



Registration Procedures Dual Credit Students

Dual credit forms and information can be found at our website at www.southplainscollege.edu
Click on: Information for... / High School Students / Dual Credit

Important Dates:

Online early registration opens April 15, 2008 for Summer I, II and Fall 2008

Summer I 2008:

Payment deadline: **May 22, 2008 at 3:00 p.m.**

+Late registration: June 2, 2008

Summer II 2008:

Payment deadline: **July 2, 2008 at 3:00 p.m.**

+Late Registration: July 8, 2008

Fall 2008:

Payment deadline: **August 14, 2008 at 3:00 p.m.**

+Late Registration: August 25-26, 2008

+During late registration, you must make payment the day you register for classes.

Requirements:

The following documents must be **completed and on file** in the Admissions and Records office **before** you will be allowed to register:

- ___ Application for admission
- ___ Official high school transcript (required only Fall semester if enrolling both Fall and Spring) **
- ___ Dual Credit/Early Admission Application (signed by student, parent, and principal – *every* semester) **
- ___ Test Scores (TAKS, THEA, Accuplacer)

Test dates for THEA and Accuplacer are located at the South Plains College counseling website at <http://www2.southplainscollege.edu/information-for/current-spc-students/testing-tsi-information>.

**Required documents for returning students only

Registration Instructions:

You will need your student ID and PIN number. Your student ID and PIN will be on your acceptance letter, which you will receive **after** submitting your application for admission.

1. Access **MySPC** Login at <https://myspc.southplainscollege.edu>.
2. You will login by a username and password automatically setup.
 - Username: In most cases, your username will be your first initial of your first name followed by the first eleven letters of your last name and the last four digits of your SPC assigned student ID number.
 - Password: Your password will be your four digit PIN number assigned to you upon acceptance.
3. On the left side of the **MySPC** Home page, click on “**Student CampusConnect**.”
4. Click on “Click here to access CampusConnect”.
5. Click on the “Registration” heading, then “Add/Drop Courses”
6. On the left, highlight semester for which you are registering, and scroll down to find your high school on the right.
7. Highlight your high school. High school names are listed below the department listings.
8. Click on “List Courses”.
9. Click on the “Add” button adjacent to the course(s) you wish to add. The course(s) will be added to your schedule in the top portion of the screen. If you decide to drop courses during the online registration period, you may do so by selecting the “Drop” button listed next to the course.
10. When you have added all of your course(s), click on the “Student Information” heading. Click on “**Review/Pay Account**” to print your class schedule and to pay your bill. **Your schedule will be deleted if payment is not received by the deadline.**

Important Reminders:

- **Make sure you have registered in the correct dual credit course(s) offered at your high school, and not on the SPC campus.**
- **Pay tuition and fees by required deadline.**
- **If you have any questions, please email one of the following individuals: ccantu@southplainscollege.edu, tsalinas@southplainscollege.edu or arangel@southplainscollege.edu.**