

Transient Student Online Registration Instructions

If your approved transient form indicates that you are an **Option 1: Self-Enrollment Student**, you may register online without staff assistance.

To register for classes [login to MySPC](#) by entering your student number and password. If you don't have one, use your SPC student ID to [create an account](#) and set your password.

NOTE: You may only enroll in the exact classes approved by your home institution. Also, approval to take a course at SPC does not guarantee availability of seats in that course.

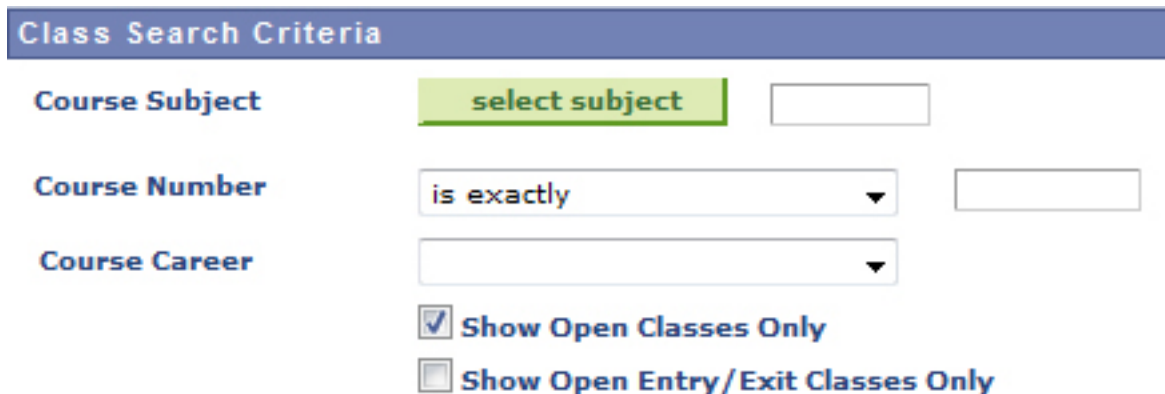
The last day for SPC to receive incoming transient approval forms for online courses is 2 pm the Friday before classes begin for each term.

Please see the **deadline dates** for enrolling in **online** courses:

	FALL TERM 2016	SPRING TERM 2017	SUMMER 2017
Regular 16 weeks	8/12/2016	1/6/2017	5/12/2017
Express	9/9/2016	2/3/2017	6/9/2017
1st 8 week Mod	8/12/2016	1/6/2017	5/12/2017
2nd 8 week Mod	10/7/2016	3/2/2017	5/26/2017

After logging on to MySPC:

1. Select **Register for Classes** from the top navigation.
2. Choose the green search button near the bottom of the page.
3. Enter the **Course Subject** (3-letter) and **Course Number** (four-digit).
For example, for the class ENC 1101, you would enter ENC for the Course Subject and 1101 for the Course Number. **Do not fill in any of the other blanks.**



Class Search Criteria

Course Subject

Course Number

Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only

4. To finish, select the box next to the campus you wish to attend. If you want to take an **online** class, select the box next to **Electronic Campus**. To see the list of classes meeting the criteria that you entered, select the green search button at the bottom of the page.

NOTE: If you see this error message: *"The search returns no results that match the criteria specified."* - check that the class information you entered is correct. If it is correct, the class you entered is not being offered or it is full

and you will need to meet with your college's advisor for approval to take additional courses not listed on your transient form.

If you have any questions, contact transientquestions@spcollege.edu, or Fax 727-341-3231.