



Adding a Class

1. When you choose "Add a class" for the first time each term, you'll be presented with information to confirm. After you go through these screens for the first time, they will not reappear until the next term.

First is a screen to verify your academic plan information and accept the terms of the Academic Honesty Policy, similar to the following:

Your current Degree is Non Degree

Your current Major is General Studies/Enrichment

Your current Specialization (optional) is None Selected

To change your Program/Plan, contact an [advising office](#) or MAP center staff member.

If you are not currently in a degree-seeking program, please review the [requirements](#) to become degree seeking.

I understand that SPC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the College.

I Agree To These Terms

You must click the "I Agree To These Terms" button to continue.

2. Next confirm your contact info, including your address(es), phone numbers, emergency contact and email on file (one time per term):

Before you register for classes, please verify your contact information.

Addresses

To add, change, or delete an address, click the appropriate link. Address types of HOME may not be modified or deleted.

If you update your address on this page, please log into www.spconecard.com and update your address under profile.

HOME

Country: USA United States

Address 1: [REDACTED]

Address 2:

City: St Petersburg

County: Postal: 33710-4538

State: FL Florida

MAIL

Country: USA United States

IF YOU MAKE CHANGES to this information, be sure to click the **SAVE** button before you continue.

3. Select a term, if prompted, and click the "Continue" button:

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Summer Term, 2008-2009 (410)	Undergraduate	St. Petersburg College
<input type="radio"/>	Fall Term, 2009-2010 (415)	Undergraduate	St. Petersburg College

If you are not asked to choose, it means there is currently only one term for which you are eligible to register.

4. Select a class:

- If you **know the class number**, type it in the Enter Class Nbr field and click the **enter** button. The class number is up to a 4-digit number that uniquely identifies the class.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			edit
			term information

Add Classes



1. Select classes to add

To select classes for another term, click the Change Term button. If no Change Term button appears below, you are only term activated for the term shown. To term activate for another term, go to the term Information tab above and choose Term Activation.

Summer Term, 2008-2009 (410) | Undergraduate | St. Petersburg College

● Open
 ■ Closed

Add to Cart:
To choose a class, enter class number and click enter, or click search below.

Enter Class Nbr

enter

Summer Term, 2008-2009 (410) Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

Class Search

search

Examples of class numbers are 229, 94, 1388, etc. There is no need to enter leading zeroes, such as 0094.

PLEASE NOTE: Pressing the Enter key on your keyboard on the screen above has no effect.

Select a class (continued)

- If you **don't know the class number**, click **search** under **Find Classes**. This takes you to a screen like the one below.

Class Search Criteria

Course Subject **select subject**

Course Number

Course Career

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

Meeting Time between and (example: 1:00PM)

Day of Week
 Mon **Tues** **Wed** **Thurs** **Fri** **Sat** **Sun**

Instructor Last Name

Class Nbr (example: 1136)

Course Title Keyword (example: statistics)

Course Component

Session

Mode of Instruction

Campus **Allstate Center** **Clearwater Campus** **Corporate Training Services**
 Electronic Campus **Open Campus** **Health Education Center**
 Seminole Campus **EpiCenter** **St.Petersburg Gibbs Campus**
 Tarpon Springs Center

Location

[Return to Add Classes](#)

There are several ways to find a class using the Search page:

- Click the **select subject** button to see a list of Course Subjects. Select one using the button on the left, then press Enter or click Search to see a list of all sections offered for that Subject, by Course Number.
- Enter the Course Subject (e.g. ENC) and Course Number (e.g. 1101) and press Enter or click Search to see all sections offered.

- o Enter a search word into the Course Title Keyword field and press Enter or click Search to see a variety of courses that may be what you're looking for. An example of a search word might be *biology*.
- o Choose the Campus where you wish to attend class to see all of the courses offered on this campus, listed alphabetically.

Depending on the criteria you enter, you may receive the message:



If you receive this message, it may take a minute to process your search.

Note: You may enter a combination of criteria to narrow your search, but keep in mind that you may narrow your search so much that no results are found.

- Once you have found a section you want, click the link for the Section on the left (see below) to view important class details, such as Instruction Mode (lecture, blended, web-based), class description, units (credits), class capacity and available seats.

▼ **ENC 1101 - Composition I**

First 1-32 of 32 Last			
Section 1-LEC(229)		Status ●	select class
Session Eight Wk 1			
Days & Times	Room	Instructor	Meeting Dates
Tu 9:20AM - 12:00PM	CL-LA109	Gregory L. Byrd	05/18/2009 - 07/10/2009

If you don't want this class and want to keep looking, click [VIEW SEARCH RESULTS](#) to return to the list of results that you were viewing previously.

- Find your desired class and click the [select class](#) button to add it to the shopping cart.

Depending on the class you chose, you may see a second screen that offers you a menu for Grading Option. This screen only displays on classes that offer a "Pass/Fail" or "Audit" option. Click "Next" if prompted.

You should now be returned to your shopping cart on the search screen. Just like other online shopping, your schedule isn't finalized until you "check out". If you leave MySPC and return, the classes in your shopping cart will still be there, but **YOU ARE NOT YET ENROLLED IN THE CLASSES IN YOUR SHOPPING CART.** It is important to know that putting a class in your shopping cart does not hold your spot in the class!

✓ CGS 1100 has been added to your Shopping Cart.

Summer Term, 2008-2009 (410) | Undergraduate | St. Petersburg College [change term](#)

● Open ■ Closed

Add to Cart:
To choose a class, enter class number and click enter, or click search below.

Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
[search](#)

Summer Term, 2008-2009 (410) Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑	CGS 1100-13 (129)		EC-Internet	A. Shapiro	3.00	●
🗑	ENC 1101-11 (235)	MoWe 8:00AM - 10:20AM	SP-LA108	A. Hofley	3.00	●

[PROCEED TO STEP 2 OF 3](#)

- Repeat the process to add additional courses. If you wish to remove a course from your shopping cart, click the trash can icon to the left of the course.
- When ready to finalize your schedule, click on [PROCEED TO STEP 2 OF 3](#)
- Confirm your shopping cart list and click on [FINISH ENROLLING](#)

You are successfully enrolled in classes with status of ✓.