MISSION STATEMENT

Empower our students and community to achieve success and economic mobility through academic excellence and engagement.
Our 10 Career and Academic communities group similar majors into concentrations so you'll benefit from advisors dedicated solely to your program, a closer connection to experienced faculty, collaboration with like-minded students, and a path toward your chosen profession.

10 Career and Academic communities include:
- Arts, Humanities, and Design
- Business
- Communications
- Education
- Engineering, Manufacturing, and Building Arts
- Health Sciences and Veterinary Technology
- Public Safety, Public Policy, and Legal Studies
- Science and Mathematics
- Social/Behavioral Sciences and Human Services
- Technology

This chart shows the average annual salaries of graduates in their first year after graduation.

<table>
<thead>
<tr>
<th>Program</th>
<th>Average Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Certificate</td>
<td>$35,404</td>
</tr>
<tr>
<td>Associate in Science</td>
<td>$44,432</td>
</tr>
<tr>
<td>Bachelor's Degrees</td>
<td>$43,584</td>
</tr>
</tbody>
</table>

SPC offers more than 110 programs of study with a variety of degree options, including college certificates (CT) and Associate in Arts (A.A.), Associate in Science (A.S.), Bachelor of Science (B.S.), and Bachelor of Applied Science (B.A.S) degrees.

spcollege.edu/degreeoptions

What is an Associate in Arts degree and how is it different from an Associate in Science degree?

- The Associate in Arts degree is designed to prepare students planning to pursue a baccalaureate degree.
- An Associate in Science degree prepares students for immediate entry into the workforce.

Both require a minimum of 60 credits to be completed.

What are my options to pursue my bachelor's degree after I finish my A.A. degree at SPC?

After earning your A.A., you can continue at SPC and earn a bachelor's degree. SPC has 20 bachelor's degree programs to choose from.
You also have the option to transfer to either a Florida public university or Florida College System institution that offers baccalaureate programs.

What is the 2 + 2 System?

As a student in the Florida College System, the state's 2 + 2 Articulation Agreement guarantees your admission as a junior to one of Florida's 12 state universities after you earn your A.A. at SPC.
SPC offers lower division courses (freshman and sophomore level) that prepare students for almost all of the approximately 225 majors in the State University System of Florida. Although these are the same general education courses that you could take as a freshman and sophomore at a university, you get smaller classes with lower tuition costs at SPC.

What are FUSE and Ignite?

SPC offers A.A. transfer plans in specific areas, including these programs that guarantee admission for eligible students into select programs at the following universities after they have earned their associate degree at SPC:
- FUSE program to the University of South Florida System
  spcollege.edu/fuse
- IGNITE program to Florida A&M University
  spcollege.edu/ignite
Associate in Arts Degrees and Transfer Plans

2 YEARS
A.A. Degree
(60 credits – 1000 to 2000 level classes)
at SPC

+ 2 YEARS
Upper Division
(60 credits – 3000 to 4000 level classes)
Stay at SPC
or transfer as a junior to a 4-year institution

= 4 YEAR
Bachelor’s Degree
(120 credits)

Associate in Science Degree Plans

2 YEARS
A.S. Degree
(60 credits)
or
ENTER WORKFORCE

+ 2 YEARS
Upper Division
Stay at SPC
or transfer as a junior to a 4-year institution

= 4 YEAR
Bachelor of Applied Science Degree
(120 credits)
Take your education to a new level!
St. Petersburg College offers many options to meet your education needs. Consider your career goals and start planning your path today. Visit spcollege.edu/degrees-training for more information and browse by areas of study or by degree type.

Academic calendar
There are many dates that are important for you to know, such as when classes begin, deadlines for withdrawing, dates of college holidays, and final exam schedules to name a few. spcollege.edu/calendar
Note: Because dates are subject to change, please refer to the online Academic Calendar as it is the most up to date resource.

Career and Academic Advising
Career and Academic advisors will help you get started by walking you through entrance procedures, evaluating placement test scores, reviewing new student orientation information, and assisting in course selection based on your career goals. Browse FAQs on our MyCourses Support & Student Services Hub at mycoursesupport.spcollege.edu/student-services-hub, or make an appointment with your career and academic advisor at spcollege.edu/advising.

Alternative credit options
SPC wants to help you finish your degree. We offer several ways to earn up to 45 college credits for your mastery of subjects, experience, military training, previous education, or industry certification. stpe.co/makeitcount

Center for International Programs
The Center for International Programs (CIP) offers students international opportunities around the world as well as across the college and community through the following:
• Study Abroad
Studying abroad is one of the most important experiences you can have. The experience allows for personal growth by changing perspectives and inviting tolerance for different cultures and peoples. It also provides you with the necessary skills to be competent global citizens in the 21st century. Travel and earn college credit through numerous study abroad programs, available through SPC and other colleges, universities, and organizations. Scholarships are available. blog.spcollege.edu/international/study-abroad
• International Events
You don't have to get on a plane to experience diverse cultures – they are all around us! CIP offers activities on and off campus that will transport students to another culture. For on-campus activities, see our International Events Calendar. For off-campus opportunities, see our GoGlocal Calendar! Think Global, Act Local. Both of these calendars can be found at blog.spcollege.edu/international/event-calendar
• Global Citizen Program
The Global Citizen Program (GCP) is designed to provide students with the knowledge, skills, and attitudes of a competent global citizen who is ready to live and work in a diverse world. The GCP entails curricular and extracurricular components that students complete alongside degree programs. Get an edge up as you prepare to work in a diverse and global workforce! blog.spcollege.edu/international/category/global-citizen
• International Student Services
International students bring intellectual and cultural diversity to our campuses. Students from around the world make SPC their home and provide opportunities for students, faculty, and staff to hear varying perspectives in the classroom and beyond. CIP supports international students to help them succeed academically and become integrated into campus life through activities such as the English Conversation programs and International Student Speakers Bureau. spcollege.edu/Documents/admissions/International-Student-Guide.pdf
Computer Labs
Computer labs are available on each campus to meet your academic needs. You must have a valid student ID, and a MySPC username and password to use the computers. Also, be sure to bring a flash drive to save your work. Visit stpe.co/computerlabs for hours and locations.

