

Registration Step-by-Step: Add a Class

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 Associate in Science

Your current Major is Nursing

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

| | |
|---|---|
| <input checked="" type="radio"/> Open <input type="radio"/> Closed | |
| Add to Cart: To choose a class, enter class number and click enter, or click search below. | Summer Term, 2008-2009 (410) Shopping Cart Your enrollment shopping cart is empty. |
| Enter Class Nbr <input type="text"/> <input type="button" value="enter"/> | |
| Find Classes <input checked="" type="radio"/> Class Search <input type="button" value="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

| | | |
|--|--|--|
| <input type="checkbox"/> Allstate Center | <input type="checkbox"/> Clearwater Campus | <input type="checkbox"/> Corporate Training Services |
| <input type="checkbox"/> Electronic Campus | <input type="checkbox"/> Open Campus | <input type="checkbox"/> Health Education Center |
| <input type="checkbox"/> Seminole Campus | <input type="checkbox"/> EpiCenter | <input type="checkbox"/> St.Petersburg Gibbs Campus |
| <input type="checkbox"/> Tarpon Springs Center | | |

Location

[Return to Add Classes](#)

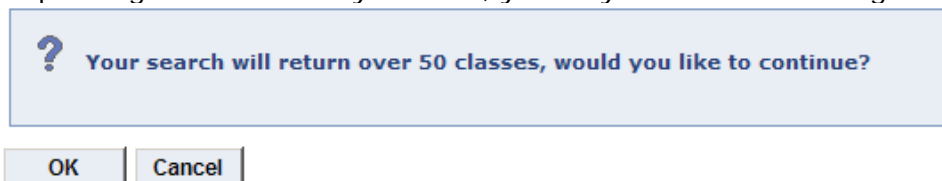
CLEAR CRITERIA
SEARCH

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.
- 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/Faill" 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.

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[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 .