

Registration step by step

Steps for first-time SPC credit-seeking students and returning SPC students

Attention, first-timers

- Step 1:** You may apply to SPC in one of the following ways:
- Go online to apply and pay the \$35 application fee at www.spcollege.edu. Choose the **MySPC** link on the left, and look for the **Apply for Admission** link under **SPC Guest Resources**.
 - Download and print an application at www.spcollege.edu, **Forms Online**, or pick one up at the Administration building of the SPC site nearest you. Submit the completed application, along with the \$35 fee payment, to an SPC Admissions Office.
 - Mail your completed application and \$35 payment to:
Central Records
St. Petersburg College
P.O. Box 33089
St. Petersburg, FL 33733
- Step 2:** Submit official high school/GED transcripts. If you have earned an Associate in Arts, baccalaureate or higher degree from a regionally accredited institution, you are waived from this requirement after we receive an official copy of your college transcript showing the conferral of that degree.
- Step 3:** If you have attended other colleges or universities, request that all official post-secondary transcripts be mailed from each institution to:
Central Records
St. Petersburg College
P.O. Box 33089
St. Petersburg, FL 33733
- Step 4:** Apply for financial assistance if desired: www.spcollege.edu/getfunds.
- Step 5:** Complete the New Student Orientation at webiso.spcollege.edu.
- Step 6:** Take the Computerized Placement Test (CPT). The CPT may be substituted by SAT/ACT scores and/or appropriate college-level coursework from another institution. See an advisor for details.
- Step 7:** Meet with an academic advisor to discuss your educational plan.
- Step 8:** Using your Student ID number as your USER ID, create your **MySPC** password at my.spcollege.edu
- Step 9:** In **MySPC**, click on **SPC Student Email**; this is the primary way for you to receive official communications from SPC.

Step 10: Register and pay for classes via **MySPC**. (See **registration instructions on page 13.**) Pay for classes:

- Online by logging into **MySPC** at my.spcollege.edu. Under **Student Services, Fees**, click **Make A Payment**. Payment is made with a credit card. Be sure to know the amount due.
- In person at the Business Office on a SPC campus.
- By mail to: Business Office
(List your home campus)
St. Petersburg College
PO Box 13489
St. Petersburg, FL 33733-3489

Your due date is listed on your fee schedule. It is important that you pay your fees on time. Otherwise, your classes may be dropped and you could lose your seat in the classes you chose. Should you choose not to attend classes, it is your responsibility to drop them during the first week of the term to avoid academic and financial penalties.

Step 11: Obtain your student photo ID card from the designated area on your campus.

Step 12: Once received, activate your **SPC OneCard** at spconecard.higheroneaccount.com/

Step 13: Obtain your textbooks and go to class!

Attention, returning students

- Step 1:** For detailed summary of your degree progress:
- Log on to **MySPC** on www.spcollege.edu.
 - Go to **Student Services, Records**.
 - Click on **View Educational Plan**.
 - Click on the **Educational Plans** tab.
 - Click on **Plan Requirements**.
- Step 2:** Apply for financial assistance, if desired, on the financial assistance Web site at www.spcollege.edu/getfunds
- Step 3:** Register online via **MySPC** at my.spcollege.edu/ (see **instructions on Page 13.**)
- Step 4:** Pay for classes before the fee deadline. Be sure to keep a copy of your schedule and fees for your reference during the first week of classes.

Methods of payment:

- American Express*
- Visa*
- MasterCard*
- Florida Prepaid
- Money order
- Personal check
- Cash

* Credit card payments accepted online and in person.



Step 1: Use your browser to go to **MySPC** at my.spcollege.edu/.

- To view classes as a visitor, use the **View Course Offerings** link under **SPC Guest Resources** on the **MySPC** log-in page.

NOTE: Before you view course offerings you will need a subject code and catalog number. Click on **Subject Area Codes** under **SPC Guest Resources** to search course descriptions and prefix definitions before proceeding to **View Course Offerings**.

Step 2: If you are a student with a password, log in to **MySPC** with your User ID (Student ID number) and Password.