Enrollment Verifications
An enrollment verification is an official document verifying your enrollment status, attendance dates, and good academic standing. Enrollment verifications are usually needed for Good Student Discounts, insurance companies, lenders, and prospective lenders. In MySPC, you can view your enrollment history, a list of your loan holders, deferment notices sent to lenders, and proof of enrollment sent to student service providers. You can print official enrollment verification and Good Student Discount certificates from MySPC.

FloridaShines
FloridaShines is a free online advising website to help you plan and track your education progress from middle school through college. FloridaShines is sponsored by the Department of Education and the Florida Center for Advising & Academic Support. FloridaShines is also the website where SPC students may apply to be a transient student at another Florida public college or university. floridashines.org

Honors Program
St. Petersburg College’s Honors Program provides an exemplary education and an intellectual learning community that encourages our most talented and motivated students in creative and critical thinking and developing research and leadership skills. Consider enrolling in honors classes if you:
- Are a motivated student with a good academic record (3.5 GPA, score of 120 on the reading and writing sections of college placement test)
- Want to take academically challenging classes with other highly motivated students
- Want an honors distinction on your transcript
Honors scholarships are available for qualified applicants. spcollege.edu/honorsprogram

Library
Visit your campus library for resources, research and writing assistance, computer and wireless access, group and individual learning spaces, self-service copiers and printers, and technology use. Use our online library for the convenience of research anytime and anywhere. Your student ID is your library card. It can be used to check out materials or to access any of the services our campus libraries provide. Joint-use libraries on Clearwater, St. Petersburg/ Gibbs, and Seminole campuses offer the benefits of a public library and college library in one. spcollege.edu/libraries

MyCourses learning management system
MyCourses is the learning management system used at St. Petersburg College to help facilitate all online and hybrid/blended courses as well as the college’s web-enhanced courses offered in a face-to-face environment. MyCourses is a convenient online system that provides you with many opportunities to interact with course materials as well as communicate with instructors and classmates from any device that has an Internet connection, including iPads and Android tablets. To access MyCourses, go to the SPC homepage (spcollege.edu), click “Student Login,” use your student email address and password to log in, and then click on MyCourses. Courses in which you are enrolled will appear on the left side of the page. A calendar with important course dates is in the center column. One-click access to reach and chat with SPC’s Technical Support Desk is also available. Also available in MyCourses is the “Introduction to MyCourses” course. The goal of this course is to provide you with an overview of the MyCourses environment as well as a chance to interact with some of its most commonly used tools. The course consists of 11 modules and each one covers a specific topic related to student success and using online learning tools.

My Learning Plan
SPC has an online planning tool to help you automate picking classes that meet your degree requirements. By using My Learning Plan, you will stay on track with your degree requirements. Explore our step-by-step tutorials to learn more. stpe.co/myplanner
New Initiative Program
The New Initiative Program/Learning Support Center provides free tutoring to pre-health and health education students. stpe.co/nip

Online classes
SPC offers hundreds of online college courses in dozens of majors, plus online student support services. Look for online courses as you register. spcollege.edu/online

Testing
Taking a College Placement Test (CPT) helps determine what reading, English, and math courses you should register for at SPC. This is not a pass/fail test. Test scores are used to help you decide what level classes you should start with to help you be more successful. SAT and ACT test scores may be used in lieu of the CPT.
If you entered 9th grade in a Florida public school in the 2003-04 school year or later and graduated from a Florida public high school with a standard high school diploma or serve as an active duty member of the United States military, then you have choices regarding college preparatory courses. SPC offers a variety of college readiness courses which include compressed (taken in a shorter time frame), modularized (presented in parts), and co-requisite (a class taken with another class). Contact an advisor if you are unsure about taking a placement test.
For testing locations and hours, test preparation resources, and more visit spcollege.edu/testing.

Transient students
At SPC, there are two types of transient students. The first type are SPC students who wish to remain degree-seeking at SPC but take a class at another college or university to accelerate their degree completion. The other type are students who are degree-seeking at another institution but take one or more classes at SPC. Information on both types of transient students, requirements, and procedures for approval may be found at spcollege.edu/transient.

Transcript
Your SPC transcript is the official, permanent academic record that includes the classes you have taken, grades earned for each class, honors, and degrees completed. Official paper transcripts cost $5 per copy. To expedite processing, the preferred method of ordering an official SPC transcript is online by logging into your MySPC account. spcollege.edu/transcript

Transferring to SPC
A transfer student is any student who has previously attended another college or university. SPC requires that you submit all official college transcripts from every prior regionally accredited college* you have attended. It is imperative that SPC receives all of your official transcripts within your first term of admission or re-admission as it may impact your ability to enroll beyond your first term.** Please allow approximately 10-15 business days upon receipt of your transcript(s) and payment of your application fee for the information to appear on your SPC record, thereby saving you time and money as you pursue your degree program at SPC. In the meantime, you may review our online Transfer Evaluation Lookup Tool at spcollege.edu/transfer to see how your credits will transfer to SPC.

