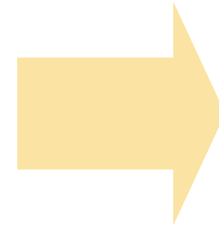


VALENCIA

How do I apply for Graduation?

...it's easier than you think.



Valencia Community College 2007-08.

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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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My Account
Content/Layout

Welcome Charli Atlas
You are currently logged in.

Student Services **My Atlas** My Courses Academic Life My LifeMap Registration College Services

Show VID
Show VID

My Calendar
You have 0 events in your calendar today

LifeMap
Go to My LifeMap

New Student Orientation
• Sign Up

My Announcements
Save a life. Give Blood this summer.
'07-'08 Catalog Available !
Do you want to go to Europe in May 2008?
More personal announcements...

College Announcements
West Campus Parking: Beta closed 6/20 - Alpha open
Annual Notification of Student Privacy Rights
Treasures of Greece European Trip

Student Forms

- Financial Aid Forms
- FAFSA for School Year 2006-07
- Graduation Checklist
- Graduation Application
- 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
- 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 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 Elm Street
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:



Will you be attending another college or university:

Yes No

Name of School:

4. Check that all the information is correct, including your current address (in red).
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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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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