



How to Get Registered for Dual Enrollment Classes at SPC
PINELLAS COUNTY SCHOOL STUDENTS
(High Schools Located South of Gulf-to-Bay Boulevard)



The SPC DE office is set up to help ensure your success as a dual enrollment student. Please contact this SPC DE office should you require additional information or assistance:

SPC Dual Enrollment South County Office

Location: SPC Seminole Campus (LI-107)

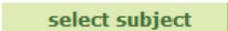
Coordinator: Sherry Pantelides Pantelides.Sherry@spcollege.edu, 727-394-6164

Administrative Specialist: Adrienne Harker Harker.Adrienne@spcollege.edu, 727-394-6023

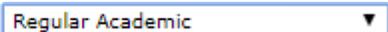
INSTRUCTIONS TO SEARCH FOR AVAILABLE CLASSES

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 *Current Students*. Under *Academics*, click on *Search for Classes*.

STEP 2: Enter the **Term** using the lookup table: 
Spring 2018-2019=0555, viewable Oct. 8, 2018 Summer 2018-19=0560, viewable Mar. 4, 2019
Fall 2019-2020=0565, viewable Apr. 1, 2019 **NOTE:** Viewable dates are subject to change.

STEP 3: Under *Class Search Criteria*, fill in the **Subject** and **Course Number** fields (i.e., Composition I is ENC 1101), or click on *Select Subject* for assistance. 

NOTE: To further narrow your results, select a **specific campus** at the bottom of the page. Click on the green triangle next to *Additional Search Criteria*, then click on the dropdown menu for *Session* and choose *Regular Academic*.

 Additional Search Criteria  Session 

STEP 4: Click on the  button to locate class days and times that do not conflict with your high school schedule. On the search results page, the first column shows the class number. **The class number is the number you need to provide to the DE office in order to be enrolled.** The second column shows the section number, as well as the academic session (i.e., Regular, Express, etc.). Click on a Class or Section link to review the Course Description.

Please have several alternate choices included on your permission in case your first choice is not available.

- ❖ Dual enrollment students **do not** have access to self-enrollment.
- ❖ Be aware some classes may have **pre- or co-requisites**.
- ❖ **Online** course enrollment is limited to **one** course per semester **after** the student has successfully completed dual enrollment coursework, as demonstrated by an SPC GPA of 3.0 or higher in these courses.
- ❖ Express courses are **not permitted**. Students should select classes that are offered in the **regular session**.
- ❖ You can only enroll in classes that your high school counselor has granted permission for you to take. Any changes will require written permission from your counselor to the DE office.

STEP 5: Complete your permission form with your selected classes and remember to include the class number. Submit your completed/signed form to your high school counselor. Upon receipt of the enrollment confirmation email, please verify that the class(es) are at the correct day/time and campus. You will also want to carefully read the DE Welcome/Instruction Letter and mark the book pick-up day on your calendar.

You are not enrolled until you have received confirmation from either the DE office or your counselor.