* Limited-Access programs may require receipt of all official transcripts for program admission regardless of accreditation type. Please speak with an Academic Advisor for more information.
** Students enrolled in a degree-seeking program will have a one-term grace period to submit all official transcripts

Tutoring and classroom support (Free)
The Learning Centers provide free tutoring for writing, math, and science courses taught at SPC as well as computer assistance if you need help with software-enhanced coursework and/or basic computer applications. You can also access free online tutoring in a number of subject areas through services available in MyCourses. Plus, the Virtual Learning Commons in MyCourses offers numerous self-learning toolkits and resources. All of this support is available whether you are doing well in a class or just need some extra assistance. Your success is our goal. spcollege.edu/tutoring
Academic Policies

College preparatory courses
If your College Placement Test scores indicate that some review is needed, you may be required to take college preparatory classes that do not count toward your degree. These courses teach skills in academic fundamentals so you’ll be ready to meet the challenge of college-level course work. Students who need college preparatory courses are required to take a College Success Skills course. Free tutoring also is available in the Learning Centers at each campus.

If you entered 9th grade in a Florida public school in the 2003-04 school year or later and graduated from a Florida public high school with a standard high school diploma or serve as an active duty member of the United States military, then you have choices regarding college preparatory courses. Depending on your decision you may choose to quickly complete 1 to 2 credit courses that target specific areas for improvement, take free work-at-your-own-pace classes to get ready for college level math, reading and writing, or enroll directly into college level classes. Our Advising Centers can provide a quick assessment to help you decide what is right for you.

Common prerequisites
If you plan to enroll in an upper-division program at SPC or transfer to an upper-division program at a state university in Florida, you must first successfully complete the state mandated common prerequisites required by the specific academic program. This means you will not have to take one set of courses to qualify for admission to one university and another set of courses for another university. Limited-enrollment programs may have GPA requirements, but course requirements will be the same throughout the system. You can find the requirements for about 250 university majors and track your progress toward completion through the A.A. transfer evaluation tool on the FloridaShines website. floridashines.org

Academic Appeals
Before lodging a grievance or appeal, you are encouraged to seek an informal resolution with the employee in the department or course faculty directly responsible for the service or department of instruction. If the matter is not resolved during the informal process, you may file a formal grievance or appeal using the appropriate steps provided at spcollege.edu/appeals. When submitting a grievance or appeal, please provide as much information as possible. For detailed information see Board of Trustees Rules and College Procedures P6Hx23-4.36 (Student Grievances and Appeals), P6Hx23-4.46 (Program-Based Good Academic Standing, Academic Warning, Probation, Suspension, and Dismissal), P6Hx23-4.461 (Academic Affairs: Academic Honesty Policies). spcollege.edu/appeals

Academic Honesty Policy
SPC expects you to be honest in all of your academic work. By enrolling at the college, you agree to adhere to high standards of academic honesty and integrity and understand that failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the college. As a member of the college community, you also have an ethical obligation to report violations of the SPC academic honesty policies you may witness. spcollege.edu/academichonesty

Academic Standing Policy
Good academic performance and a clear path to the finish are keys to your success at SPC. These policies, which apply to all students, have been put in place to help you stay focused on your goal and get you back on track if you falter. All degree-seeking students enrolled at SPC must adhere to the Academic Standing Policy. spcollege.edu/academicstanding
Course load

The maximum course load is 18 credit hours in regular Fall and Spring terms and 12 credit hours in the Express and Summer terms. SPC has developed the Credit Hour Commitment Model to help you determine the appropriate course load for each term. For every one credit hour enrolled, 47 hours of time should be committed. This commitment includes both time spent in class as well as time spent completing assignments and preparing for coursework. For example, a 16-week three credit hour class would require 144 total hours of commitment or 9 hours for each of those 16 weeks. Classes that meet for less than 16 weeks will require larger weekly time commitments. Please see the table below. You should consider work, family, and other responsibilities when determining the appropriate course load.

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Credit Hours</th>
<th>Total Hour Commitment</th>
<th>Weekly Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-week</td>
<td>3</td>
<td>144</td>
<td>9 hours</td>
</tr>
<tr>
<td>10-week</td>
<td>3</td>
<td>144</td>
<td>14.4 hours</td>
</tr>
<tr>
<td>8-week</td>
<td>3</td>
<td>144</td>
<td>18 hours</td>
</tr>
<tr>
<td>5-week</td>
<td>3</td>
<td>144</td>
<td>28.8 hours</td>
</tr>
</tbody>
</table>

When you attempt a course for the third or more time, you will pay the full cost of instruction (defined as the out-of-state tuition and fees rate). You may appeal the full cost provision on the basis of extenuating circumstances and on an individual basis related to financial hardship.

You may file an appeal using the appropriate steps provided at spcollege.edu/appeals. Be advised that on the third attempt, students MAY NOT receive a grade of "I," "W," or "X," but must receive the letter grade earned. See Board of Trustees Rules and College Procedures P6Hx23-4.15 on web.spcollege.edu/botrules (Sec. II).

