2022-23
STUDENT HANDBOOK
AND PLANNER
SPC is here to help you navigate student life and offers several resources to keep you safe and healthy.

Visit our Titans Care Centers to find out more about:

- Counseling Services
- Child Care Assistance
- Food Pantries
- Free PSTA Bus Rides
- Other Community Resources for Life Issues

spcollege.edu/titans-care-resources

Scan QR Code for more information on Titans Care Center Programs
This Student Handbook belongs to:

Name ________________________________________________________________

Address _____________________________________________________________

City, State, ZIP Code _________________________________________________

Phone __________________________________________________________________

Email __________________________________________________________________

This handbook is intended to enhance your college experience. Inside, you will find helpful tips on resources available to you to help you succeed. You also will find a calendar to help you plan your school-related activities.

SPC makes it easy for you to keep up with important information by posting deadline reminders, event promotions, weather alerts, college closings and a variety of information on campus and online.

QUICK REFERENCE ONLINE RESOURCES

spcollege.edu | 727-341-4772 | P.O. Box 13489, St. Petersburg, FL 33773-3489

• Academic Calendar .................................................................spcollege.edu/calendar
• Admissions/Re-Admissions ....................................................spcollege.edu/admissions
• Advising .................................................................................spcollege.edu/advising
• Board of Trustees and College Rules, Policies and Procedures web.spcollege.edu/botrules
• Bookstore ..............................................................................spcollege.bncollege.com
• Career Services/Career Tools .................................................spcollege.edu/career-services
• College Catalog .....................................................................spcollege.edu/catalog
• Emergency Alerts ...................................................................spcollege.edu/emergency-alerts
• Faculty and Staff Directory ....................................................contactdirectory.spcollege.edu
• Financial Aid ..........................................................................spcollege.edu/financial-aid
• Online Tools ..........................................................................spcollege.edu/online-tools
• Residency ..............................................................................spcollege.edu/residency
• Services by Campus ..............................................................spcollege.edu/services-by-campus
• Social Media ...........................................................................spcollege.edu/social-media
• Student Email ...........................................................................one.spcollege.edu
• Student Right-to-Know ..........................................................spcollege.edu/student-rights
• Tech Support ..........................................................................support.spcollege.edu
• Transcripts .............................................................................spcollege.edu/transcripts
• Titans Video Portal .................................................................stpe.co/titansvideo

© 2022-23 St. Petersburg College. All rights reserved. Information and college policy outlined in this Student Handbook and Planner is subject to change.
The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact Dr. Devona Pierre, Director of Equity, Diversity and Inclusion, & Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eseo_director@spcollege.edu.
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.

### CAREER + ACADEMIC COMMUNITIES

#### Arts, Humanities, and Design
- Digital Media
- Humanities
- Performing Arts
- Studio Arts
- Music Industry Recording Arts

#### Business
- Business Administration
- Hospitality and Tourism Management
- Management and Organizational Leadership
- Sustainability Management

#### Communications
- Sign Language Studies
- Communications A.A. Transfer Plans

#### Education
- Early Childhood Education
- Educational Studies and Community Leadership
- Elementary Education
- Exceptional Student Education
- Math and Science: Middle Grades and Secondary Education
- Teacher Certification
- Continuing Education

#### Engineering, Manufacturing, and Building Arts
- Biomedical Engineering Technology
- Building Arts
- Engineering and Manufacturing
- Production Systems Management

#### Science and Mathematics
- Science – Biology, Biotechnology Laboratory Technology, Environmental Science Technology, Laboratory Specialist, Water Quality
- Mathematics A.A. Transfer Plans

#### Health Sciences and Veterinary Technology
- Dental Hygiene
- Emergency Medical Services
- Funeral Services and Arts
- Health Information Technology
- Health Services Administration
- Health Sciences
- Nursing
- Orthotics and Prosthetics Technology
- Physical Therapist Assistant
- Radiography
- Respiratory Care
- Surgical Services
- Veterinary Technology

#### Social and Behavioral Sciences and Human Services
- Human Services
- Social and Behavioral Sciences
- Addiction Studies, Youth Development and Community Health Workers Certificates
- A.A. Transfer Plans

#### Technology
- Computer Information Technology
- Computer Networking Technologies
- Computer Programming and Analysis
- Cybersecurity
- Data Science
- Technology Development and Management
- Web Development

spcollege.edu/degrees-training
### Types of Degrees

#### Associate Degree
This is the general term for a two-year college degree.

- **Associate in Arts (A.A.)** – This is a 60-credit-hour degree that prepares students to transfer to a bachelor’s degree at SPC or at a state university. If a student pursues an A.A. degree, they will take general education courses and state mandated pre-requisite courses required for the bachelor’s degree.

- **Associate in Science (A.S.)** – This degree tends to be more focused and career-oriented than an A.A. degree. While those earning an A.S. degree may complete a bachelor’s degree at SPC or transfer to a state university, many programs allow students to go straight into the workforce. A.S. degree programs have specific credit-hour requirements and limitations, so be sure to consult your academic pathway as well as an advisor.

#### Bachelor’s Degree
This is the general term for a four-year college degree.

- **Bachelor of Arts (B.A.)** – Traditionally, this degree includes general education classes, foreign language, and classes in a focused area of study. Areas which traditionally grant a B.A. degree include communications, fine arts, and social sciences. This degree type generally requires 120 credit hours, a specific portion of which must be upper division (3000 or 4000 level) classes.

- **Bachelor of Science (B.S.)** – This degree includes general education classes and classes in a focused area of study but has not traditionally required a foreign language. Fields which traditionally grant B.S. degrees include science, business, engineering, nursing, and computer science.

- **Bachelor of Applied Sciences (B.A.S.)** – This degree is a recent innovation and is typically a four-year degree built upon an A.S. degree. Many of these degrees are offered by state colleges and tend to be work force degrees. This means that building job qualifications and job placement are stressed as a part of the curriculum.

#### Certificates
Certificates are shorter-term credentials that tend to be for specialized workforce skills. These may be a pre-degree award (part of a 2- or 4-year degree) or they may be post-graduation. Credit hours vary, with some requiring as few as 12 and others as many as 24.

#### Master’s Degree
Master of Arts (humanities) or Master of Science (math or science) degrees are graduate degrees in specialized academic areas. They generally involve two years of study with a variety of classes taught and require a research component. Examples include:

- **M.B.A.** – Master’s in Business Administration. This professional degree is considered a terminal (final) degree for business practitioners. Many business professionals have sought expanded skills through this practical degree meant to be used by people in the business professions.

- **M.F.A.** – Master’s of Fine Arts. This is a final professional degree for people working in the fine arts. Theater, music, drawing, painting, ceramic, sculpture all might have these two-year graduate degrees intended to develop artistic skills.

#### Doctorate Degrees (Ph.D., Ed.D., DNP, etc.)
There are a variety of doctoral degrees, which, in many fields, is the highest academic credential. The Doctor of Philosophy (Ph.D.) is a research degree and is traditionally awarded in academic rather than practice areas (English literature, mathematics, biology or other sciences, philosophy, etc.). An Ed. D. is a doctorate in education and focuses on practice rather than research. A DNP is a doctorate in Nursing Practice.

#### Juris Doctorate (JD)
This is the degree conferred for the standard American three-year law school curriculum. This credential from an ABA accredited law school allows graduates to sit for state bar licensing exams.
### DEGREE AND TRAINING PROGRAMS

**Associate in Arts (A.A.) and Bachelor’s Degrees (B.S., B.A.S.)**

Interested in shooting for, or going back to finish, a bachelor's degree? SPC offers an Associate in Arts (A.A.) two-year degree, which can be completed fully online, to pave your way to one of our 19 baccalaureate (B.A., B.A.S.) four-year degrees. A.A. degrees are designed to prepare students planning to pursue a baccalaureate degree.

- Biology B.S. Degree
- Business Administration B.S. Degree
- Cybersecurity B.A.S. Degree
- Dental Hygiene B.A.S. Degree
- Educational Studies and Community Leadership B.S. Degree
- Early Childhood Education Subplan
- Educational Interpreting Subplan
- Interdisciplinary Subplan
- Elementary Education B.S. Degree
- Elite Educator Program Elementary Education B.S. Degree
- Exceptional Student Education B.S. Degree
- Health Services Administration B.A.S. Degree
- Health Services Administration B.A.S. Degree - Respiratory Care
- Management and Organizational Leadership B.A.S. Degree
- Middle Grades Mathematics Education B.S. Degree
- Nursing B.S. Degree
- Paralegal Studies B.A.S. Degree
- Public Policy and Administration B.S. Degree
- Public Safety Administration B.A.S. Degree
- Secondary Mathematics Education B.S. Degree
- Sustainability Management B.A.S. Degree
- Technology Development and Management B.A.S. Degree
- Veterinary Technology B.A.S. Degree

Read more about these programs at [spcollege.edu/degrees-training](http://spcollege.edu/degrees-training).

**Associate in Science (A.S.) Degrees**

Our Associate in Science degrees are designed to get you into the workforce with a two-year program.