NOTE: You will need a class number or subject code and catalog number to register for classes. Click on **Subject Area Codes** under **Student Services** to search course descriptions and prefix definitions before proceeding to **Register for a Class**.

Step 3: Register for a class.

Under **Academics**, click on **Register for a Class**. Select the correct term (i.e. 0405 for Spring term). Your **contact information** will appear. If no corrections are needed, click **Return to Enrollment**. Go to **Add Classes** and put the class number in the box, or find your class using **Search Criteria** (the spyglass). Select the campus where you plan to attend. Click **Submit**, view the short class summary information, Click **Submit** again if necessary, and you should get **Success**!).

Step 4: **View and Print My Schedule**

After registering for classes, click on **Printable Schedule & Fees** (bottom of page) which will have your class information, such as start date, time, instructor's name, location, fees, fee due date, credit hours, etc.

Step 5: Pay for classes before the fee deadline. Your due date is listed on your fee schedule. If you don't pay your fees on time, your classes may be dropped. Should you choose not to attend classes, it is your responsibility to drop them during the first week of the term to avoid academic and financial penalties. Florida Prepaid students can pay online via MySPC under **Fees, Pay with Florida Prepaid**.

Questions or problems?

Call SPC's Information Center at 727-341-4772.

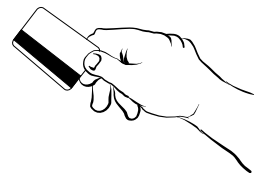
Online registration codes

When choosing a term for registration, payment, checking grades etc., use the four-digit codes assigned to the term in question.

Terms	Code
Fall 2008-09	0400
Spring 2008-09	0405
Summer 2008-09	0410

Online payment methods:

- American Express
- MasterCard
- Visa
- Florida Prepaid



Grades online

Grades for the previous three terms are available online. Login to MySPC: my.spcollege.edu. Under **Student Services, Records**, click on **View My Grades**. You can view all of your grades by viewing an unofficial transcript.

More about registration



Registration sites

Clearwater Campus

Administration Building
2465 Drew St.
Clearwater

St. Petersburg/Gibbs Campus

Administration Building
6605 Fifth Ave. N
St. Petersburg

Seminole Campus

Registration/Business Office
UPC Lobby
9200 113th St. N
Seminole

SPC Downtown

244 Second Ave. N
St. Petersburg

Tarpon Springs Campus

Administration Building
600 Klosterman Road
Tarpon Springs

Student Affairs - regular office hours:

Monday	8:30 a.m. to 7 p.m.
Tuesday	8:30 a.m. to 4:30 p.m.
Wednesday	8:30 a.m. to 4:30 p.m.
Thursday	8:30 a.m. to 7 p.m.
Friday	8:30 a.m. to 2 p.m.

Student Affairs -

Extended dates and office hours:

Dec. 23, 29 and 30	8:30 a.m.-4 p.m.
Mondays – Thursdays Jan. 5-15	8:30 a.m.-7 p.m.
Friday, Jan. 9	8:30 a.m.-4 p.m.
Saturday, Jan. 10	9 a.m.-2 p.m.
Friday, Jan. 16	8:30 a.m.-4 p.m.

Before you register online via MySPC: my.spcollege.edu

- Check your **To Do List** under **Personal Profile, Personal Information**.
- Consult an academic advisor.
- Please review your advising report in MySPC; click on **View Educational Plan** under **Records**. Please verify that your degree plan is correct. Contact an advisor if changes are needed.
- Check for pre-requisites in the course descriptions.
- Clear all financial obligations at SPC.
- To view your holds in **MySPC**, first log in, then choose **View My Holds** under **Records**.
Types of holds that prevent registration are:
 - Business office
 - Duplicate ID
 - Registration hold (Dual Credit/Early Admissions)
 - Registration hold (missing transcripts)
 - Records hold

Things to keep in mind:

- If you are a new or transfer degree-seeking student, you must complete the new student orientation at webiso.spcollege.edu before registering for classes.
- If you have registered online with SPC in the past and you don't remember your password, contact the SPC helpdesk at 727-341-HELP (4357) to have your password reset.
- If you are taking courses that require special permission from an instructor or program director, you must provide verification of permission to the registration office.