



# Summer Dual Enrollment Textbooks

**WHO:** All PCS part-time DE and full-time EA & ECP Students scheduled for course(s) at an SPC Campus in Summer Term 2025

**WHAT:** Book process for PCS Dual Enrolled Students to pick up and/or order the required textbooks and materials for SPC courses in Fall 2025

**WHEN:** Monday, May 12, 2025 thru Friday, May 16, 2025 between the hours of 9:00 am and 4:00 pm

**Note:** Students who do not return Spring term books to the bookstore the end of the SPC Spring semester will not be eligible to receive DE textbooks/materials and will also be subject to removal from Summer/Fall Dual Enrollment. Students who do not report to an SPC Campus Bookstore during the designated period noted above **will be responsible for the purchase of their textbooks/materials at their own expense.** This is the ONLY opportunity for students to obtain summer term books at no expense – parent or designee may pick up book(s) on behalf of the student if the student is not available

## **Process for getting your books:**

1) Student MUST be able to access and retrieve emails via their MySPC live email account; double check this is working PRIOR to reporting to an SPC Campus bookstore, note there will be an authentication process to follow.

- To activate your MySPC live email, go to [www.spcollege.edu](http://www.spcollege.edu) and click on the Titans Login at the top.
- Type in your email address in the login.
- From the Titan Hub, look for the widget titled "Email & OneDrive" and click on "Connect Account", then follow the prompts to set up Multifactor Authentication (MFA). This is an Outlook email account.

2) Student creates their own personal Student Bookstore Account – this is MANDATORY and must be completed PRIOR to reporting to an SPC Campus Bookstore. Use the QR code below to see instructions for creating your Student Bookstore Account.

3) Student or designee will need to know their SPC ID when they pickup books at the Bookstore.



## **SPC Bookstore Locations:**

- Clearwater – 2465 Drew St., Clearwater, Student Activities Bldg
- Seminole – 9200 113th Street North, Seminole
- St Petersburg Gibbs – 6700 Seventh Avenue N., St Petersburg
- Tarpon Springs – 674 East Klosterman Rd., Tarpon Springs

Bookstore personnel will assist student or designee to login to bookstore account; bookstore personnel will place the order; student to check SPC live email account regularly for status of orders. Orders MUST be picked up from the bookstore no later than May 12th or student becomes responsible to purchase at his/her own expense.





## Authorization for Parent/Designee to Pick Up Textbook(s)/Materials for DE Student

Students unable to attend book week may send parent or designee to pick up books, to do so,  
Student **MUST**:

**1) Set up bookstore account ahead of time and record login information for same below for  
parent/designee to share with Bookstore Representative;**

**2) Complete the following to send with parent/designee on book day to present to the Bookstore**

I, \_\_\_\_\_, dual enrollment student at \_\_\_\_\_, authorize  
(Print DE student Name) (Print HS Name)

\_\_\_\_\_ to pick up textbooks needed for Dual Enrollment  
(person picking up textbooks)

on my behalf.

\_\_\_\_\_  
(Signature of DE Student)

\_\_\_\_\_  
(SPC ID Number)

\_\_\_\_\_  
(Cell Phone Number)

### Book Store Account Information

Username: \_\_\_\_\_

Password: \_\_\_\_\_