- Biomedical Engineering Technology A.S. Degree
- Biotechnology Laboratory Technology A.S. Degree
- Building Design and Construction Management A.S. Degree
- Business Administration A.S. Degree
- Computer Information Technology A.S. Degree
- Computer Programming and Analysis A.S. Degree
- Crime Scene Technology A.S. Degree
- Criminal Justice Technology A.S. Degree
- Cybersecurity A.S. Degree
- Data Science A.S. Degree
- Dental Hygiene A.S. Degree
- Digital Forensics and Computer Investigations A.S. Degree
- Digital Media A.S. Degree
- Early Childhood Education A.S. Degree
- Emergency Administration and Management A.S. Degree
- Emergency Medical Services A.S. Degree
- Engineering Technology A.S. Degree
- Environmental Science Technology A.S. Degree
- Fire Science Technology A.S. Degree
- Funeral Services A.S. Degree
- Health Information Technology A.S. Degree
- Health Sciences A.S. Degree
- Hospitality and Tourism Management A.S. Degree
- Music Industry Recording Arts (MIRA) A.S. Degree
- Networking Technologies A.S. Degree
- Nursing A.S. Degree
- Nursing A.S. Degree - LSN Transitional
- Orthotics and Prosthetics Technology A.S. Degree
- Paralegal Studies A.S. Degree
- Physical Therapist Assistant A.S. Degree
- Production Systems Management A.S. Degree
- Radiography A.S. Degree
- Respiratory Care A.S. Degree
- Respiratory Care A.S. Degree - CRT Transitional
- Social and Human Services A.S. Degree
- Veterinary Technology A.S. Degree
- Web Development A.S. Degree

Read more about these programs at [spcollege.edu/degrees-training](http://spcollege.edu/degrees-training).
Certificate (CT) Programs and Continuing Education

Are you looking to get into the workforce quickly, or update your current skills? Check out our certificate programs, many of which take less than a year to complete and give you the skills to excel in your chosen career. Certificate programs are available through either the college's academic communities or our Workforce, Community, & Corporate Partnerships division, which also provides other short-term training. These programs are offered in the areas of:

- **Business** – including accounting, entrepreneurship, event planning, homeland security, management, marketing, operations, and project management.
- **Health Care** – including addiction studies, adult critical care, community health, funeral arts, health care informatics, laboratory specialist, medical coding, medical equipment repair, paramedics, and phlebotomy.
- **Engineering, Manufacturing and Building Arts** – including electronics aide, engineering technology support, mechatronics, rapid prototyping and design, supply chain logistics, sustainable construction, and water quality technician.
- **Public Safety and Legal Studies** – including corrections academy, crime scene technology, emergency administration, emergency medical technician, firefighting academy, law enforcement academy, paralegal studies, and public safety telecommunication.
- **Technology** – including everything from basic literacy to computer programming, cybersecurity, design, digital media, help desk support, network administration, and web development.

Check out an up-to-date listing of certificates and short-term training programs at spcollege.edu/workforce. Additional certificate programs offered within the college's academic communities may be viewed at spcollege.edu/certificates.

Bachelor's Degree Transfer Programs

Got your heart set on obtaining your bachelor's degree at a specific state university? Get your AA at SPC and take advantage of the state's 2+2 Program to guarantee your admission as a junior to one of Florida’s 12 state universities. Or join one of SPC's several institution-specific transfer programs to get you to that school of your dreams. We'll help you every step of the way!

- The Pinellas Access to Higher Education program is a partnership with SPC and USF-SP that allows you to earn your associate's and bachelor's degree in Pinellas County.
- The UCF Transfer Connect Program offers a clear path for students to transfer to one of UCF’s bachelor's programs.
- The FUSE program guarantees admission to eligible students into select programs at the University of South Florida.
- The IGNITE Program guarantees admission to eligible students into select programs at Florida A&M University.

University Partnership Center Bachelor’s and Graduate Degrees

The UPC, located on the Seminole campus, offers degrees from a variety a variety of fully-accredited colleges and universities, including Barry, Bellevue, Case Western Reserve Nursing, Embry-Riddle, Florida State, University of Florida, University of South Florida, Florida International, Florida Gulf Coast, Florida Institute of Technology, Fordham, and St. Leo universities.

Visit spcollege.edu/upc.
Age – Fall 2021
Students 24 and younger .................. 56.3%
Students 25 and older ................... 43.7%
Average age of A.A. students .......... 23.1
Average age of A.S. students ........ 29.2
Average age of Baccalaureate students .... 32.9
Average age of all students ........... 26.6
(Source: Institutional Research, PULSE BI 2/9/2022)

Gender – Fall 2021
Female .................................................. 61.0%
Male ....................................................... 36.8%
Not disclosed ...................................... 2.1%
(Source: Institutional Research, PULSE BI 2/9/2022)

Ethnicity – Fall 2021
African-American .............................. 12.6%
American-Indian ............................. 0.3%
Asian ................................................. 4.5%
Hispanic ......................................... 17.1%
Pacific Islander ............................... 0.2%
White .............................................. 58.4%
Multiple races ................................... 4.0%
Not reported ..................................... 2.8%
(Source: Institutional Research, PULSE BI 2/9/2022)

Residency – Fall 2021
In-state .............................................. 97.9%
Out-of-state .................................... 2.1%
(Source: Institutional Research, PULSE BI 2/9/2022)

2020-2021 Annual Enrollment (Head Count)
Credit ............................................. 35,571
Non-Credit ....................................... 3,969
Total ................................................ 39,540
(Source: "At a Glance", Fact Book 2021-22)

School and Work – Fall 2021
Part-time students ......................... 74.3%
Full-time students ......................... 25.7%
Average student load ................. 8.3 credits
(Source: "At a Glance", Fact Book 2021-22)

About our Instructors
Of the 1,598 instructional employees, 465 hold doctoral degrees, while 788 have master’s degrees and 212 have a master’s plus 30 additional credit hours in their discipline.

School Mascot: Titans
In Greek mythology, the Titans were a family of giants who ruled the Earth. Today, the term Titan represents one who is gigantic in size or power or who stands out for greatness of achievement.

School Colors and Motto
SPC’s colors are blue and white, representing the qualities of truth and light. The college’s motto, “Lux et Veritas” is Latin for (you guessed it) light and truth.

Accreditation
St. Petersburg College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Bachelor of Science degrees, Bachelor of Applied Science degrees, Associate in Arts degrees, Associate in Science degrees, as well as certificates, applied technical diplomas, and advanced technical certificates. Questions about the accreditation of St. Petersburg College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (sacscoc.org).
## SPC ACADEMIC CALENDAR

Calendar subject to change. For an updated calendar of academic events, visit [spcollege.edu/calendar](http://spcollege.edu/calendar).

<table>
<thead>
<tr>
<th>FALL FULL TERM</th>
<th>1ST 8-WEEK SESSION</th>
<th>WEEKEND COLLEGE</th>
<th>12-WEEK EXPRESS SESSION</th>
<th>2ND 8-WEEK SESSION</th>
</tr>
</thead>
</table>

### CLASS DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of classes</td>
<td>Aug. 15</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Oct. 7</td>
</tr>
<tr>
<td>Priority application deadline</td>
<td>Aug. 1</td>
</tr>
<tr>
<td>Priority application deadline for bachelor’s programs</td>
<td>July 10</td>
</tr>
<tr>
<td>Health programs admissions deadlines</td>
<td>Dates vary by program. Visit <a href="http://spcollege.edu/health-admissions">spcollege.edu/health-admissions</a> for details.</td>
</tr>
<tr>
<td>International students application deadline</td>
<td>June 1, 2021</td>
</tr>
</tbody>
</table>

### ADMISSIONS

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Programs</td>
<td>Apr. 18</td>
</tr>
<tr>
<td>Registration (All sessions)</td>
<td>Apr. 20</td>
</tr>
<tr>
<td>Senior citizens/state employees</td>
<td>Aug. 12</td>
</tr>
<tr>
<td>Last day to add a class</td>
<td>Aug. 17</td>
</tr>
</tbody>
</table>

### TUITION/FINANCIAL AID

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Plan enrollment deadlines</td>
<td>TBA</td>
</tr>
<tr>
<td>Tuition Universal due date</td>
<td>TBA</td>
</tr>
<tr>
<td>Last day to pay online w/FL prepaid (by noon)</td>
<td>Visit <a href="http://spcollege.edu/payment-plan">spcollege.edu/payment-plan</a> for all tuition payment plan dates.</td>
</tr>
<tr>
<td>View all financial aid deadlines</td>
<td>Visit <a href="http://spcollege.edu/financial-aid-dates">spcollege.edu/financial-aid-dates</a> for all financial aid deadlines.</td>
</tr>
</tbody>
</table>

### REGISTRATION

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>View class offering in MySPC</td>
<td>Apr. 4</td>
</tr>
<tr>
<td>Special Programs</td>
<td>Apr. 18</td>
</tr>
<tr>
<td>Registration (All sessions)</td>
<td>Apr. 20</td>
</tr>
<tr>
<td>Senior citizens/state employees</td>
<td>Aug. 12</td>
</tr>
<tr>
<td>Last day to drop a class</td>
<td>Aug. 17</td>
</tr>
</tbody>
</table>

**REGISTRATION** - Registration is not allowed after first class meets.

### LAST DAY TO DROP, RECEIVE REFUND, AND/OR CHANGE TO AUDIT

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to drop with a refund</td>
<td>Aug. 19</td>
</tr>
<tr>
<td>Last day to withdraw with grade of “W”</td>
<td>Oct. 18</td>
</tr>
</tbody>
</table>

*FINANCIAL ASSISTANCE RECIPIENTS:*

If you completely withdraw from the College anytime on or before the dates of your session, you may incur repayment of Financial Assistance funds. See financial aid withdrawal deadlines.

### NO CLASSES FOR STUDENTS (ALSO SEE COLLEGE CLOSED DATES BELOW)

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discovery Day</td>
<td>Oct. 25</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Nov. 20-26</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec. 10, 2022 - Jan. 16, 2023</td>
</tr>
<tr>
<td>Mid-term exams (online)</td>
<td>Oct. 7-9</td>
</tr>
<tr>
<td>Final exams (online)</td>
<td>Dec. 2-4</td>
</tr>
<tr>
<td>Final exams</td>
<td>Dec. 5-8</td>
</tr>
</tbody>
</table>

### EXAMS

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name in program deadline</td>
<td>TBA</td>
</tr>
<tr>
<td>Commencement (final dates dependent on venue)</td>
<td>Dec. 10</td>
</tr>
</tbody>
</table>

### GRADUATION

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report for duty</td>
<td>Aug. 11</td>
</tr>
<tr>
<td>Last working day</td>
<td>Dec. 9</td>
</tr>
<tr>
<td>Final grades due in PS by 4 p.m.</td>
<td>Dec. 9</td>
</tr>
<tr>
<td>Discovery Day</td>
<td>Oct. 25</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Nov. 20-26</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec. 10, 2022 - Jan. 11, 2023</td>
</tr>
</tbody>
</table>

### FACULTY SCHEDULE

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>Sept. 5</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Nov. 11</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Nov. 20-26</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec. 17, 2022 - Jan. 1, 2023</td>
</tr>
</tbody>
</table>

### COLLEGE CLOSED

<table>
<thead>
<tr>
<th>Event</th>
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</tr>
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<tbody>
<tr>
<td>Thanksgiving Break</td>
<td>Nov. 20-26</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec. 17, 2022 - Jan. 1, 2023</td>
</tr>
</tbody>
</table>
## Winter Session 2022-23 | Spring 2023

Calendar subject to change. For an updated calendar of academic events, visit spcollege.edu/calendar.

