

**DUAL ENROLLMENT WELCOME/INSTRUCTIONS
(FALL/SPRING/SUMMER 2016-17)
PRIVATE SCHOOL/HOMESCHOOL STUDENTS**

Welcome to the Dual Enrollment (DE) Program. We are excited you have made the choice to accelerate your education. It is our hope your college experience will be one that is both exciting and rewarding. Please keep these instructions in a place where you will be able to reference them throughout the semester.

The following DE office locations are set up to help ensure your success as a dual enrolled student. Please contact the appropriate DE office should you require additional information or assistance:

North County DE Office (for private schools/homeschools north of Ulmerton Road)

Location: SPC Tarpon Springs Campus (PS Bldg.), Coordinator: Clayton Snare, snare.clayton@spcollege.edu, 727-712-5281, Administrative Specialist: Naly Lattenhauer, lattenhauer.naly@spcollege.edu, 727-712-5400

South County DE Office (for private schools/homeschools south of Ulmerton Road)

Location: SPC Seminole Campus (Library-LI 107), Coordinator: Judy Colson, colson.judy@spcollege.edu, 727-394-6164, Administrative Specialist: Margaret Miller, miller.margaret@spcollege.edu, 727-394-6023

 **As a DE student, you are not permitted to use self-service to enroll or make changes to your class schedule. You **MUST** contact the DE office while registered as a DE student. Self-service changes will not be acknowledged, and students will be held responsible for their actions.**

INSTRUCTIONS TO SEARCH FOR AVAILABLE CLASS SECTIONS

Your selections will need to be provided to the DE Office so you can be enrolled by SPC staff prior to classes filling.

STEP 1: You do not have to log in to search for classes. Go to the SPC homepage at www.spcollege.edu and click on the **Academics** tab near the top of the screen. 

STEP 2: On the dropdown menu, click on **Search for Classes** under Areas of Study.

STEP 3: Enter the **Term** using the lookup table:  (Fall 2016-17=0520, viewable Apr. 4, 2016; Spring 2016-17=0525, viewable Oct. 10, 2016; Summer 2016-17=0530, viewable Mar. 6, 2017; Fall 2017-18=0535, viewable Apr. 3, 2017)

***NOTE:** Viewable dates are subject to change.*

STEP 4: Under *Class Search Criteria*, fill in the **Subject** and **Course Number** fields (i.e., Composition I is ENC 1101), or click on  for assistance. **Private school students: You can only enroll in classes that your high school counselor or private provider has granted permission for you to take. Homeschool students: You can only enroll in classes that the person managing your curriculum has granted permission for you to take.**

***NOTE:** To further narrow your results, you can select a **specific campus**.*

STEP 5: Click on the SEARCH button to locate class days and times that work with your high school schedule. The first column is the Class Number. The second column, Section, shows the section number and class-type indicator (i.e., LEC for Lecture), as well as the Academic Session (i.e., Regular, Express, etc.). **The Class Number in the first column is the number you need to provide to the DE office in order to be enrolled.** To view prerequisites for a class, click on its Class or Section link and review the Course Description.

STEP 6: Contact the appropriate DE office at SPC with your selected classes as early as possible once registration has opened so you can be enrolled. **You are not enrolled until this contact has been made.**

***NOTE:** The last day to register for online (Internet) classes is the Friday (2 pm) before classes begin.*

 **SEE REVERSE SIDE FOR FURTHER IMPORTANT INFORMATION REGARDING YOUR DE CLASSES.**

PRINTING YOUR SCHEDULE: To print your schedule, click on the Student Login button on the SPC homepage (www.spcollege.edu) or <http://my.spcollege.edu> and then click on MySPC to log in with your SPC e-mail address and password. Under the *Register for Classes* tab, choose the **Print Schedule** option and the correct **Term** for the fee (class) schedule you need to print.



SCHEDULE CHANGES/DROP/WITHDRAWAL: *Private school students:* You **must** have your school counselor or private provider send a revised permission form or e-mail the DE office with any change, drop, or withdrawal requests. *Homeschool students:* You **must** e-mail the DE office from your student e-mail account, located on MySPC, with any change, drop or withdrawal requests. It is your responsibility to follow up and confirm all changes with the DE office. **Specific deadlines set for each term can be found in the SPC Academic Calendar (www.spcollege.edu/calendar).**

CAMPUS RESOURCES: SPC provides many helpful academic support and student success resources. These can be found on the SPC homepage at <http://www.spcollege.edu/support/>. In addition, a Technical Support HelpDesk is available to students at 727-341-HELP (4357) or <http://webapps.spcollege.edu/helpdesk/> for issues related to MyCourses, login, etc.



Got an Academic Plan? We do.

My Learning Plan (MLP) is an online tool available to assist you in planning out the courses you will need to complete a college degree. We recommend you meet with an advisor on an SPC campus or attend a scheduled MLP workshop to learn more. Visit <http://www.spcollege.edu/central/de/resources.htm> to learn how to create an MLP.

MLP is your road map to college success!

PHOTO ID/LIBRARY CARDS: College photo identification cards are available to you at no charge. The ID card allows a student to gain admission to student computer labs, wellness centers and other College activities, is a debit card for library copiers and printers, and now allows students free bus transportation on PSTA. To obtain your ID card, you will need to show a copy of your fee (class) schedule showing a zero fee balance, along with photo identification and vehicle information. Cards are available at the following campus locations: **Seminole Campus** – UP 192; **Clearwater Campus** – Library; **Tarpon Springs Campus** – Library; **St. Petersburg/Gibbs Campus** – TE 200 & AD 121. This service is also available at other campus locations; however, days/hours may vary.

TEXTBOOKS: You are responsible for the cost of your textbooks. If you choose to obtain your textbook from the SPC campus bookstore, please bring a copy of your fee (class) schedule and a photo ID.

MYCOURSES: For all classes you are enrolled in, including online (Internet) or blended (partially online), you will most likely need to log in to MyCourses. You can access MyCourses via the Student Login button on the SPC homepage (www.spcollege.edu) or <https://mycourses.spcollege.edu> where you can view your course and syllabus. For information on using MyCourses, click on the “Introduction to MyCourses” link under Training. Then click on “Course Content,” watch the introductory video and go through the Table of Contents, clicking on each entry. **Please note the instructor controls when content is made available to students.**

E-MAIL: Your student e-mail is the primary method of communication between you and the College. Please be sure you check it regularly via the Student Login button on the SPC homepage (www.spcollege.edu) or <http://my.spcollege.edu>.



We look forward to assisting you throughout your dual enrollment journey!