Incomplete Policy

If you are given an incomplete (I) you will have until the end of the next full 16-week term to complete the remaining requirements and receive a permanent grade, or the grade will convert to an "F." This means if you receive an incomplete at the end of Term I, you must complete the remainder of the course work by the end of Term II. The only exception to the time frame is for an "I" granted at the end of Term II. In that instance, you would have until the end of the next 16-week term, which would be Term I of the next academic year. See Board of Trustees’ Rules and College Procedures P6Hx23-4.15 on web.spcollege.edu/botrules (Sec. IV).

Repeat policy for college credit courses

You may repeat a course once for which a grade of "C" or higher has been earned. Retaking the course may be allowed if it is required for: (1) teacher recertification, (2) specifications of a regulatory agency, (3) licensure, (4) program requirements, or (5) it is to replace credit earned through examination, i.e. AP, IB scores. Repeating a course to meet program requirements must be for either the purpose of improving the grade to be considered for admission to a specific program or a significant length of time has elapsed since the course was originally taken and you need to update knowledge to meet current program requirements. Under this provision, the highest grade earned will be used in computing the average GPA.

You may request to repeat a course following the appropriate steps at spcollege.edu/appeals. See Board of Trustees Rules and College Procedures P6Hx23-4.15 on web.spcollege.edu/botrules (Sec. I).

Voluntary Audit/Withdrawal Policy

You must choose the option to audit a course before the end of the drop/add registration period. You may elect to withdraw voluntarily from a course through the last day to withdraw with a final grade of "W." These dates are listed in the academic calendar on the college’s website. If you voluntarily withdraw after the last day to withdraw you will receive a grade of "WF."

If you are a financial aid recipient and are thinking about dropping classes, please consult an advisor to make sure you understand the academic and financial consequences. spcollege.edu/withdrawal
Register for classes 24/7
Registering for classes online is easier than ever. The My Learning Plan tool in MySPC speeds up the registration process and helps take the guesswork out of deciding what courses to take and when to take them. To register for classes online, log in to MySPC and:

- Check your To-Do List and view holds that might prevent registration
- Check your financial aid status
- Check your student email
- Register for classes

Register as early as possible to get the best schedule. Visit spcollege.edu/calendar for registration dates.

Need help?
SPC staff are available to help answer your registration questions. Call SPC’s Online Advisement Center at 727-341-4772 or visit your campus. Office hours are posted at stpe.co/hours. The shortest wait times are in the morning. Limited services may be available up to an hour before closing, depending on the number of students waiting.

To improve the student experience, SPC has implemented assigned advisors for most students. To find your assigned advisor and his/her direct contact information, visit MySPC and visit Status > My Academic Status. By clicking on the hyperlink, you will be taken to your Advisor’s page where you can reach him/her or set an appointment.

Tuition*

Lower division courses
- In-state, per credit hour ..................$111.75
- Out-of-state, per credit hour .............$386.90

Upper division courses
- In-state, per credit hour ..................$122.70
- Out-of-state, per credit hour .............$425.79

In addition, an Access fee of $3 per credit hour will be assessed.

* Tuition and fees are subject to change. The most recent rates are posted at spcollege.edu/tuition.

Paying your tuition
Paying your tuition is the last step in registration. It is important that you pay your fees by the due date listed on your fee schedule to avoid being dropped from your classes. Log in to MySPC for your due date and payment amount.

- Residency for Tuition Purposes
  The amount of tuition you pay is based on in-state and out-of-state fees. To be considered for in-state fees you must submit specific documentation by the first day of classes. Learn more at spcollege.edu/residency. If you have specific questions about residency, contact residencyquestions@spcollege.edu.

- How to pay tuition
  You can pay your tuition online or on campus. stpe.co/paytuition

- Tuition Payment Plan
  SPC offers an interest-free tuition payment plan that is affordable and convenient. To use this payment plan, you pay a percentage up front and an enrollment fee of $30-$40 depending on when you apply. spcollege.edu/paymentplan

- Florida PrePaid Tuition Plan
  SPC accepts Florida PrePaid college funds. SPC students are no longer required to request that Florida Prepaid be processed. Please allow one business day after registering for classes for Prepaid to process and to check your balance due. stpe.co/floridaprepaid

- Refund Policy
  Review details on SPC’s refund policy at spcollege.edu/refunds.

- Financial aid
  Get details at stpe.co/getfunds.
After You Register (new students)

- **Review your To-Do List**
  It is important to log in to MySPC to review items that require your attention. These items are commonly referred to as your To-Do list and you will also be able to see any communications that SPC has sent to you. Completing your To-Do items in a timely manner will expedite your becoming fully degree-seeking and will help determine your eligibility for financial aid.

- **Get your Student ID**
  To get your student ID, stop by the nearest campus and bring photo identification (such as a driver’s license) and either a paid receipt for the current term, or proof of an extended tuition due date.

- **Activate your refund preference**
  If you are 18 years old as of the first day of classes and enrolled in at least one credit hour, you will receive a refund package from BankMobile. Using your refund code, you will be able to set up a refund option with BankMobile for excess financial aid and tuition refunds. For additional information go to [stpe.co/bankmobile](http://stpe.co/bankmobile)
The college sponsors a variety of special and cultural events throughout the year - many at no charge with your student ID. Check out our events calendar, find out how to get around on campus, and get details on clubs and organizations at spcollege.edu/studentlife.