<table>
<thead>
<tr>
<th>WINTER SESSION</th>
<th>SPRING FULL TERM</th>
<th>1ST 8-WEEK SESSION</th>
<th>WEEKEND COLLEGE</th>
<th>12-WEEK EXPRESS SESSION</th>
<th>2ND 8-WEEK SESSION</th>
</tr>
</thead>
</table>

### Class Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Winter</th>
<th>Spring</th>
<th>1st 8-Week</th>
<th>Weekend College</th>
<th>12-Week Express</th>
<th>2nd 8-Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day of classes</td>
<td>Jan 6, 2023</td>
<td>May 11</td>
<td>May 10</td>
<td>May 7</td>
<td>May 10</td>
<td>May 11</td>
</tr>
</tbody>
</table>

### Admissions

<table>
<thead>
<tr>
<th>Event</th>
<th>Winter</th>
<th>Spring</th>
<th>1st 8-Week</th>
<th>Weekend College</th>
<th>12-Week Express</th>
<th>2nd 8-Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority application deadline for bachelor’s programs</td>
<td>Nov. 5, 2021</td>
<td>Nov. 12, 2022</td>
<td>Nov. 12, 2022</td>
<td>Nov. 12, 2022</td>
<td>Nov. 12, 2022</td>
<td>Nov. 12, 2022</td>
</tr>
</tbody>
</table>

### Tuition/Financial Aid

<table>
<thead>
<tr>
<th>Event</th>
<th>Winter</th>
<th>Spring</th>
<th>1st 8-Week</th>
<th>Weekend College</th>
<th>12-Week Express</th>
<th>2nd 8-Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to add a class</td>
<td>Jan. 19</td>
<td>Jan. 17</td>
<td>Jan. 26</td>
<td>Feb. 14</td>
<td>March 20</td>
<td></td>
</tr>
</tbody>
</table>

### Registration

<table>
<thead>
<tr>
<th>Event</th>
<th>Winter</th>
<th>Spring</th>
<th>1st 8-Week</th>
<th>Weekend College</th>
<th>12-Week Express</th>
<th>2nd 8-Week</th>
</tr>
</thead>
</table>

### Last Day to Drop, Receive Refund, and/or Change to Audit

<table>
<thead>
<tr>
<th>Event</th>
<th>Winter</th>
<th>Spring</th>
<th>1st 8-Week</th>
<th>Weekend College</th>
<th>12-Week Express</th>
<th>2nd 8-Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to drop with a refund</td>
<td>Jan. 20</td>
<td>Jan. 20</td>
<td>Jan. 28</td>
<td>Feb. 17</td>
<td>March 24</td>
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<tr>
<td>Last day to withdraw with grade of &quot;W&quot;</td>
<td>Dec. 27</td>
<td>March 29</td>
<td>Feb. 17</td>
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<td>April 9</td>
<td>April 20</td>
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### Exams

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<th>Event</th>
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<th>1st 8-Week</th>
<th>Weekend College</th>
<th>12-Week Express</th>
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<tr>
<td>Mid-term exams (online)</td>
<td>March 10-12</td>
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<td>Final exams (online)</td>
<td>May 5-7</td>
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<td>Final exams</td>
<td>May 8-11</td>
<td>May 4-6</td>
<td>May 8-11</td>
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### Graduation

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<th>2nd 8-Week</th>
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<tr>
<td>Name in program deadline</td>
<td>TBD</td>
<td>TBA</td>
<td>TBA</td>
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<tr>
<td>Commencement (final dates depend on venue)</td>
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### Faculty Schedule

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<tr>
<td>Last working day</td>
<td>May 12</td>
<td>May 12</td>
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<tr>
<td>Final grades due in PS by 4 p.m.</td>
<td>May 12</td>
<td>March 10</td>
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### College Closed

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<th>2nd 8-Week</th>
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<tr>
<td>Spring Holiday</td>
<td>April 7-9</td>
<td>April 7-9</td>
<td>April 7-9</td>
<td>April 7-9</td>
<td>April 7-9</td>
<td>April 7-9</td>
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<tr>
<td>Martin Luther King Jr.'s Birthday</td>
<td>Jan. 16</td>
<td>Jan. 16</td>
<td>Jan. 16</td>
<td>Jan. 16</td>
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Calendar subject to change. For an updated calendar of academic events, visit [spcollege.edu/calendar](http://spcollege.edu/calendar).

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<th></th>
<th>SUMMER FULL TERM</th>
<th>1ST 8-WEEK SESSION</th>
<th>WEEKEND COLLEGE</th>
<th>12-WEEK EXPRESS SESSION</th>
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<tr>
<td>First day of classes</td>
<td>May 22-27</td>
<td>May 22-27</td>
<td>May 22-27</td>
<td>June 20-27</td>
<td>June 5-27</td>
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<td>Last day of classes</td>
<td>July 28</td>
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<td>July 28</td>
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### ADMISSIONS

- **Priority application deadline** for bachelor’s programs: April 7
- **Health programs admissions deadlines**: Dates vary by program. Visit [spcollege.edu/health-admissions](http://spcollege.edu/health-admissions) for details.
- **Last day to apply for Study Abroad trips**: Dates vary by trip. Visit [stpe.co/studyabroad](http://stpe.co/studyabroad) for details.

### REGISTRATION - Registration is not allowed after first class meets.

- **LAST DAY TO DROP, RECEIVE REFUND, AND/OR CHANGE TO AUDIT**: June 9
- **LAST DAY TO WITHDRAW “WITH GRADE OF ‘W’”**: July 6
- **FINANCIAL ASSISTANCE RECIPIENTS**: If you completely withdraw from the college any time on or before the dates of your session, you may incur repayment of financial assistance funds. See [spcollege.edu/withdrawals](http://spcollege.edu/withdrawals).

### TUITION/FINANCIAL AID

- **Payment Plan enrollment deadlines**: TBA
- **Tuition Universal due date**: TBA
- **Last day to pay online W/FL prepaid (by noon)**: June 9
- **View all financial aid deadlines**: Visit [spcollege.edu/financial-aid-dates](http://spcollege.edu/financial-aid-dates) for all financial aid deadlines.

### NO CLASSES FOR STUDENTS (ALSO SEE COLLEGE CLOSED DATES BELOW)

<table>
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<th>Memorial Day</th>
<th>Juneteenth Holiday</th>
<th>Independence Day observed</th>
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<td></td>
<td>May 29</td>
<td>June 19</td>
<td>July 4</td>
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### EXAMS

- **Mid-term exams (online)**: June 23-25
- **Final exams (online)**: July 21-23
- **Final exams (Weekend)**: July 20-22
- **Final exams (Regular, express)**: July 24-27

### GRADUATION

- **SPC does not hold commencement in the summer.**

### FACULTY SCHEDULE

<table>
<thead>
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<th></th>
<th>Memorial Day</th>
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<th>Independence Day observed</th>
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<tr>
<td></td>
<td>May 29</td>
<td>June 19</td>
<td>July 4</td>
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</table>
Allstate Center  
3200 34th St. S.  
St. Petersburg, FL 33711  
Provost: Leslie Hafer 727-341-4554  
Associate Provost: Damon Kuhn 727-341-4554  
Recruitment: Juan Amado 727-712-5883  
Student Support Manager: Dawn Janusz 727-341-3767

Bay Pines STEM Center  
4723 Bay Pines Ter.  
St. Petersburg, FL 33708  
Provost: Leslie Hafer 727-341-4399  
Director: Erica Moultan 727-344-8043

Caruth Health Education Center  
7200 66th St. N.  
Pinellas Park, FL 33781  
Provost: Mark E. Strickland, Jr. 727-341-3664  
Associate Provost: Damon Kuhn 727-341-3602  
Recruitment: Celeste Daniels 727-341-3585  
Student Support Manager: Dawn Janusz 727-341-3767

Clearwater Campus  
2465 Drew St.  
Clearwater, FL 33765  
Provost: Tashika Griffith 727-791-2475  
Associate Provost: Matt Bowen 727-791-2488  
Academic Services: Joy Moore-Cruse 727-791-2542  
Recruitment: Angeliki Kontodiakos 727-791-2544  
Student Support Manager: Cheri DeBlase 727-614-7008

Downtown Center  
244 Second Ave. N.  
St. Petersburg, FL 33701  
Provost: Eric Carver 727-341-7915  
Associate Provost: Brooke Janik 727-341-7965  
Academic Services: Djuan Fox 727-341-3334  
Recruitment: Juan Amado 727-712-5883  
Student Support Manager: 727-341-4248

Epicenter  
13805 58th St. N.  
Clearwater, FL 33760  
Provost: Tashika Griffith 727-791-2475  
Acting Dean of Workforce Development, Community and Corporate Partnerships: Belinha Berry 727-341-3311  
Executive Director of Collaborative Labs: Andrea Henning 727-341-3154

Midtown Center  
Douglas L. Jamerson, Jr. Midtown Center  
1300 22nd St. S. 
St. Petersburg, FL 33710  
Cecil B. Keene, Sr Student Achievement Center: 1048 22nd St. S. 
St. Petersburg, FL 33712  
Provost: Eric Carver 727-341-7915  
Associate Provost: 727-341-7159  
Academic Services: Djuan Fox 727-341-3334  
Recruitment: Juan Amado 727-712-5883  
Student Support Manager: 727-341-4248

Seminole Campus  
9200 113th St. N.  
Seminole, FL 33772  
Provost: Mark E. Strickland, Jr. 727-341-3664  
Associate Provost: Lisa Boziewski 727-394-6109  
Academic Services: Daniel Butler 727-341-4221  
Recruitment: Jerrick Rivera 727-341-3407  
Student Support Manager: Gigi Reiter 727-394-6949

St. Petersburg/Gibbs Campus  
6605 Fifth Ave. N.  
St. Petersburg, FL 33710  
Provost: Leslie Hafer: 727-341-4399  
Associate Provost: Keron Jean-Baptiste 727-341-4399  
Academic Services: Stephen Andrasik 727-341-4275  
Recruitment: Joven Jocelyn 727-341-5440  
Student Support Manager: Denotra Showers 727-791-2456

Tarpon Springs Campus  
600 E. Klosterman Rd.  
Tarpon Springs, FL 34689  
Provost: Rodrigo Davis 727-712-5270  
Associate Provost: Jennifer Carr 727-712-5260  
Recruitment: Faith Pietersen 727-712-5440  
Student Support Manager: Theresa Kontodiakos 727-712-5451

Veterinary Technology Center  
12376 Ulmerton Road  
Largo, FL 33774  
Provost: Mark E. Strickland, Jr. 727-341-3664  
Associate Provost: Damon Kuhn 727-341-3602  
Academic Services: Joseph Leopold 727-341-3719  
Recruitment: Celeste Daniels 727-341-3585
**College Administration Contacts**

**College Administration Hours**
- Mon.-Thur. 8:30 a.m.-5:30 p.m. ET
- Friday 8:30 a.m.-1 p.m. ET

*See weblinks below for extended and limited on-campus and online/virtual availability.

