



# South Plains College

## New Student Checklist

Congratulations on your decision to reach higher and go further with your education. The processes can run smoothly if you know what to do and how to do it. The checklist below is a step-by-step process designed to help you make this happen.

### STEP 1 - Paperwork:

- ✓ Application for Admission (No fee)
- ✓ Official Transcripts for all Academic Work (High School, Colleges, GED) High School transcripts must include date of graduation and all final grades. If using for TSI exemption, complete test scores must be included.
- ✓ Test Scores / TSI Placement Testing Students will not be allowed to register for classes until they have taken the placement exam or proven their exemption.
- ✓ Financial Aid paperwork There are deadlines that occur a few months prior to the start of the term so get it done early. You may complete the applications after the deadlines, but your financial aid money may not be available by the payment deadline for the school. See the website for full details.
- ✓ Apply for Scholarships Nearly all scholarships have early deadlines so make this a top priority. Even if you do not feel like you are academically qualified for a scholarship, go ahead and apply. Several smaller department scholarships are offered every year for students (such as playing in the SPC bands, journalism scholarships, etc.)
- ✓ Contacted program about specific admission requirements. Vocational Nursing, Radiology, Cosmetology, Emergency Medical Services, Law Enforcement Academy, and other programs have specific admission requirements that need to be met sometimes months in advance before enrolling. Please check with the program you are applying for to see what pre-requisites must be completed. (testing, CPR certifications, age limit, coursework, etc.)
- ✓ Housing Application Students are encouraged to apply early for dorm housing. See our website for full details on dorms, meal plans, and other important information [here](#).
- ✓ Student with Disability? Whether you have a learning disability or physical impairment, you can contact the Special Services office for accommodations information.
- ✓ Military Veterans Get your paperwork together to access any education benefits you have earned for your service. South Plains College has staff trained to deal specifically with veteran's educational benefits.

### DOUBLE-CHECK

What you should be looking for:

- Acceptance Letter – Will include a list of anything else needed in admission.
- Campus Connect / MySPC log-in information. Printed on your acceptance letter.
- SPC email account info. Printed on your acceptance letter. All official correspondence from that point is going to be by SPC email.
- Log in and check testing info in Campus Connect. If it is not correct check with admissions.
- Check Financial aid status with Campus Connect, see if anything is needed.
- Scholarship award letters
- Program admission letters / Program specific requirements (list of tools/supplies)
- Dorm assignment

*Procrastinating paperwork can cause you to miss deadlines and ruin your shot at scholarships and other services. Always work 9-12 months ahead so you have plenty of time to turn any mistakes around.*

## Don't Forget to Get:

**Parking Permit** – Available in the Dean of Students office

**Student ID** – Available in the Student Center Office near the game room

## Before Classes Begin:

**Attend an Orientation (New Student Experience)** A one day seminar on college success. You can meet with an advisor and register for classes on this date. It is a great way to take care of everything in one shot.

**Meet with an Advisor.** The one relationship that every student should establish early is that of a faculty mentor / advisor. Your

advisor can help you select classes based on your individual goals, provide help in choosing your next steps after South Plains College, and help you through any tough spots in your degree. Advisors know the resources on campus and help get you connected with what you need.

**Register for Classes:** Using the log-in information from your acceptance letter pull up your Campus Connect account. (Link available from the SPC homepage) Add the courses you have selected, then choose “Review / Pay Account” from the menu. Print your bill and schedule.

**Pay for your classes:** Pre-registered classes have a payment deadline approximately two to three weeks prior to the start of the term. The exact date will be on the bottom of your bill that you printed. You must pay the balance or sign a contract for installment payments by that date or your schedule will be dropped and you may not get back into the classes you selected.

**Want a Scholarship? Take the SAT or ACT:** Though not required for admission at SPC, one or both of these tests are required for most scholarships. Depending on your scores, you could be granted credit for some college courses. You want to take this test no later than the fall of your senior year of high school. Many students will take it their junior year so if their scores need improvement they have time to retake it before deadlines.

**Take a tour:** Find out more about the college you plan to attend. Give us the chance to impress you, and find out if SPC is the best fit for you and your goals. (call 806-716-2113 to schedule)

## Make a file, Keep a Copy of everything important.

- **Transcripts:** Anytime you request a transcript to be sent somewhere, have a second copy sent to you. In case of a mailing mishap you can hand-deliver the transcript to the requesting office
- **Correspondence:** Anything sent from the college needs to be filed for a just-in-case scenario. Emails need to be printed and filed as well.
- **Financial Aid:** There is a great deal of paperwork involved between filing the FAFSA and receiving aid. Keep the paperwork and keep it organized.
- **Syllabi:** Every instructor in college will provide you with a syllabus detailing aspects of the course. Keep a syllabus file so that when you transfer, if there are any questions that arise you can provide this information to the college you transfer to. Many out of state colleges and universities will request this and information from the catalog.

