 150, 407-582-4139; Winter Park: Rm. 1-210, 407-582-6885.

Student Development is where to find information on campus clubs and organizations. This is also the place to get your photo I.D. East Campus: Bldg. 5, Rm. 212; West: Bldg. 4, Rm. 103; Osceola: Bldg. 1, Rm. 131; Winter Park: Rm. 1-122.

LifeMap is a student's plan of action for achieving educational and career goals. It's your road map for determining what to do, when to do it, and which Valencia resources can help. See the Valencia Student Handbook for information on how to get started.

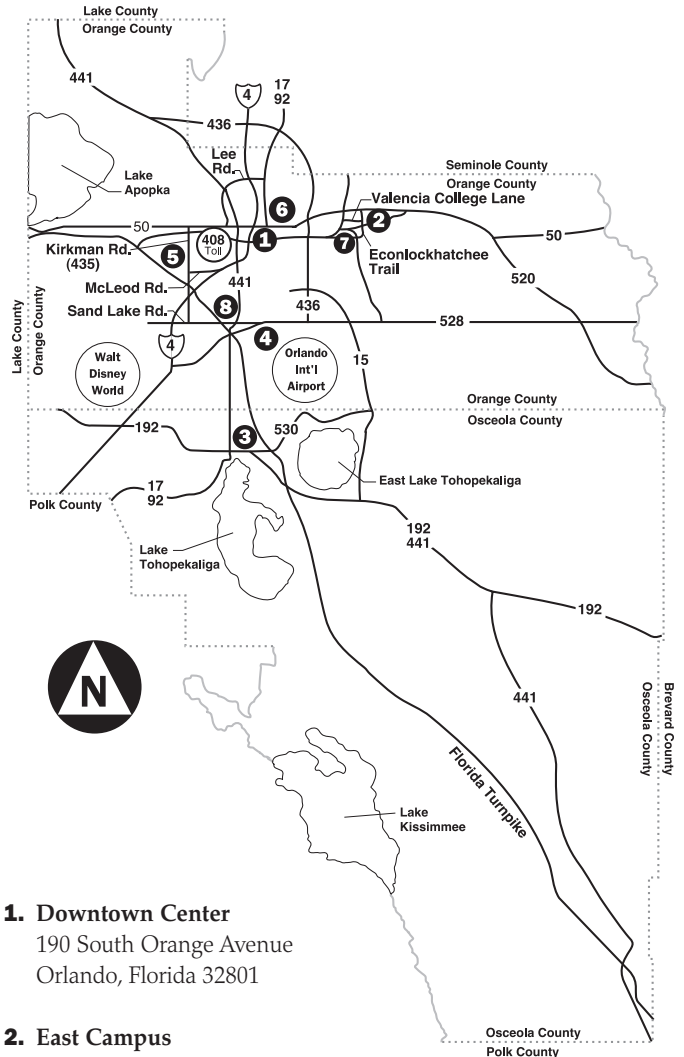
Atlas is Valencia's web-based portal that allows you to enroll for classes online, view your schedule and academic history, get information on college events, e-mail other students and faculty, and more.

The Atlas Access Lab provides computer access to your Atlas account. East Campus: Bldg. 5, Rm. 213; West: Bldg. SSB, Rm. 142; Osceola: Bldg. 1, Rm. 151; Winter Park: Rm. 1-112.

Campus Security offices will assist you with safety and security . East Campus: Bldg. F; West: SSB-170; Osceola: Bldg. L; Winter Park: 1st Floor Security Desk.

The Bookstore can help you with your textbook and school supply needs. The bookstore also sells CPT review packets. East Campus: Bldg. 5, Rm. 120; West: Bldg. 1, Rm. 142; Osceola: Bldg. C; Winter Park: Rm. 1-101.

College District Map



- 1. Downtown Center**
190 South Orange Avenue
Orlando, Florida 32801
- 2. East Campus**
701 N. Econlockhatchee Trail
Orlando, Florida 32825
- 3. Osceola Campus**
1800 Denn John Lane
Kissimmee, Florida 34744
- 4. McCoy Center**
8503 Daetwyler Drive
Orlando, Florida 32827
- 5. West Campus**
1800 South Kirkman Road
Orlando, Florida 32811
- 6. Winter Park Campus**
850 West Morse Boulevard
Winter Park, Florida 32789
- 7. Criminal Justice Institute**
8600 Valencia College Lane
Orlando, Florida 32825
- 8. Sand Lake Center**
2411 Sand Lake Road
Orlando, Florida 32809

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Admission Application

What kind of student am I ?

- First Time in College** Someone who has never attended college.
- Readmit Student** Someone who has not attended Valencia in the last two years, but was previously enrolled in credit courses.
- Transient Student** Someone who is enrolled at another college or university and is not pursuing a degree at Valencia.
- Transfer Student** Someone who is entering Valencia and has previous college-level coursework.
- Dual Enrollment Student** Someone who is currently in high school and meets the requirements as stated in the college catalog. You must also complete the Dual Enrollment Application.

Please type or print in blue or black ink all information requested.

1

General Information

			Social Security Number		
<i>Name as it appears on Social Security Card or Passport</i>					
Last Name		First Name		Middle Initial	Preferred Name
Mailing Address			Apt/Unit	City	County
State	Zip Code	Telephone Number		Birth Date Mo / Day / Yr	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <i>(optional)</i>
Student's Personal E-mail Address			Student's Cell Phone Number		

If your transcripts, test scores, etc., will arrive under any name(s) other than those listed above, indicate that name here:

Please help us comply with federal regulations by indicating your ethnic group: *(optional)*

- African American or Black American Indian or Native Alaskan
 Asian or Pacific Islander Hispanic Caucasian Other
 I do not wish to indicate ethnic group.

What is your native language?

Date I plan to enroll at Valencia Community College (refer to college catalog):

- Year: Fall Term Spring Term
 Summer Term *Please check one:* A B Full Term

Please select one of the following as your home campus:

- East Osceola West Winter Park

*After you complete your degree at Valencia, are you planning to complete a Bachelor's Degree with the University of Central Florida? Yes No

*Are you planning to complete a Bachelor's Degree at another state of Florida university? Yes No

If yes, which one?

* If you indicate a Florida institution here, you agree to allow Valencia Community College to release directory information about you to that institution.

U.S. - Citizen: Yes No

Country of birth

If no, please complete non - U.S. citizenship below.

Non - U.S. Citizenship: *Please check all that apply*

Country of birth

Country of citizenship

Permanent Resident

Original Permanent Resident Card or proof of Permanent Resident status is required.

Permanent Resident Number

Refugee

Original passport and a copy documenting your status is required.

International Student (Stop, you must complete the International Student Application)

Permanent Residency Pending

Office Use Only	Finance Office Use
V#:	
ID generated by:	
Campus of Record <input type="checkbox"/> E <input type="checkbox"/> W	
Data entry date: _____	Processed by: _____