**Campus Legend**
- AC Allstate Center
- STEM Bay Pines STEM Center
- CL Clearwater Campus
- DT Downtown Center
- EPI EpiCenter
- HEC Health Education Center
- MT Midtown Center
- SE Seminole Campus
- SP/G St. Petersburg/Gibbs Campus
- TS Tarpon Springs Campus
- VT Veteran Technology Center

**Accessibility Services**
- Student ADA/504, Misty Kemp 727-614-7056
- Rita Ajazi 727-341-4510
- Assistive Technology, Regina Miller 727-341-3146
- Assistive Technology, Travis Dimick 727-341-3029
- Interpreting/Captioning/Sign Language, Stephanie Wyatt 727-791-5942

**ONLINE HELP**
- Contact Information spcollege.edu/accessibility-services-contacts
- Register and Request Assistance spcollege.edu/accessibility-services

**CAMPUS HELP**
- AC Stephanie Silvers 727-341-3721
- CL Jeff Zeigler 727-791-2710
- Robin Falone 727-791-2628
- DT Rita Ajazi 727-341-4510
- EPI Rita Ajazi 727-341-4510
- HEC Stephanie Silvers 727-341-3721
- MT Rita Ajazi 727-341-4510
- SE Kelli Mitchell 727-394-6289
- Debbie Pellissier 727-394-6007
- Susan Malone 727-394-6007
- SP/G Ray Hollowell 727-341-4316
- TS Rita Ajazi 727-341-4510
- VT Stephanie Silvers 727-341-3721

**Admissions & Records**
- Bachelor’s Programs (Non-Health), David White 727-341-4725
- Collegewide Testing, Sean Murren 727-341-3032
- Transfer Programs, Sheryl Mundorff 727-791-2763

**ONLINE HELP**
- Admissions spcollege.edu/admissions
- Graduation spcollege.edu/graduation
- Health Programs Admissions spcollege.edu/health-admissions
- Name/Record Change spcollege.edu/forms-online
- Residency spcollege.edu/residency
- Testing spcollege.edu/testing
- Transcripts spcollege.edu/transcripts
- Admissions records spcollege.edu/admissions.records
- Graduation questions spcollege.edu/graduationquestions
- Health programs admissions spcollege.edu/health-admissions
- Name/record change spcollege.edu/forms-online
- Residency documents spcollege.edu/residencydocuments
- Testing spcollege.edu/testing
- Transcripts spcollege.edu/transcripts
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<td>contactdirectory.spcollege.edu</td>
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<tr>
<td>CAMPUS HELP – Student Services Office</td>
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<tr>
<td>AC  AC 100</td>
<td>727-341-3750</td>
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<tr>
<td>CL  LA 100</td>
<td>727-341-4772</td>
</tr>
<tr>
<td>DT  DC 101 (Lobby)</td>
<td>727-341-4249</td>
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<tr>
<td>HEC  Room 173</td>
<td>727-341-4772</td>
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<tr>
<td>MT  MTJC 105A (Lobby)</td>
<td>727-341-7156</td>
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<tr>
<td>SE  UP Lobby</td>
<td>727-394-6134</td>
</tr>
<tr>
<td>SP/G  SU Building 1st Floor</td>
<td>727-341-4614</td>
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<td>TS  Administration Bldg.</td>
<td>727-712-5750</td>
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<td>Appointments: 30-minute Phone, Virtual, or In-person</td>
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<td>Virtual Advising Center: Phone or Virtual via Microsoft Teams</td>
<td>spcollege.edu/advising</td>
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<tr>
<td>Find your Advisor</td>
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<td>Health Programs - Make an Appointment</td>
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<td>Director, Davie Gill</td>
<td>727-341-4314</td>
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<tr>
<td>Jennifer Chen</td>
<td>727-341-4777</td>
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<td>Order Books</td>
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<td>ONLINE HELP</td>
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CAMPUS HELP – Student Services Office

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<tr>
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<td>AC 100</td>
<td>727-341-3750</td>
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<td>LA 100</td>
<td>727-791-2687</td>
</tr>
<tr>
<td>DT</td>
<td>DC 101 M (Lobby)</td>
<td>727-341-4249</td>
</tr>
<tr>
<td>HEC</td>
<td>Room 173</td>
<td>727-341-4772</td>
</tr>
<tr>
<td>MT</td>
<td>MTJC 118 (Lobby)</td>
<td>727-341-7156</td>
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<tr>
<td>SE</td>
<td>UP Lobby</td>
<td>727-394-6134</td>
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<tr>
<td>SP/G</td>
<td>SU 103</td>
<td>727-341-4763</td>
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<tr>
<td>TS</td>
<td>Administration Bldg.</td>
<td>727-712-5467</td>
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Career Services

[spcollege.edu/career-services](http://spcollege.edu/career-services) 727-394-6988

ONLINE HELP

- Contact Us: [spcollege.edu/contact-career-services](http://spcollege.edu/contact-career-services)
- Career and Internship Blog: [blog.spcollege.edu/careers-internships](http://blog.spcollege.edu/careers-internships)
- Career Exploration: [spcollege.edu/career-exploration](http://spcollege.edu/career-exploration)
- Hire SPC Titans – Job Board: [spcollege.joinhandshake.com](http://spcollege.joinhandshake.com)
- Internships: [spcollege.edu/internships](http://spcollege.edu/internships)
- Resume and Interview Assistance: [spcollege.edu/resume-interview-assistance](http://spcollege.edu/resume-interview-assistance)

CAMPUS HELP – Career Readiness Navigators

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
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<tbody>
<tr>
<td>AC</td>
<td>Frances Rivera</td>
<td>727-341-4141</td>
</tr>
<tr>
<td>CL</td>
<td>Wanda Kimsey</td>
<td>727-791-2431</td>
</tr>
<tr>
<td>DT</td>
<td>Destinymarie Alicea</td>
<td>727-302-6690</td>
</tr>
<tr>
<td>HEC</td>
<td>Frances Rivera</td>
<td>727-341-4141</td>
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<tr>
<td>MT</td>
<td>Destinymarie Alicea</td>
<td>727-302-6690</td>
</tr>
<tr>
<td>SE</td>
<td>Aundra Williams</td>
<td>727-712-5443</td>
</tr>
<tr>
<td>SP/G</td>
<td>Fabre Williams</td>
<td>727-341-4254</td>
</tr>
<tr>
<td>TS</td>
<td>Carissa Roldan</td>
<td>727-497-5030</td>
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Emergency Management

[spcemergency.com](http://spcemergency.com) 727-791-2560

ONLINE HELP

- College Emergency Information: [spcemergency.com](http://spcemergency.com)
- Emergency Response Guide: [stpe.co/emergencyresponseguide](http://stpe.co/emergencyresponseguide)
- Sign Up for Emergency Alerts: [spcemergency.com/receiving-alerts](http://spcemergency.com/receiving-alerts)
- SPC Safety and Security: [spcollege.edu/safety-security](http://spcollege.edu/safety-security)

CAMPUS HELP – Security Offices

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>AC</td>
<td>Main Building</td>
<td>727-341-4436</td>
</tr>
<tr>
<td>CL</td>
<td>LA 100</td>
<td>727-791-2764</td>
</tr>
<tr>
<td>DT</td>
<td>Lobby near Parking Garage</td>
<td>727-341-4262</td>
</tr>
<tr>
<td>HEC</td>
<td>HC-HE 104D</td>
<td>727-791-2560</td>
</tr>
<tr>
<td>MT</td>
<td>MTJC 118</td>
<td>727-398-8267</td>
</tr>
<tr>
<td>SE</td>
<td>UP 101</td>
<td>727-791-2560</td>
</tr>
<tr>
<td>SP/G</td>
<td>SU 120</td>
<td>727-791-2560</td>
</tr>
<tr>
<td>TS</td>
<td>Agora Bldg, AG 102-104</td>
<td>727-791-2560</td>
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</tbody>
</table>
Financial Aid
spcollege.edu/AskFAS 727-791-2485

VIRTUAL HELP – Talk or Video Chat
Ask PETE our Chatbot a question 24/7/365

ONLINE HELP
Submit Your Question Online
How to Pay for College
FAFSA
Financial Aid TV videos
Florida Pre-Paid College questions
Book Line of Credit
Disbursement/Refund Dates
Receiving Financial Aid
Student Employment
Scholarships
Satisfactory Academic Progress
Student Loan Questions Ignition™

Withdrawing From Class

CAMPUS HELP – Check website for hours at each location
AC Main Building 727-302-6434
CL LA 100 727-791-2485
DT DC 101 J 727-791-2485
HEC Main Building 727-791-2485
MT MTJC 109 727-341-7939
SE UP Building 727-791-2485
SP/G SU Building 727-791-2485
TS Administration Building 727-791-2485

Food Services
spcollege.edu/food-services

AC AC 129 - Common Ground Café
CL ES Building - Nature’s Table Clearwater
dtsp.naturestable.com 727-822-8690
DT 1st Floor - Nature’s Table DTSP
HEC Room 204 - Nature’s Table HEC
MT MTJC 150 - Deuces Den Lounge
SE UPC 1st Flr. Lobby - Nature’s Table Seminole
SP/G LI Building - Nature’s Table Gibbs
TS BB Bldg. - Nature’s Table Tarpon
clearwater.naturestable.com 727-669-2424
dtsp.naturestable.com 727-201-8772
hec.naturestable.com 727-614-7209
bardmoor.naturestable.com 727-319-0669
gibbs.naturestable.com 727-289-8772
tarpon.naturestable.com 727-940-6644

