

Transient Student Staff Assisted Registration Instructions

If your approved transient form indicates that you are an **Option 2: Staff Assisted Enrollment Student**, you will not be able to register yourself online, but will need staff assistance.

Form **NOT** previously submitted and approved by SPC

If the transient form from your home campus has not been previously submitted and approved by SPC and you would like to submit and enroll in person at a campus, please follow the steps below:

1. Visit a [campus location](#).
2. Bring your completed [registration form](#) with the specific course and section numbers for the classes you want to take.
3. Bring your approved transient student form that indicates the classes that your home college gave approval for you to take.

NOTE: Be sure your SPC Student ID# is listed on all documents. Remember that approval by SPC of your transient student form does not guarantee availability of seats in the classes you select.

Form previously submitted and approved by SPC

If the transient form from your home campus **has been previously submitted and approved by SPC**, please submit an [electronic registration form](#).

After you have submitted your electronic registration form

1. Please allow time for SPC staff to receive your form and process your registration. Normally this will occur within 1-2 business days after you have submitted your drop/add form.
2. Check your status by logging in to [MySPC](#) using your student number and password. You can look up your student ID and create your password using the options below the MySPC sign in area.
3. After two business days if you see that you are still not registered, contact transientquestions@spcollege.edu to determine next steps. The classes you are hoping to register for may not be available.