Valencia College
Advising
Guide
Advising Guide

Advisor Responsibilities

- My goal is **To Make Sure you Understand** all you need to know about your Valencia degree requirements
- I will **Provide a Safe Space** for you to discuss your concerns and I will listen, be present, respectful, and genuine
- Valencia’s resources are endless! I will always **Point You In The Right direction** if you connect with me
- I will **Help You With Your Questions About Colleges And Universities** you are thinking about transferring to and what it takes to get there
- Helping you find a major and a career that is right for you is my goal. **I Will Provide You With Information And Support You Along The Way**
- This is your journey, but **You Are Not Alone**! I will help you select your courses, understand your prerequisites, create your plans and set goals

Student Responsibilities

- I will **Connect With My Advisor** every semester
- When I schedule an appointment, I will **Start Thinking About What I Want To Talk About**
- **I Will Bring My "Note - Taking Tools"** with me to my appointments (e.g. phones, tablets, or good old paper & pen)
- We will be going over important information, so I will keep all of it handy and **Refer To It Often**
- If my advisor refers me to any resources, **I Will Be Sure To Follow Through** and I will stay in touch
- **I Will Take Responsibility**, know the deadlines, ask questions, stay on track, and be the one to know what to do!
Your Checklist

0-12 Credit Hour Checklist

☐ Confirm that your Meta-Major is correct and update it if needed

☐ Register for SLS 1122 within your first two terms at Valencia

☐ Increase your knowledge of the resources available to you (Academic Success Center, Online and Face-to-Face Tutoring, Writing Center, Career Center, and Student Development)

☐ Develop an education plan by using your degree audit and catalog to help you choose the right classes each term

☐ Begin to explore and research your career interests

☐ Start to research colleges and universities of interest and the admission requirements

☐ Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities

☐ Create the first draft of your resume
12-30 Credit Hour Checklist

- Confirm that your Meta-Major is correct and update it if needed

- Decide on a major and your transfer university of interest. If you are still undecided, meet with your advisor or visit the Career Center

- Update your education plan and connect with your advisor if you need help

- As a way to explore your major and career interests, consider volunteering, part-time employment, internships, and service learning

- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities

- Continue to update your résumé and visit the Career Center for feedback
30-45 Credit Hour Checklist

- Confirm that your Meta-Major is correct and update it if needed
- Continue to research colleges and universities of interest, including the admission requirements, and consider scheduling campus tours
- Begin to research college/university application deadlines
- Update your education plan and connect with your advisor if you need help
- Identify the skills you will need to attain employment in your career
- Consider exploring graduate school, advanced training, certifications and licenses
- Enhance your work experience and skills by volunteering, part-time employment, internships, service learning and job shadowing
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities
- Decide on your career and educational goals by the time you complete 45 credit hours
- Continue to update your résumé and visit the Career Center for feedback
45-60 Credit Hour Checklist

- Confirm that your Meta-Major is correct and update it if needed
- Connect with your advisor to make sure you are on track for graduation
- Get involved on campus by joining student clubs and organizations, attending campus events and participating in health and wellness activities
- Submit your graduation application by the deadline
- Make sure you submit your admissions applications early to your colleges/universities of interest (and any other materials, such as recommendation letters, if required)
- Request official transcripts to be sent to your transfer institutions via Atlas
- Continue to update your résumé and visit the Career Center for feedback
Valencia Resources

NEED MORE INFORMATION?
Check These Out!

INTERNSHIP AND WORKFORCE SERVICES
valenciacollege.edu/internship

CAREER CENTER
valenciacollege.edu/careercenter

VALENCIA VOLUNTEERS
valenciacollege.edu/student-development/va-mentors/

CLUBS & ORGANIZATIONS
valenciacollege.edu/student-development/get-involved/clubs-and-organizations.cfm

ON CAMPUS TUTORING
valenciacollege.edu/east/academicsuccess/tutoring/

ONLINE TUTORING
1) log on to Atlas
2) Click on Courses tab
3) click on SmartThinking link

VETERANS AFFAIRS
valenciacollege.edu/veterans-affairs/

GREEN BAG CAMPAIGN
http://valenciacollege.edu/advising-counseling/

STUDENT ASSISTANCE SERVICES
valenciacollege.edu/student-development/get-involved/ufit.cfm

1(800) 878-5470
Questions to Ask Your Advisor:

- **What’s the difference between dropping a class and withdrawing from a class and how does this impact me?**

- **What are some things I should consider before withdrawing from a class?**

- **What are some important academic policies that I should be aware of? (e.g. grade forgiveness, academic probation)**

- **What are some resources that I should be using at Valencia if I’m struggling in my classes?**

- **What are some resources that will help me explore different majors and careers?**

- **How can I raise my GPA?**

- **What are some things I should consider when creating my class schedule?**
• **What are the prerequisites for my major?**

• **What are the admission requirements for my program at my transfer college/university of interest?**

• **How do I choose my electives?**

• **Is my major limited or restricted access? If so, what does that mean?**

• **How do I know that I’m on track for graduation?**

• **How do I know that I’ve met all my graduation requirements for my major at Valencia?**

• **How do I apply for graduation?**

• **How do I apply to my college/university of interest?**

• **How do I request/submit my college transcripts?**
This is your journey! This is the day!
Run your degree audit!!
That’s what I say!

Sincerely,
Your Advisor

How do I run my degree audit?

1. Log in to Atlas
2. Click on the "Students" Tab
3. Look for "Path to graduation" box and click on "My academic progress (degree audit)"
4. Click on "Generate New Degree Audit"
5. Select current term (the term that you are currently in)
6. Click on the button next to the name of your degree
7. Click on "generate request"