VENDING MACHINES
AC Main Building/AC 129
CL ES All floors/LS, SS, NM 1st Flr./LI 1st Flr./CR-A, ST
DT 2nd/4th Floors
HEC Main Building 2nd Floor (Cafeteria)
MT 1st/2nd/3rd Floors
SE UP near Titan Lounge
SP/G TE 1st Floor/SC 2nd Floor/SA 1St Flr/LA 1st Flr/SU 1st & 2nd Flr.
TS Agora/Student Lounge
### High School Programs

**ONLINE HELP**
- Collegiate High Schools: [spchs.spcollege.edu](http://spchs.spcollege.edu)
- Dual Enrollment: [spcollege.edu/dual-enrollment](http://spcollege.edu/dual-enrollment)
- Early Admission: [spcollege.edu/early-admission](http://spcollege.edu/early-admission)
- Early College: [spcollege.edu/early-college](http://spcollege.edu/early-college)

**CAMPUS HELP – Dual Enrollment/Early College/Early Admission**
- CL: Jeff Cesta 727-791-5970
- Ana Cotto-Pizarro 727-791-5971
- SE: Sherry Pantelidas 727-394-6164
- Lynne Wolf 727-394-6023
- SP/G: Sherry Pantelidas 727-394-6164
- Lynne Wolf 727-394-6023
- TS: Janine Small 727-712-5281
- Lori Condie 727-712-5400

**COLLEGIATE HIGH SCHOOLS**
- St. Petersburg Collegiate STEM High School - Downtown Center: [spchs.spcollege.edu](http://spchs.spcollege.edu)
- SPC Collegiate High School – St. Petersburg/Gibbs Campus 727-341-4610
  - Principal Raquel Giles 727-341-4368
  - LaDawn Bell 727-341-3563
  - Martha Alvarez 727-341-4610
- SPC Collegiate High School – Tarpon Springs Campus 727-712-5891
  - Principal Ian Call 727-341-3521
  - Kellye Rainwater 727-712-5777
  - Annelies Williamson 727-712-5891

**Honors Programs**
- Director, Earl Fratus 727-394-6045
- Linda Chang, CL 185 727-791-2511

**CAMPUS HELP**
- CL: Welcita Gann 727-791-5982
- SE: Renee Kessing 727-394-6137
- SP/G: Tara Hunter 727-302-6627
- TS: James Ralph 727-712-5252

**International Programs**
- International Student Services, Angela Cole 727-791-2632
- International Student Services, Irene Chitikov 727-341-4734
- International Student Services, Ralph Regnier 727-341-4370
- International Student Admissions, Eric Gonzalez-Franco 727-302-6510
- Study Abroad 727-341-4735
- International Student Services 727-302-6510
- International Admissions 727-341-4735
- Study Abroad 727-341-4735
- Center for International Programs 727-302-6510

**CAMPUS HELP**
- CL: LA Building LA190
- SP/G: SU Building SU332
- TS: FA Building (Library) FA148
Learning Resources

ONLINE HELP
Libraries & Learning Centers
Library Portal
How to get/use Student ID Card/Library Card
Info Guides
Tutoring – Make in-person appointment
Tutoring – Make online appointment
Accessing Tutoring 24/7 through Tutor.com
Virtual Learning Commons

CAMPUS HELP – Hours: spcollege.libguides.com/studentsneedtoknow
AC Room 202 - Learning Center/Library/Computer Labs 727-791-2722
Learning Resources Assc. Dir. - Paul Vermeren, Acting 727-791-2416
CL LA 100 - Learning Center/Tutoring 727-791-2722
Li (Library) 727-791-2614
Learning Resources Assc. Dir. – Michele Laney 727-791-2525
DT DC 202 and DC 109 - Learning Center Front Desk 727-302-6588
Math Tutoring 727-302-6591
Learning Resources Assc. Dir. - Heather Disler 727-344-8065
HEC Room 199 - New Initiative Program (NIP) 727-341-3724
Learning Resources Assc. Dir. - Josh Brown 727-341-3657
Learning Resources Instr. Support Mgr. – Lisa Leonard 727-614-7213
MT MTJC 120 & 210 Learning Support Commons/Tutoring Center 727-398-8268
Learning Resources Assc. Dir. - Heather Disler 727-344-8065
SE TL 104 - Learning Support Commons 727-341-3724
Learning Resources Assc. Dir. - Jennifer Gregor 727-394-6905
SP,G SU 203 - Learning Support Commons 727-341-3512
2nd Floor Writing Studio 727-302-6405
SA 101 Student Support Services 727-241-4372
Learning Resources Assc. Dir. - Paul Vermeren 727-791-2416
TS LY 236 - Learning Resource Center/Tutoring 727-712-5219
Learning Resources Assc. Dir. - Ethan Hart 727-712-5728

Library

ONLINE
Libraries & Learning Centers
Library Portal
How to get/use Student ID Card/Library Card
Info Guides
Tutoring – Make in-person appointment
Tutoring – Make online appointment
Accessing Tutoring 24/7 through Tutor.com
Virtual Learning Commons

CAMPUS LOCATIONS – Hours: spcollege.libguides.com/studentsneedtoknow
AC Main Bldg. - 2nd Floor 727-791-2614
CL Li Bldg. - Clearwater East Community Library at SPC 727-302-6588
DT DC 109 727-341-3604
HEC Room 191 - Library & Writing Center Services 727-341-3604
MT MTJC 120 Main Desk 727-398-8268
SE Li Bldg. - Dennis L. Jones Seminole Community Library at SPC 727-394-6905
Lost and Found – See also Security

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<tr>
<td>AC</td>
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<td>DT</td>
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<td>HE</td>
<td>727-341-7914</td>
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<td>727-791-2560</td>
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<td>TS</td>
<td>727-302-6548</td>
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Lost and Found – Security Offices

<table>
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<tr>
<th>Location</th>
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<tr>
<td>AC Main Building/Security</td>
<td>727-341-4436</td>
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<tr>
<td>CL SS 177</td>
<td>727-791-2764</td>
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<td>DT DC 225</td>
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<td>HE Room 176</td>
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<td>MT MTJC</td>
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<td>SE UP 101</td>
<td>727-791-2560</td>
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<td>SP/G SS 111</td>
<td>727-302-6548</td>
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<td>TS Agora Bldg., Security AG 102-104</td>
<td>727-712-5790</td>
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Registration – See Advising

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<tr>
<td>CL SS 177</td>
<td>727-791-2764</td>
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<tr>
<td>DT Lobby near Parking Garage</td>
<td>727-341-4262</td>
</tr>
<tr>
<td>HEC HC-HE 104D</td>
<td>727-341-7156</td>
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<tr>
<td>MT MTJC 105A Student Services</td>
<td>727-791-2560</td>
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<tr>
<td>SE UP 101</td>
<td>727-394-6248</td>
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<tr>
<td>SP/G SU 120</td>
<td>727-791-2560</td>
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<tr>
<td>TS Agora Building, AG 102-104</td>
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Security

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<tr>
<td>Collegewide Dispatch</td>
<td>727-791-2560</td>
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<tr>
<td>Emergencies</td>
<td>Call 911 then 727-791-2560</td>
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<tr>
<td>SPC Toll-Free</td>
<td>866-822-3978</td>
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ONLINE HELP

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<td>College Emergency Information</td>
<td>spcemergency.com</td>
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<tr>
<td>Sign Up for Emergency Alerts</td>
<td>spcemergency.com/receiving-alerts</td>
</tr>
<tr>
<td>Reporting Incidents</td>
<td>spcollege.edu/reporting-incidents</td>
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Student Life and Leadership

<table>
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<th>Location</th>
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<tbody>
<tr>
<td>AC Barbara Weaver</td>
<td>727-341-3645</td>
</tr>
<tr>
<td>CL Stephanie Henningsen</td>
<td>727-791-2623</td>
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<tr>
<td>HEC Anjum Perfetti</td>
<td>727-341-4480</td>
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<tr>
<td>DT Jason Nicholson</td>
<td>727-614-7209</td>
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<tr>
<td>MT Jason Nicholson</td>
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<td>SE Anjum Perfetti</td>
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<tr>
<td>SP/G Barbara Weaver</td>
<td>727-341-3645</td>
</tr>
<tr>
<td>TS Stephanie Henningsen</td>
<td>727-791-2623</td>
</tr>
</tbody>
</table>
Student Lounges
CL ST 113
DT 2nd Floor DC 223
HEC Room 176
MT MTJC 339
SE UP 192
SP/G SS Building
TS Agora Building

Student Photo ID
spcollege.edu/student-ID

ONLINE HELP
Contact us
studentidcard@spcollege.edu

CAMPUS LOCATIONS – Check website, or call for hours of operation.
AC Main Building/AC 100  727-712-5843
CL LI 207  727-791-2722
DT Lobby near Parking Garage 727-241-4262
MT MTJC 105A (Lobby) Student Services 727-341-7156
HEC Library Room 191  727-341-3604
SE UP 195 Student Activities Office 727-394-6036
SP/G SU 203  727-341-3511
TP Library Front Desk 727-712-5719

Student Support Programs – Titans Care Centers
spcollege.edu/titans-care-resources

Brother-to-Brother – Antonio Seay
F.A.A.M.E. – Antonio Seay
F.A.A.M.E. – North County
F.A.A.M.E. – South County
CCampis Childcare Assistance – Kelly Fried
Center of Excellence – Nikishea Wright
College Reach-Out Program CROP - Keisha Blue
Food Pantry
Mental Health Resources- Shanya Turner
Student Support Services – A. Segura-Vargas
Summer of Success – A. Segura-Vargas
Technology Lending Program
Titans UP – April Ross
Titans UP – Danice Sarcone
TRIO Education Opp. Center- Kelliann Ganoo

Testing
spcollege.edu/testing
Coordinator, Sean Murren
727-341-3032  testing@spcollege.edu

CAMPUS LOCATIONS
CL LA 100  727-791-2645
DT DC 102  727-302-6637
HEC Room 101 (limited test center) 727-341-4187
MT MT-114  727-302-6637
SE UP-105  727-394-6233
Titan Connect  
titanconnect.spcollege.edu  
SPC Event App - Search for Titan Connect Events by Presence, Inc.