Visit your campus or contact your Student Life and Leadership Coordinator for information on:

**Athletics**
SPC has high quality intercollegiate athletic teams that compete for conference, state, and national championships in women’s softball, tennis, volleyball, basketball, and in men’s baseball and basketball. Our teams compete in Region VIII of the National Junior College Athletics Association (NJCAA). For more information, visit athletics.spcollege.edu.

**Bulletin boards**
If you have an event you’d like to promote or an item or service you’d like to sell, contact the campus Student Life and Leadership office for approval to post notices on each site’s general-interest bulletin boards. The college reserves the right to restrict commercial postings. stpe.co/studentlifecocontacts

**Clubs and organizations**
Student clubs and organizations are a great way to get involved. SPC has a variety of academic clubs, musical ensembles, and special interest clubs. You also can get involved in your campus Student Government Association. spcollege.edu/clubs

**Event calendar**
The college sponsors a variety of special and cultural events throughout the year - many at no charge to students. spcollege.edu/events

**Student lounges**
Most campuses have a student lounge, where students can relax, study, watch TV, play pool, table tennis, and other games.

**Student publications**
Explore SPC Student publications at stpe.co/publications. The official student newspaper of SPC is available at Sandbox.spcollege.edu.

**Student recreational activities**
SPC sponsors many intramural and recreational activities including basketball, table tennis, bowling, flag football, volleyball, and soccer that provide friendly, organized competition. Each student is responsible for accident insurance. Stop by the Student Life and Leadership Office for details. stpe.co/studentlifecocontacts

**Volunteer**
Become involved in your local community by giving your time, knowledge, and experience as a volunteer at SPC. Your special touch can make a significant difference in the lives of SPC’s students as you help them achieve their academic goals – all while doing the things you enjoy! Many fun and exciting opportunities are available to you as part of our volunteer team. spcollege.edu/volunteer

**Wellness Centers**
Our wellness centers are equipped with resistance machines, free weights, and various cardiovascular machines such as treadmills, exercise bicycles, and StairMasters. These workout facilities are free of charge and open when they aren’t being used by a physical education class. stpe.co/wellnesscenters
Accessibility Services
Accessibility Services carries out SPC’s commitment to the open-door concept and equal access to educational opportunities for all qualified individuals with disabilities. Accessibility Services coordinators and staff coordinate a variety of services including classroom and testing accessibility, sign language interpreters, assistive technology, and training through the Accessibility Services office on each campus.

spcollege.edu/accessibility

Campus safety
SPC is dedicated to providing a safe campus environment. If you have concerns about suspicious behavior or an unsafe situation, report it promptly to campus authorities or to College-wide Security at 727-791-2560. In an emergency, call 911 then notify the security office.

Visit spcollege.edu/safety for:
- Emergency numbers
- Safety Tips
- Crime and OSHA reports
- Sexual offender list
- Reporting Suspected Abuse
- Reporting Sexual Violence and Misconduct
- Emergency Response Guide
- Emergency Management Plan
- Parking rules
- Weapons on campus policy

Career Services
SPC Career Services can help you select a career direction and the appropriate program of study. We can help with personal assessments, career exploration, and choosing an SPC major. In addition, we help you prepare a job search strategy, discover internship opportunities, develop a resume, and more. Learn about our free career tools, events, and services at spcollege.edu/careerservices.

Children on campus
Other than in an emergency when specifically approved by the campus provost, the provost’s designee or a supervisor, employees and students shall not bring children to work or class other than for an occasional quick visit, to drop off a paper, pick up materials, or other similar activities. In no case is a child to be left unattended on the college premises.

If there are questions about the procedure, contact the provost or associate provost on your campus.

Commencement
Commencement is the event or formal celebration of the degree being earned. It is a time for you to receive well-deserved recognition for your hard work. Commencement ceremonies for the college are held two times a year, at the conclusion of the fall and spring terms. Students who will be graduating in the summer may participate in the spring or the fall ceremony since we will not have a summer commencement ceremony. Since SPC holds the commencement ceremony prior to degrees being verified, students are considered a candidate for graduation. Participation in the ceremony does not imply or suggest you have met all graduation requirements.

Potential graduates are encouraged to attend the ceremony to celebrate academic accomplishments but attendance is not required. Register by the deadline to get your name in the program. To register, log in to MySPC, choose “My Learning Plan” then choose “Register for Commencement.”

For questions regarding the commencement ceremony visit spcollege.edu/graduation.

Food services
Nearly every campus has a place to snack between classes. Explore your options at stpe.co/campusfoodservices.
Graduating from SPC
Graduation refers to the term in which you have officially and successfully completed all of your degree requirements and the degree is recorded on your official transcript. Email notifications will be sent to students who have been identified as eligible for graduation via SPC email within six weeks after the term begins. At the end of each term, students that meet all graduation requirements will automatically be awarded their degree or certificate. Students are responsible for determining that all graduation requirements are complete. Please review your progress by logging in to MySPC. Choose “My Academic Status” and select the option “View My Advisement Report” to check your status. It is highly recommended that you meet with your Academic Advisor prior to your last semester in order to review your records and ensure all graduation requirements will be met. Get details at spcollege.edu/graduation.

Parking
Parking is free on most SPC campuses as long as you park in spaces marked and reserved for students. Students are urged to register their vehicle with SPC security at spcollege.edu/parking. However, students attending SPC Downtown must purchase a hangtag to park in the SPC garage. Students can purchase the Downtown hangtag at the Downtown Center.

