

## How to Get Registered for Dual Enrollment Classes at SPC PINELLAS COUNTY SCHOOL STUDENTS

(High Schools located south of Gulf-to-Bay Blvd.)



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 Bldg.)

Coordinator: Sherry Pantelides 727-394-6164, Administrative Specialist: Adrienne Harker 727-394-6023

E-mail: DE\_SouthCounty@SPCollege.edu

## **INSTRUCTIONS TO SEARCH FOR AVAILABLE CLASSES**

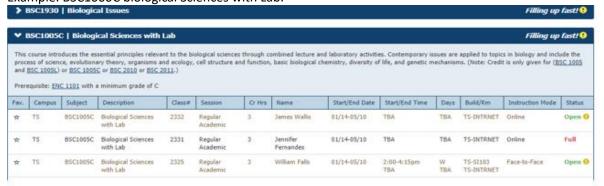
STEP 1: You do not have to log in. Use this link: https://web.spcollege.edu/classes

**STEP 2:** Begin on the Left side of the page under Class Search.



Click on any letter. For example: click on the letter B and it will provide you a list of classes that start with the letter B. Or use the list search bar below and enter any keyword you choose. I.E.: Composition and click on Find. It will supply you with any course entitled Composition.

**STEP 3:** Click on the arrow on the left of the course title, and you can access course information and class sections. Example: BSC1000C biological Sciences with Lab.



STEP 4: Refine your search by campus, modality, day of the week, times and session type.

FILTER CLASS BY CAMPUS

FIND CLASSES BY MODALITY

FILTER CLASS BY DAY

FILTER CLASS BY TIME

FILTER CLASS BY SESSION

A class that is open at the time of your search may not have available seats at the time of actual registration. For this reason, several alternate choices should be included on your permission form.

- 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.

**STEP 6:** 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.