Transcripts  
– See Admissions & Records  
spcollege.edu/transcripts

University Partnership Center  
spcollege.edu/upc  727-394-6200
  AVP Academic Affairs & Partnerships,  
  Catherine Kennedy, SEM  
  Administrative Services Specialist,  
  Marina Laca, SEM PH 102
  727-394-6200  
  laca.marina@spcollege.edu

ONLINE HELP
  Request Information  
  Degrees by Discipline  
  Degrees by Institution  
  Bachelor’s Degrees  
  Graduate Degrees

Veterans Services  
spcollege.edu/veterans-services  727-341-7990
  Coordinator, Alison Shenofsky  
  Main line – Call for appts.  
  727-341-7990  
  veteransservices@spcollege.edu

CAMPUS HELP
  CL  Jessica Stephens, SS102  
  SE  Joe Eisenhower, UP179  
  SP/G  Audwin Scott, SU331
  727-341-4561  
  workforce@spcollege.edu

Women on the Way  
spcollege.edu/wow  727-791-2555
  Coordinator, Shirley Crumbley  
  727-791-2555  
  womenontheway@spcollege.edu

CAMPUS HELP
  CL  Tara Allen, SS107  
  SE  Pepper Harth, UP115  
  SP/G  Bianca Cage, SU231
  727-398-8468

Workforce Education  
spcollege.edu/workforce  727-341-4445
  Workforce, Community, and Corporate Partnerships Programs  
  Acting Dean, Belinthia Berry  
  Sr. Administrative Assistant, Diane Salmon
  727-341-4279  
  workforce@spcollege.edu

ONLINE HELP
  Short-Term Training (STM)  
  Browse Available Courses
  spcollege.edu/workforce  
  spcollege.augusoft.net
## Arts, Humanities, and Design

spcollege.edu/arts-humanities-design  
**Dean Barbara Hubbard**  727-334-6011  
Jonathan Barnes, CL  727-791-5997  
Nathan Muehl, SP/G  727-341-4620  
Patrick Hernly, SP/G  727-341-4364  
Kevin Stanley, TS  727-712-5717

## Business

spcollege.edu/business  
**Dean Emmanuel Hernandez-Agosto**  727-341-7176  
Mike Ewell  727-791-2610  
Laura Malave, MT  727-341-4641  
Michael Ewell, SP/G  727-791-2610  
Patricia Hanrahan, TS  727-712-5230

## Communications

spcollege.edu/communications  
**Dean Joseph Leopold**  727-791-3719  
Shirley Oakley, CL  727-791-5904  
David Fitzgerald, SE  727-341-4736  
Margie Wikoff, SP/G  727-341-4752  
Laura Smith, TS  727-712-5795

## Education

spcollege.edu/education  
**Dean Kimberly Hartman**  727-712-5877  
Educational Studies/EPI - Micheal Poulin, SP/G  727-791-7218  
Teacher Certification/AS - Pam Wilkins, TS  727-712-5888  
Teacher Certification/AS - Pat Roper, TS  727-712-5410

## Engineering, Manufacturing, and Building Arts

spcollege.edu/engineering-manufacturing-building-arts  
**Dean Natavia Middleton**  727-398-8288  
Program Director - Sidney Martin, CL  727-394-6203
Health Sciences and Veterinary Technology
spcollege.edu/health-sciences-veterinary-technology

Health Sciences
Dean of Health Services/Sciences - Deanna Stentiford 727-341-4150
Dean of Nursing - Louisiana Louis 727-341-3472
Assistant Dean of Nursing - Clare Owen 727-497-5023
Funeral Services - Kevin Davis 727-341-3781
Emergency Medical Services - Ralph Sibbio 727-371-3726
Health Info Technology - Sheila Newberry 727-341-3623
Health Sciences/Services 727-341-4150
Nursing Bachelor's Degree 727-341-3622
Nursing Program Chairs
  Level 1 Anna Neuzil 727-341-3635
  Level 2 Jacqueline Hawkins-Johnson 727-341-3650
  Level 3 Amanda Daniels 727-341-3716
  Level 4 Connie Lindmeier 727-398-8497
Orthotics and Prosthetics 727-341-4150
Physical Therapist Assistant - Kory Thomas 727-341-3612
Radiography - John Fleming 727-341-3758
Respiratory Care - Steve Hardt 727-341-3627
Surgical Services - Ashley Lake 727-614-7068

Veterinary Technology 727-302-6720
Associate Dean Cynthia Grey 727-302-6724
Tricia Gorham 727-302-6733
Career & Academic Advisor AS Program - Cara Sebastian 727-341-3402
Career & Academic Advisor BAS Program - Pam Tsou 727-341-3082

Public Safety, Public Policy, Ethics, and Legal Studies
spcollege.edu/public-safety-public-policy-legal-studies

Dean Susan Demers 727-791-2501

Legal Studies
Paralegal Studies - Christy Powers 727-791-5926
Paralegal Studies Dept. Offices - Elizabeth Bryson 727-614-7223

Public Safety, Public Policy, and Ethics
Bachelor's Public Safety Administration 727-398-4490
Bachelor's Public Policy/Admin. - Jeffery Kronschnabl 727-394-6205
Center for Public Safety Information - Eileen LaHaie 727-341-4502
Criminal Justice Lower Division - Mike Hughes 727-341-4146
Criminal Justice Indoor Range - Don Kiefhaber 727-341-4119
Criminal Justice Academies - Micheal Dibuono 727-614-7026
Emergency Medical Services - Ralph Sibbio 727-371-3726
Ethics - David Monroe, SP/G 727-341-4313
Ethics - Adeniji Odutola, TS 727-712-5812
Fire Academy - Robert Polk 727-302-6852
Training Center Director 727-614-7026
Science and Mathematics
spcollege.edu/science-mathematics

Science
Dean Natavia Middleton 727-398-8288
Bachelor’s in Biology - Linda Gingerich, CL 727-791-2538
Tyrone Clinton, CL 727-791-2503
Stephen Andrasik, BP, DT, MT, SP/G 727-341-4275
Amanda Gilleland, SE 727-394-6024
Kelli Stickrath, TS 727-712-5835

Mathematics
Dean Jimmy Chang 727-341-4305
Joy Moore-Cruz, CL 727-791-2542
Hannah Johnson, DT/MT 727-791-2559
Daniel Bueller, SE 727-341-4221
Nydia Nelson SP/G 727-614-7274
Pelagia Kilgore, TS 727-398-8493

Social and Behavioral Sciences and Human Services
spcollege.edu/social-behavioral-sciences-human-services

Dean Joseph Smiley 727-712-5851
Human Services - Latresha Bighem-Moore, SP/G 727-497-5015
Social Sciences - Anja Norman, CL 727-791-2671
Social Sciences - Douglas Rivero, SE 727-394-6948
Social Sciences - Roberto Loureiro, SP/G 727-341-3556
Social Sciences - David Liebert, TS 727-712-5776

Technology
spcollege.edu/technology

Dean TBD
Bachelor’s Programs - John Long 727-341-4620
Chrissy Risberg, TS 727-712-5815
Dawn Ellis, DT 727-614-7025
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 in one of our 10 Academic Communities or by degree options.

<table>
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<th>Work Now</th>
<th>Advance</th>
<th>Excel</th>
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<td>BACHELOR’S DEGREE</td>
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<td>ADVANCED DEGREES</td>
<td>CONTINUING EDUCATION</td>
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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. For the most up-to-date information, visit the online Academic Calendar at spcollege.edu/calendar.

Career and Academic Advising
Career and Academic Advisors will help you get started by discussing your career and educational goals and will be available to guide you throughout your entire SPC experience. At SPC, advisors can help you with registration, course planning, scheduling, degree program exploration, transfer information and registration holds, and so much more!

We encourage students to meet with their assigned advisor. They are experts in your selected Career and Academic Community. To find your advisor, visit MySPC. Then, click on the My Academics tile and look for My Advisor in the navigation bar. If you have an assigned advisor, you will be able to link to the advisor’s webpage for their contact information and schedule an appointment.

Have a quick question? Login to our Virtual Advising Center or walk-in on campus for assistance.

Check out all the ways to connect with an advisor by visiting spcollege.edu/advising.

Accelerated Credit Options
SPC wants to help you finish your degree. You may bring in up to 45 college credits through your life experience, military training, industry certification, test credit, and articulation agreements recognized by the college. Check with your advisor to learn more about each of these options. Visit spcollege.edu/earn-free-college-credit

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.

- **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. Visit stpe.co/studyabroad.

- **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 spcollege.edu/international-programs.
• **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! Visit [spcollege.edu/international-programs](http://spcollege.edu/international-programs).

• **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. Visit [spcollege.edu/international-programs](http://spcollege.edu/international-programs).

**Computer Labs**
Computer labs are available on campuses to meet your academic technology needs. Computers include Microsoft Office and other productivity software. You must have a valid student ID, and, in most cases, an SPC student username and password to log on to a computer. You should also use a flash drive or cloud-based account to save your work. Find out more about locations and hours at [spcollege.edu/computer-labs](http://spcollege.edu/computer-labs).

**Enrollment Verifications**
An enrollment verification is an official document verifying your enrollment status, attendance dates, and good academic standing. You can obtain up-to-date information on your enrollment status and student loan notices online in the MySPC portal. You can:
- Download and print enrollment verification certificates to provide to third parties
- Find out when deferment notices were sent to your student lenders
- View your enrollment history
- View proofs of enrollment sent on your behalf to student service providers
- Get a list of your student loan holders
- Print good student discount certificates

To access the National Student Clearinghouse:
- Log into your MySPC portal
- Choose My Status
- Choose My Academic Status
- Select the Enrollment Verification option from the left hand menu

**Excess Hours Advisory Statement**
Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. "Excess hours" are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120% x 120).