PSTA Bus Pass
Through an agreement between PSTA (Pinellas Suncoast Transit Authority) and SPC, students, faculty, and staff can enjoy free bus service through the Universal Pass, or UPASS. Simply show your current student or staff ID when boarding a PSTA bus and you can ride for free. stpe.co/ride

Student Assistance Program
If you need support, advice, or just a friendly ear, help is only a phone call away. SPC is offering this service for FREE to SPC students. mycoursessupport.spcollege.edu/student-assistance-program

Student ID/library card
Before you can check out library materials, use a computer lab or work out at any campus wellness center, you need an SPC photo ID. To get your ID, stop by the nearest campus and bring photo identification (such as your driver’s license) and either a paid receipt for the current session, or proof of an extended tuition due date. Distance students should complete the Student ID Request Form at mycoursessupport.spcollege.edu/student-ids-for-online-students.

Internships
Internships are supervised, practical learning experiences in a work setting related to your program of study. Through course assignments and workplace projects you will apply, connect, and extend academic theory and competencies for the purpose of building professional skills and affiliations. Contact internship staff at 727-341-3019 for more information or go to the internship website at spcollege.edu/intern. Also be sure to read the Internship & Career Connection Blog for opportunities and strategies on obtaining internships at blog.spcollege.edu/careers-internships.

Student Support Services program
Student Support Services (SSS) is a federally funded grant program under the Department of Education. SSS is a limited access program in which services are provided to first generation and limited-income students. SSS provides services such as mentorship, academic advisement, textbook lending, academic progress report review, and a list of additional services to ensure retention and graduation. stpe/sss
Textbooks
You can purchase or rent new, used, or digital books at bookstores operated on campus and online by Barnes & Noble. You can automatically order your textbooks after you register in MySPC and have them shipped to your home or pick them up at any of the Barnes & Noble bookstores on campus. If you are receiving financial aid and your aid exceeds your tuition and fee charges, you may purchase books and supplies using our Book Line of Credit, a short-term, interest-free loan at our campus bookstores. You can also trade textbooks through SPC’s Book Swap. stpe.co/textbooks

Women on the Way (WOW)
The Women on the Way (WOW) Program has been empowering women to succeed since 1981. WOW provides services that enhance and empower adult learners’ ability to achieve academic, professional, and personal success. WOW, located on SPC’s Clearwater, Midtown, Seminole, St. Petersburg/Gibbs, and Tarpon Springs campuses, serves as a resource and support program aimed at fostering growth and helping students succeed in college and life. spcollege.edu/wow

Veterans Services
St. Petersburg College has been consistently named one of the top veteran-friendly colleges in the country. Veterans Services Student Support staff will offer help with Department of Veterans Affairs (VA) educational benefits. Veterans Services Student Support Centers on campus provide specialized resources to Veterans, eligible dependents, active duty servicepersons, and members of the Selected Reserve. spcollege.edu/veterans
Not sure how to pay for college?
Financial Assistance Services provides guidance on grants, scholarships, student employment, and loans to help pay college expenses. Online student services keep the same hours as you – 24/7. Log in to MySPC for instant access to your financial aid information or visit stpe.co/getfunds for a step-by-step checklist to apply for financial aid and the most up-to-date information on a wide range of topics.

Free Application for Federal Student Aid (FAFSA)
To apply for financial aid, you need to complete a Free Application for Federal Student Aid (FAFSA) at fafsa.gov. The information you provide determines whether you qualify for federal and state grants and federal loans. To complete the FAFSA, you will need to get an FSA ID at fafsa.ed.gov

Financial Aid contacts
General Question
Phone: 727-791-2485
Fax: 727-791-2495
TTY: 727-712-5282
Website: stpe.co/askfas

Locations/hours
Locations
Financial aid offices are located in the administration buildings on the Clearwater, St. Petersburg/Gibbs, and Tarpon Springs campuses; in the UP building on the Seminole campus; and the main buildings on the Downtown and Midtown campuses.

Hours
Financial aid offices are open Monday through Thursday from 8:30 a.m.-7 p.m. and Fridays from 8:30 a.m. until noon. stpe.co/hours

Receiving funds
You begin receiving financial aid refunds at the end of the fourth week of classes of the earliest term in which you are enrolled. If you are enrolled only in Express or Second 8-Week Mod. classes, your financial aid will be refunded at the end of the fourth week of that term. It is your responsibility to understand the attendance policies of all courses you are enrolled in. stpe.co/receivingfunds

Tuition and fees
SPC deducts tuition and fees from your financial aid award directly. If your award is less than the cost of tuition and fees, you must pay the difference by the tuition due date. If you attend less than full-time during any term, your Cost of Attendance and financial aid award amounts will be adjusted. This could result in a reduction or removal of loans or other financial aid. stpe.co/paytuition

Book Line of Credit
If your financial aid exceeds your tuition and fee charges, you may charge up to $800 in books and supplies using the Book Line of Credit (a short-term, interest-free loan) at campus bookstores. The amount of your Book Line of Credit is based on projected financial aid that will be refunded at the end of the fourth week of your classes. Check MySPC to see your individual amount. The bookstore will have your information on file and will apply your available book charges against your student account. stpe.co/bloc

Disbursements
Disbursements occur when SPC receives federal, state, or other funds on your behalf. These funds are disbursed to your student account to cover your tuition, fees, and Book Line of Credit charges. The disbursement date is the date you will see in MySPC; however, this is not the date your excess funds are refunded to your refund option choice.