All students whose educational plan may include earning a baccalaureate degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

**FloridaShines**
FloridaShines offers an array of FREE online tools and resources designed to help students succeed in school, earn a college degree, and embark on a rewarding career. Sponsored by the Florida Department of Education, FloridaShines is also the website where SPC students may apply to be transient students at another Florida public college or university. Visit [floridashines.org](http://floridashines.org).
Free Tutoring and Classroom Support
The Learning Centers provide free on-site and online tutoring for writing, math, and science courses taught at SPC as well as computer assistance to help with software-enhanced coursework and/or basic computer applications. Tutor.com, a 24/7, on-demand service is available for free through MyCourses. Plus, the Virtual Learning Commons in MyCourses offers a number of 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. Visit spcollege.edu/tutoring.

Health Program Tutoring/New Initiative Program (NIP)
The New Initiative Program/Learning Support Center provides free tutoring to pre-health and health education students. Visit spcollege.edu/new-initiative-program.

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. Visit spcollege.edu/honors-program.

Learning Plan Tool
SPC has an online planning tool to help you automate picking classes that meet your degree requirements. By using the planner tool, sometimes referred to as MyLearningPlan, you will stay on track with your degree requirements. Explore our step-by-step tutorials to learn more. Visit stpe.co/videotutorial.

Library
Visit your campus library for resources, research and writing assistance, wireless access, study spaces, cloud-based copiers/printers, and technology use. You can check out materials or use any of the services our campus libraries provide by using your student ID. You can also use our online library and Ask A Librarian services to perform research or request assistance at your convenience. Plus, our partnership libraries on the Clearwater, St. Petersburg/Gibbs, and Seminole campuses offer the benefits of a public library and college library, all in one. Visit spcollege.edu/campus-libraries.

MyCourses Learning Management System
MyCourses is the learning management system used at SPC to help facilitate all online, live 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. To access MyCourses, visit spcollege.edu and click on “Titans Login.” Use your student email address and password to log in, then click on the MyCourses tile. 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. 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 give students a chance to interact with some of its most commonly used tools. The course consists of eleven modules and each one covers a specific topic related to student success and using online learning tools.

Online Classes
SPC offers a robust selection of online college courses and fully online programs. Most SPC programs can be completed 100% online. Online students have access to all student support services and the opportunity to participate in college activities either on-campus or from a distance. Learn more about becoming an online student at 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.

The CPT is required unless you entered ninth 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. The college offers college placement tests (PERT, Accuplacer) free of charge for all incoming students. For testing locations and hours, including distance testing, as well as test preparation resources and more, visit spcollege.edu/testing.

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

Transcripts
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 transcripts may be ordered by logging into your MySPC account. Visit spcollege.edu/transcripts.

Transferring to SPC
If you attended another college or university and want to attend SPC, you are considered a transfer student. To be admitted to SPC, you will need to submit official transcripts from every regionally accredited college that you’ve attended. It’s very important that SPC receives all of your official transcripts within your first term of admission or readmission, as it may impact your ability to enroll for subsequent terms. Students enrolled in a degree-seeking program will have a one-term grace period to submit all official transcripts. Giving your complete educational history to SPC allows you to:

- Receive credit for your previous work
- Minimize the potential for repeating courses at SPC that you already successfully completed elsewhere
- Simplify the registration process
- Save you time and money

Please note that limited-access programs may require receipt of all official transcripts for program admission, regardless of accreditation type.
Academic Policies  

College Preparatory Courses  
If your 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. For students who do not have SAT or ACT scores, the college offers placement tests (PERT, Accuplacer) free of charge.

If you entered ninth 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 one to two 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 will need to complete the state mandated prerequisites required for your major as part of your Associate in Arts (A.A.) degree. 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 across Florida institutions. 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 at 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 and documentation as possible. For detailed information see Board of Trustees’ procedure P6Hx23-4.36 (Student Grievances and Appeals), P6Hx23-4.46 (Program-Based Good Academic Standing, Academic Warning, Probation, Suspension, and Dismissal), and P6Hx23-4.461 (Academic Affairs: Academic Honesty Policies). Visit web.spcollege.edu/botrules for more information.

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. Visit spcollege.edu/student-rights.

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. Visit spcollege.edu/student-rights.
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, 48 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 nine 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 BOT Procedure 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 BOT Procedure P6Hx23-4.15 at web.spcollege.edu/botrules (Sec. IV).

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. Visit spcollege.edu/student-rights.

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 your 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/student-rights. See BOT Procedure P6Hx23-4.15 at web.spcollege.edu/botrules (Sec. I).
Register for classes 24/7
Registering for classes online is easier than ever. Make sure to connect with an advisor, preferably your assigned advisor, to ensure your learning plan is up to date. Your approved learning plan will speed up the registration process and help take the guesswork of deciding what courses to take for your program. 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?
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. Select the My Account tile for additional information and payment options.

- 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 by visiting spcollege.edu/tuition. If you decide to pay online, please use a browser other than Safari, as this browser is not compatible for online payments.

- 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. Visit spcollege.edu/payment-plan.

- Florida PrePaid Tuition Plan  
SPC accepts Florida PrePaid (FPP) college funds. SPC students are no longer required to request that FPP be processed. Please allow one business day after registering for classes for your FPP to be processed and to check your balance due. Visit spcollege.edu/florida-prepaid.

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

Financial aid
Get details at spcollege.edu/financial-aid, and read more later in this section.

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 List 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  
Visit spcollege.edu/student-ID and follow the steps to obtain your ID card online or on campus. Your ID card allows you to check out library materials, attend student events, use computer labs, and use campus wellness centers. You can also enjoy free PSTA bus service with your SPC student ID card.

- Activate your refund preference  
If you are 16 years old as of the first day of classes and enrolled in at least one credit hour, you will receive any 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 spcollege.edu/bankmobile.
**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](http://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. Visit [spcollege.edu/student-life-leadership](http://spcollege.edu/student-life-leadership).

**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 can also get involved in your campus Student Government Association. Visit [spcollege.edu/student-life-leadership](http://spcollege.edu/student-life-leadership).

**Event Calendar**
The college offers a wide variety of events on campus, online, and in the local community throughout the year. Students can attend shows and exhibits at the Palladium Theatre, the Leepa-Rattner Museum of Arts, as well as productions by our Performing Arts program students. Stay in virtual touch with your campus community and join us for a variety of seminars, workshops, and even trivia nights! Find out more about upcoming events by using TitanConnect at [titanconnect.spcollege.edu](http://titanconnect.spcollege.edu) or download the app by searching for TitanConnect events hosted by Presence, Inc.

**Student Lounges**
Most campuses have a student lounge where students can relax, study, watch TV, play pool, table tennis, and other games. **Get connected:** Connect with SPC online to keep up with college news, events, and more. You can find all of SPC’s social media accounts at [spcollege.edu/social-media](http://spcollege.edu/social-media).

**Student Publications**
Explore SPC publications at [spcollege.edu/social-media](http://spcollege.edu/social-media). The official student newspaper of SPC is available at [Sandbox.spcollege.edu](http://Sandbox.spcollege.edu).

**Student Recreational Activities**
SPC sponsors many intramural and recreational activities that provide friendly, organized competition. These include basketball, table tennis, bowling, flag football, volleyball and soccer. Each student is responsible for accident insurance. Stop by the Student Life and Leadership Office for details. Visit [spcollege.edu/student-life-leadership](http://spcollege.edu/student-life-leadership).

**Volunteer**
SPC looks forward to welcoming you as an integral part of our volunteer team. Check out exciting volunteer opportunities at [spcollege.edu/volunteer](http://spcollege.edu/volunteer) and get involved with your local school community. Your time, knowledge, and experience can make a significant difference in the lives of our dedicated students. We appreciate our volunteers’ consideration and sincerely value their service.

**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. Visit [spcollege.edu/wellness-centers](http://spcollege.edu/wellness-centers).
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 oversee a variety of services, including classroom and testing accessibility, sign language interpreters, assistive technology, and training through the Accessibility Services office on each campus. Visit spcollege.edu/accessibility-services.

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 collegewide Security at 727-791-2560. In an emergency, call 911 then notify the security office. Visit spcollege.edu/safety-security and spcemergency.com 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
- Hurricane preparedness
- 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/career-services.

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. Graduation ceremonies for the college are held two times a year, at the conclusion of the fall and spring terms. Students who complete graduation requirements in the summer term may participate in either the spring or fall ceremony. Since SPC holds the commencement ceremony prior to degrees being verified, students are considered a candidate for graduation. For questions regarding the commencement ceremony, visit spcollege.edu/graduation.

Emergency Preparedness
SPC’s Office of Emergency Management is dedicated to the safety of students, staff, and visitors. For all emergency situations (hurricane, tornado, bomb threat, evacuation, etc.), students should stay informed by visiting SPC’s Emergency and Hurricane Preparedness website at spcemergency.com, and by registering their phones for SPC Emergency Alerts in their MySPC profile under My Personal Information menu, select Phone Numbers to update home and/or cell number. Select Emergency Notification to confirm if you want to be contacted by cell phone and/or text message and hit Save. Then text YES to 68453 from your cell phone to opt-in for texts. (Persons opted in in the past do not need to opt in again.) We encourage students and staff to read the Emergency Response Guide posted in each building, know where to go during an emergency situation, and have a plan for anticipated emergency situations. Being prepared is everyone’s responsibility. Updates can also be found by calling or visiting the sites below, and via local news outlets:
- Emergencies – Call 911
- Call SPC Security – 727-791-2560
- Visit SPCemergency.com
- SPC toll-free number – 866-822-3978
- MySPC login – Register your cell phone for emergency alerts
Food Services
Nearly every campus has a place to snack between classes. Explore your options at spcollege.edu/food-services.

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 to the student’s SPC email account within six weeks after the term begins. At the end of each term, students who meet all graduation requirements will automatically be awarded their degree or certificate. Students are responsible for determining all graduation requirements are complete. Please review your progress by logging in to MySPC and choosing the My Academics tile, then choose Academic Progress in the navigation bar. 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. For further details, visit 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.

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. Visit spcollege.edu/bus-service.

Student Assistance Counseling Program
If you need support, advice, or just a friendly ear, help is only a phone call away. SPC offers this service FREE to SPC students. Visit spcollege.edu/counseling-services.