Loan disbursements – All loans are disbursed in two payments, even if the loan is for one term. If your loan is for fall and spring, you will receive one half of the loan during the fourth week of classes of each term. If your loan is for one term only, you will receive two payments within that term, the first during the fourth week of your classes and the second at the halfway point of the term.
Refunds
Refunds to BankMobile or your Personal Banking Account occur when the amount of the disbursements received on your behalf is greater than the amount owed for tuition, fees, and the Book Line of Credit. The excess funds will be refunded to your refund option choice you made on BankMobile. Choices include same business day deposit to the Vibe BankMobile Account (the fastest way to receive your funds) or Direct Deposit to your Bank of choice account (funds available in 2-3 business days). Financial aid refunds begin at the end of the fourth week of classes of the earliest session you are enrolled in. Visit stpe.co/refunddates for refund dates and other details.

Student employment pay
Students working through student employment programs of Federal Work Study, America Reads, America Counts, or Student Assistants will receive their paychecks bi-weekly through their supervisor or directly deposited into their bank accounts. spcollege.edu/studentemployment

Satisfactory Academic Progress
Federal regulations require that all students who receive financial aid demonstrate that they are moving through their academic program at a reasonable rate and are making progress toward their degree in order to continue receiving financial aid. stpe.co/sap

Withdrawing From Class
CAUTION: If you are a financial aid recipient and are thinking about dropping one or more classes or withdrawing from the college, please consult a financial aid counselor first to be sure you understand the consequences of this decision. stpe.co/withdrawal

It’s MY FUTURE!
St. Petersburg College provides FREE, easy-to-use loan management and planning tools so you can afford to finish your education without accumulating a pile of debt. Our best advice is:
• Don't borrow if you don't have to
• If you need to borrow, borrow only what you need
• Stay in contact with your student loan servicer to stay on top of what you owe
• On-time repayment will help you establish a good credit rating
• IOUtuition™, an online student loan management tool available through a single sign-on process in MySPC, makes it easy to manage your student loans all in one place! You may see your loan status, balance, payment amount, due date, interest information, and servicer contacts. You can elect to receive loan status notifications via email or text. A live chat option is available.
I3 Group is available to help with any questions regarding repayment of your student loans. Talk with an experienced counselor about repayment and postponement options. If you receive a call from I3 Group, they are calling on behalf of SPC. stpe.co/itsmyfuture
The most up-to-date student and academic information is available on the college website, spcollege.edu. Access important information about Board of Trustees Rules and College Procedures, students' rights and responsibilities, as well as student privacy and other policies and procedures at web.spcollege.edu/botrules.

Specific information about the following topics can be found at spcollege.edu/studentrights:

- Academic Honesty Guidelines
- Academic Standing Policy
- Accreditation
- Access to SPC Campuses
- Accessibility Services
- Annual Notification of Non-Discrimination for Career and Technical Education Programs
- Available Financial Aid – Grants, Scholarships, Student employment, and loans
- Campus Crime Reports
- College Level Academic Skills (CLAS) Requirements
- Complaints
- Contact SPC
- Copyright Law
- Cost of Attendance
- Course Repeat Policy
- Direct Loan (Federal Direct Student Loan) model disclosure form
- Disciplinary Procedure
- Discrimination Policy and Information
- Drug/Alcohol Abuse Prevention
- Equal Opportunity/Equal Access
- Family Educational Rights and Privacy Act (FERPA)
- Fire Safety Report
- FloridaShines
- Gainful Employment Information
- General Education Requirements
- Graduation and Transfer Rates
- Grant Assistance from your home state
- Health Program Application Dates
- Hepatitis B
- HIV/AIDS Education
- Incomplete Grades and Procedures
- Information Technology Acceptable Use
- It's MY FUTURE financial literacy program
- Meningococcal Meningitis
- Net Price Calculator
- Parking
- Pathways Articulation Agreement
- Peer-to-Peer File Sharing
- Placement Rates
- Private Student Loans
- Refund Policy
- Reporting a Crime/Important Numbers
- Retention Rates
- Return to Title IV Policy
- Rights and Responsibilities of financial aid recipients (SPC Conditions of Financial Assistance)
- Security Awareness Tips
- Sexual Harassment Policies and Information
- Sexual Violence and Misconduct
- State's Economic Security Report
- Student and Student Organization Regulations
- Student Aid Eligibility Worksheet
- Student Assistance Programs
- Student Body Diversity
- Student Conduct
- Student Loan Entrance Counseling
- Student Loan Exit Counseling
- Student Ombudsman Office
- Study Abroad financial aid eligibility
- Tobacco/Smoke Free Campus Policy
- Threat Assessment
- Timely Warnings and Emergency Notifications
- Title IX and Pregnancy
- Transfer of Credit Policy
- Tuition Rates
- Verification
- Voluntary Audit/Withdrawal Policy
- Voter Registration
- Warning, Probation, Suspension, and Dismissal Policy
- Weapons and Firearms on Campus
**SPC Complaint Policy**

SPC is always looking for ways to improve. We are committed to providing prompt and fair resolution of all student concerns and strive to make the process of communicating such concerns as easy as possible. We take these concerns very seriously and the information below outlines this process.

Examples of student complaints related to this policy include matters relating to college facilities (services received, facilities, etc.) or other services such as the college bookstore, student services, or campus cafeteria. To make a formal complaint:

1. Access the college's Student Complaint website at spcollege.edu/complaint.
2. Complete and submit the online complaint form. If you are unable to submit an electronic form, a college employee may submit the form on your behalf.
3. Your complaint will be routed to the appropriate department and you will receive confirmation of receipt within 24 hours (not counting days the college is closed) that the complaint has been received.
4. The complaint will be processed and you will be notified of the resolution in writing.