Student ID/Library Card
Your ID card allows you to check out library materials, attend student events, use computer labs, and exercise at any campus wellness center. Your photo ID card also allows you to enjoy free PSTA bus service and free entrance to some special and cultural events. To get a student ID card, you should first visit spcollege.edu/student-ID and make sure you meet all of the requirements and can gather the required information. You can then request an application by sending an email to studentIDcards@spcollege.edu. Once you have sent the application, no further action is needed unless additional information is requested. Student ID cards are printed after the third week of classes after the start of each semester, and you should allow for a 30-day turnaround from that time to receive your ID card in the mail. Visit spcollege.edu/student-ID for more information.
**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 tutoring, academic advisement, textbook & laptop lending, scholarships, cultural events, and a list of additional services to ensure retention and graduation. Visit [spcollege.edu/sss](http://spcollege.edu/sss).

**Technical Support Center**
From registration to coursework to email and everything in between, the support center can assist with technical issues related to MySPC, MyCourses, student email, and other technology-related issues. Hours are 7 a.m. to midnight, seven days a week. They can be reached at 727-341-4357 or via email at onlinehelp@spcollege.edu. Visit [support.spcollege.edu](http://support.spcollege.edu) for more information.

**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. Visit [spcollege.edu/textbooks](http://spcollege.edu/textbooks).

**Titans Care Centers**
SPC is here to help you navigate student life and offers assistance in several areas to help you stay safe and healthy. Whether you need child care assistance, community resources for life issues, counseling services, food pantries, or free bus rides, we are here to help. Visit [spcollege.edu/titans-care-resources](http://spcollege.edu/titans-care-resources) for more information.

**Veterans Services**
SPC 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. Visit [spcollege.edu/veterans-services](http://spcollege.edu/veterans-services).

**Women on the Way (WOW)**
Through collaboration and support, Women on the Way (WOW) empowers and inspires students to be resilient in achieving success. The program has been helping women succeed since 1981. WOW, located on SPC’s Clearwater, Seminole, and St. Petersburg/Gibbs campuses, serves as a resource and support program designed to meet the educational needs of enrolled students who are seeking to complete a college degree or certification. Visit [spcollege.edu/wow](http://spcollege.edu/wow).
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 under the Financial Aid tile, or visit spcollege.edu/financial-aid 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.gov.

Contact Us
Financial Aid Services is here to help! Ask questions using the most convenient method for you.
Choose from:
- PHONE – Call 727-791-2485
- PETE – Our chatbot answers questions 24/7/365. To find PETE, go to spcollege.edu/financial-aid and look in the lower right corner.
- ONLINE – Submit your question online at spcollege.edu/askfas and select “Online.”
- VIRTUAL – Speak with a live SPC financial aid counselor at spcollege.edu/askfas and select “Virtual.”
- ON CAMPUS – Find campus hours and locations at spcollege.edu/askfas and select “On Campus.”
- WEBSITE – Search spcollege.edu/financial-aid for detailed information, including instructional videos, on all financial aid topics.
- Student loan questions can be answered by logging into iOnTuition through MySPC or by calling i3 Group at 855-693-4932.

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 Module 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 in which you are enrolled. Visit spcollege.edu/receiving-financial-aid.

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. Visit spcollege.edu/financial-aid.

Book Line of Credit
If your financial aid exceeds your tuition and fees 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. The bookstore will have your information on file and will apply your available book charges against your student account. Visit spcollege.edu/book-line-of-credit.

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 – If your loan is for fall and spring, it will be disbursed in two payments, one half during the fourth week of your fall enrollment and one half during the fourth week of your spring enrollment. If your loan is for one term only, the entire loan will be disbursed in one payment during the fourth week of your enrollment for that 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, the Book Line of Credit and first day book charges. The excess funds will be refunded to the 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 in which you are enrolled. Visit sopcollege.edu/financial-aid-refunds 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. Visit sopcollege.edu/student-employment.

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. Visit sopcollege.edu/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. Visit sopcollege.edu/withdrawals.

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.

iontuitionTM, 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. Visit sopcollege.edu/its-my-future.
Student Right-to-Know
Compliance and policy information for the following topics can be found at spcollege.edu/student-rights.

**Academic Policies**
- Academic Calendar
- Academic Honesty Policies, Honor Code
- Academic Integrity Policies and Procedures
- Academic Standing Policy
- Accreditation
- Articulation Agreements
- Attendance
- Auditing Classes Procedure
- College Catalog
- College of Education 2020-21 Title II EPI Report
- College of Education 2020-21 Title II ITP Report
- Course Repeat Procedure
- Current degree programs – Degrees + Training
- Current degree programs – Program Explorer
- Disciplinary Procedure
- Drop with a Refund
- Faculty and Instructional Personnel
- Faculty Resources
- Family Educational Rights and Privacy Act (FERPA)
- Florida Virtual Campus
- General Educational Development (GED)
- General Education Requirements
- Grading System
- Health and Safety Exemption Requirement
- Health Program Admissions
- Incomplete Grades Procedure
- Online Services
- Residents Outside of Florida and Professional Licensure
- Student Code of Conduct
- Student Ombudsman Office
- Student Organization Procedure
- Teach-Out Plan (Substantive Change)
- Transfer of Credit Procedure
- Withdrawal
- Warning, Probation, Suspension and Dismissal Procedure

**Admissions**
- Academic Programs
- Admission
- Admission Application
- Compensation for Recruiters and Admissions Staff
- Future Titans
- Program Admission Requirements
- Readmission
- Transfer Credit

**Safety and Security**
- Access to SPC Campuses
- Annual Security Report
- Campus Crime Reports
- Daily Crime Log
- Emergency Response/Evacuation
- Missing Student Notification Policy and Procedure
- Parking
- Reporting Abuse of a Minor
- Reporting a Crime/Important Numbers
- Safety Tips
- Sexual Harassment Policies and Information
- Sexual Offenders and Predators List
- Sexual Violence and Misconduct
- Threat Assessment
- Timely Warnings and Emergency Notifications
- Weapons and Firearms on Campus

**Disputes and Appeals**
- Complaints
- Contact SPC
- Discrimination Policy and Information
- Equal Opportunity/Equal Access
- Grievances and Appeals
- Student Ombudsman Office
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. Visit spcollege.edu/student-rights for more information.

Controlled Substances, Alcoholic Beverages, Tobacco, and Smoking

The SPC Code of Conduct prohibits the possession or consumption of alcoholic beverages, and/or the use, possession, sale, barter, exchange, gift, distribution, or other transaction of any drugs which would be in violation of state or federal law at any college-related event. See BOT Procedure 6Hx23-4.33. SPC is a tobacco and smoke-free college. Smoking and/or the use of any tobacco is prohibited in all College facilities and on all College property, without exception, including but not limited to, all buildings and portions of buildings owned or leased by the College, including, without limitation, atria, entry ways and enclosed hallways within buildings. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrances and exit ways, and any other areas of the College campus. See BOT Procedure P64x23-1.37. The priority of the College with respect to alcohol, drugs, tobacco, and smoking is to ensure the safety and well-being of students and comply with all applicable laws. Sanctions for violations can include, in severe cases, suspension and dismissal from the College, as well as criminal penalties related to Florida Statute Chapter 893 and/or any applicable state or federal laws. Visit stpe.co/flstatutech893 for more information.

Copyright Regulations

SPC supports and encourages its employees and students to develop scholarly and creative works and educational materials and products (intellectual property) which may be subject to copyright, trademark, or patent regulations and which may generate royalty income. Also, ownership in a work prohibits another’s copying of the work or distributing copies of the work unless one or more of the following apply:

- the work was never copyrighted
- the copyright in the work has expired
- the work lies in the public domain
- the copying and/or distribution falls within “fair use” privileged under Section 107 of the Copyright Act of 1976
- the copying and/or distribution falls under certain library or archival copying privileged under Section 108 of the Copyright Act of 1976
- the copyright owner has given appropriate permission
The College’s rules and procedures are designed to balance, protect, and define the respective rights of St. Petersburg College, its employees and students regarding intellectual property and copyright laws. Refer to Board of Trustees’ Rules and Procedures 6Hx23-1.35, P6Hx23-1.351 for copyright policies and a description of published and unpublished materials that may be subject to copyright regulations. Visit web.spcollege.edu/botrules for more information.

**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.

**HIV/AIDS**

Information on the Human Immunodeficiency Virus and its prevention can be found at hivinfo.nih.gov.

**Reporting Abuse of a Minor**

Under Florida Law, all persons have a legal obligation to report suspected instances of child abuse, neglect or abandonment, regardless of whether an alleged perpetrator is the child’s parent, legal custodian, caregiver or other person responsible for the child’s welfare. Get more information on reporting obligations at the Florida Abuse Hotline (1-800-962-2873) or online via the website Florida Department of Children and Families website. In addition, Florida college administrators are obligated to timely report, under penalty of law, any knowledge or reasonable suspicion that an abuse, neglect or abandonment of a minor has occurred on college property or during a college sponsored activity, event or function. All students and employees who have knowledge of, or have reasonable cause to suspect, the abuse, neglect or abandonment of a minor on campus must report such knowledge or suspicion to Campus Security (727-791-2560) and to the Campus Provost, and as may be appropriate, to the Florida Abuse Hotline. Remember, if there is an emergency, first dial 911 for emergency assistance, and then Campus Security. Failure to properly report may result in substantial institutional sanctions and employee discipline. For more information regarding the definitions of abuse and neglect, sanctions for non-compliance, and reporting obligations of college employees, please see the Board of Trustees’ College Procedure at Reporting Abuse of a Minor.

**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/student-rights 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**

SPC is committed to preventing 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
- 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/student-rights.

Students also have a responsibility to keep the information in their student record up-to-date. Some of these changes (address, phone number, home email) can be done by the student in MySPC under the Profile tab. However, name, date of birth, and social security number changes must be initiated by the student completing a Request for Change of Official SPC Records form and submitting it to the Admissions and Records Department. Forms can be found at spcollege.edu/forms-online.

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/service-animals.
MySPC

YOUR COLLEGE EXPERIENCE AT YOUR FINGERTIPS!

What you can do in MySPC:

• Register and pay for classes
• Check your financial aid status
• Update your contact information
• View your To-Do List
• Contact an academic advisor
• Request an official transcript or view your unofficial transcript
• Print enrollment verification certificates
• Connect to student resources such as tutoring
• Link to the calendar to stay involved with SPC events
• And much more!

EASY TO USE AND MOBILE FRIENDLY

spc.edu/myspc