Academic appeals and student grievances are not considered complaints and should be lodged through the formal student grievance/appeal process found in the SPC Board of Trustees Rules and College Procedures (P6Hx23-4.36). If you have an academic grievance or appeal, please utilize this process.

spcollege.edu/appeals

**Conduct**

SPC students are expected to conduct themselves in a manner that will reflect credit to the college, the community, and themselves. Each student, by registering, assumes the responsibility to become familiar with and abide by the general regulations and rules of conduct outlined at spcollege.edu/studentconduct.

**Discrimination**

SPC does not tolerate discrimination in its employment practices or in the admission and treatment of students. All SPC employees and students are responsible to adhere to SPC’s Nondiscrimination Policy. Violators are subject to disciplinary action, which may include reprimand, suspension, or dismissal. For information on types of discrimination, College policies, and reporting information visit spcollege.edu/discrimination.

**Safety Reports**

SPC’s Security Department is dedicated to the safety of students, staff, and visitors by providing quality services and information to help make the time that you spend at SPC safe and enjoyable.

Visit spcollege.edu/campusafety for current reports on:
- Criminal activity on campus/neighboring area
- Sexual Offenders List
- OSHA Report
A hard copy of the safety reports will be provided upon request.

**Sexual Harassment**

SPC has a strong commitment to keeping its workplaces and classrooms free from sexual harassment. The responsibility for doing so rests with each member of the college community.

For information on types of sexual harassment, frequently asked questions, and reporting contacts, visit spcollege.edu/sexual_harassment.

**Sexual Violence and Misconduct**

It is SPC’s goal to prevent sexual violence (including sexual assault) and sexual harassment on all of its campuses and other facilities. For more information on sexual violence and misconduct on campus, including SPC’s policies and procedures, reporting information, what is prohibited, penalties, victim’s rights, available resources, and more, visit spcollege.edu/sexual_misconduct.

**Student Records**

Students and eligible parents and guardians have the rights as afforded by the Family Educational Rights and Privacy Act (FERPA) to:
- Inspect and review education records within 30 days of the day the college receives a request for access
- Request the amendment of a student education record the student believes is inaccurate
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent
- Obtain a copy of the college’s policy on student records from the office of the Associate Provost on each campus, center, or site
RIGHT-TO-KNOW

• Restrict the release of college directory information, which can be done in the “My Information” section of MySPC.
• File a complaint concerning any and all alleged failures of a state college to comply with the requirements of FERPA with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

For more information on FERPA, what constitutes directory information, and how to exercise your right to restrict access to it, visit spcollege.edu/FERPA.

Students also have a responsibility to keep the information in their student record up-to-date. Some of these changes (address change, phone number change, etc.) can be done in self-service by the student in MySPC. However, name changes, or social security number changes must be initiated by the student utilizing a Request for Change of Official SPC Records form and sending to the Admissions and Records Department. Forms can be found at stpe.co/formsonline.

Service Animals
SPC is committed to providing a learning and work environment that is inclusive of all and welcomes those with service animals on campus and in the classroom, as well as at all college activities and events.

For more information on the use of service animals please see Board of Trustees Rules and College Procedures 6Hx23-1.251 and the Information for Individuals Using Service Animals page at spcollege.edu/serviceanimals.

ADDITIONAL ONLINE RESOURCES

- Board of Trustees Rules and College Procedures: web.spcollege.edu/botrules
- Career tools: stpe.co/careertools
- College Catalog: spcollege.edu/catalog
- Faculty and Staff Directory: contactdirectory.spcollege.edu
- MySPC Guide: stpe.co/myspc
- Online tools: stpe.co/onlinetools
- Readmission: spcollege.edu/readmission
- Resource Guide: stpe.co/resourceguide
Student Self-Service™
Is FREE & Easy!

How to access FREE Student Self-Service:

1. Go to the website at spcollege.edu
2. Click on the “Student Login” tab on the top of the page
3. Sign in using your SPC email and password
4. Click on the MySPC Tile
5. Use the top pull-down menus to find the service you are looking for

What you can do with FREE Student Self-Service:

• Register and pay for classes
• View your To-Do List and Financial Aid Status
• Request an official transcript and view your unofficial transcript
• Update your contact information
• Print enrollment verification certificates
• Find out when deferment notices were sent to student loan holders
• Get a list of your student loan holders
• And much more!

Did you know you can get up-to-date information on your enrollment and student loans online, in one place and at NO CHARGE? With Student Self-Service, you can! It’s simple to use and free. You can even print enrollment verification certificates whenever you want.

SPC St. Petersburg College
OUT OF CLASS SUPPORT = SUCCESS

FREE TUTORING  |  RESEARCH HELP  |  COMPUTER ACCESS

| ALLSTATE CENTER – AC 202 | CLEARWATER CAMPUS – LA 100 |
| DOWNTOWN CENTER – DC 314 | HEALTH EDUCATION CENTER – HE 199 |
| MIDTOWN CENTER – MTJC 210 | SEMINOLE CAMPUS – TL 104 |
| ST. PETERSBURG/GIBBS CAMPUS – TE 200 |
| TARPON SPRINGS CAMPUS – LIBRARY |

spcollege.edu/learningresources