Registration Procedures
Dual Credit Students
Dual credit forms and information can be found at our website at www.southplainscollege.edu/dualcredit
Click on: How to Enroll

Important Dates:
- Spring 2017 – SPC Classes begin January 17, 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 10–</td>
<td>Online registration</td>
</tr>
<tr>
<td>January 12</td>
<td>Payment deadline for students</td>
</tr>
<tr>
<td>January 13–20</td>
<td>Late Registration/Add/Drop (</td>
</tr>
<tr>
<td></td>
<td>Payment due at the time of</td>
</tr>
<tr>
<td>January 17</td>
<td>registration)</td>
</tr>
<tr>
<td>January 20</td>
<td>Last day to add ITV &amp; internet</td>
</tr>
<tr>
<td>January 27</td>
<td>Last day to add a class taught</td>
</tr>
</tbody>
</table>

Requirements:
The following documents must be completed and on file in the Admissions and Records office before you will be able to register:
- Apply Texas Application for Admission at https://www.applytexas.org
- Proof of Meningitis Vaccination (if taking a course at any of the SPC campuses)
- Official high school transcript (one required per academic year)
- Official college transcript(s) for colleges attended other than South Plains College
- Dual Credit/Concurrent Enrollment Approval Form (signed by student, parent, and principal/counselor – required each semester)
- Test Scores (Qualifying STAAR, SAT, ACT, or TSI scores)

TSI test dates information is listed on the SPC testing website at www.southplainscollege.edu/testing

Registration Instructions:
2. You will login using your username and password listed on your acceptance letter.
   Note: Your acceptance letter is sent via mail and email when your application for admission is submitted and processed by SPC personnel.
3. On the tab at the top of the MySPC Home page, click on “CampusConnect.”
4. New students select a refund choice. (This is optional, but the message will continue to appear until choice is made.)
5. Scroll down to the bottom of the page and click “Click here to acknowledge this message and continue” in red.
6. Click on the “Registration” heading, then “Add/Drop Courses.”
7. On the left, highlight semester for which you are registering, dual credit in the middle box and scroll down to find your high school on the right box. (High school names are listed alphabetically below the department listings)
8. Highlight your high school for on campus or ITV courses or highlight “Dual Credit Internet Courses” for online courses.
9. Click on “List Courses”.
10. Click on the “Add” button adjacent to the course(s) you wish to add. The course(s) will be added to your schedule in the top portion of the screen. If you decide to drop courses during the online registration period, you may do so by selecting the “Drop” button listed next to the course.
11. When you have added all of your course(s), click on the “Account Options” heading. Click on “Review/Pay Account” to print your class schedule and to pay your bill. Your schedule will be deleted if payment is not received by the deadline.

Important Reminders:
- Make sure you have registered in the correct dual credit course(s) approved by your high school.
- Pay dual credit fees by the required deadline.
- If you have any questions, please email one of the following individuals: aruiz@southplainscollege.edu, volivo@southplainscollege.edu, or jbatenhorst@southplainscollege.edu.

TO ENSURE THAT YOU RECEIVE SPC CREDIT FOR DUAL CREDIT COURSE ENROLLMENTS, REGISTRATION AND FEES MUST BE COMPLETED BY SPC’S REQUIRED DEADLINES.
PART I: To be completed by student. Completion of this form does not officially enroll the student.

Student Name:_________________________________________________ Date of Birth:_________________________________________________

*Social Security Number:_________________________________________ Phone: _________________________________________________

High School Attending:_________________________________________ Email Address:_____________________________________________

Semester: (Check only one semester)  Fall ☐  Spring ☐  Summer I ☐  Summer II ☐  Year ___________________

Please list the SPC course(s) you wish to enroll in. Use only the SPC college course number, title and rubric.

No student will be permitted to enroll for more than 19 semester hours of academic work without written approval of the appropriate Instructional Dean. A student on academic probation may not enroll for more than 5 academic courses or more than 16 credit hours.

<table>
<thead>
<tr>
<th>SPC Course Number &amp; Section</th>
<th>SPC Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENGL 1302.451</td>
<td>Example:</td>
<td>Example:</td>
</tr>
<tr>
<td></td>
<td>Composition II</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This semester will you be concurrently enrolled at another college/university while attending SPC?  ☐ Yes  ☐ No

If yes, name of institution:________________________________________________________________________

(Upon completion of concurrent enrollment course(s), I understand that I must provide South Plains College with an official college transcript or letter of good standing.)

“I understand that by enrolling in a dual credit course or the early admission program, that this is a college level course; therefore, will adhere to all policies of the college. I understand that I am not officially enrolled unless all required registration documents and course payment have been submitted to the college. I further understand that if for any reason I must withdraw from a course I will notify my high school counselor and submit a drop request to the Admissions and Records Office at South Plains College. I hereby give permission for SPC to release my educational record (including but not limited to final grades, account activity and discipline) to my principal and/or counselor in accordance with the Family Education Rights and Privacy Act (FERPA).”

Student Signature ___________________________ Date ____________ Parent Signature ___________________________ Date ____________

High School Principal (Print Name) ___________________________ Signature ___________________________ Date ____________

*The student’s social security number (SSN) is being requested because it is a unique identification number which is maintained for the purpose of assurance that the correct student record is accessed. The disclosure of such information is voluntary. The disclosure of the social security number will be governed by the Public Information Act (Charter 552 of the Texas Government Code).
Student Conduct

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. A high standard of conduct is expected of all students. When a student enrols at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Further information on rules and regulations regarding student conduct appear in the SPC Student Guide.

Academic Appeals Procedure

I. Appeal Restrictions
A. Only final grades or dismissal resulting from academic discipline will be considered.
B. The instructor’s teaching ability or expertise will not be considered during the hearing.

II. Informal Appeal
A. The student should schedule an appointment with the instructor of the course to discuss the final grade or disciplinary action.
B. If the student is not satisfied, he/she should schedule an appointment with the appropriate departmental chairperson to discuss the situation. The chairperson may request that the instructor also be present.
C. If the student is still not satisfied, he/she should schedule an appointment with the Divisional Dean to discuss the situation. The Dean may request that the chairperson also be present.
D. If the student is still not satisfied, he/she should be advised of the formal appeal process.

III. Formal Appeal
A. If the student is not satisfied with the results of the informal appeal, he/she should provide the following information, in writing, to the Vice President for Academic Affairs:
   1. A request for a formal appeals hearing.
   2. A brief statement of what is being appealed.
   3. The basis for the appeal.
   4. Pertinent facts relating to the appeal.
   The agenda of the appeals hearing will include only those factors documented in the student’s appeal request letter.
B. The Vice President for Academic Affairs will determine the date, time and place of the hearing, and notify the student accordingly.

IV. The Hearing
A. Composition of the appeals committee:
   1. Vice President for Academic Affairs will preside over the hearing.
   2. Faculty member of the student’s choice.
   3. Faculty member and student selected by the Vice President for Academic Affairs.
   4. President of Student Government Association.
   5. Dean of Students.
B. Other persons who should be available at the hearing:
   1. The student who requested the hearing.
   2. The faculty member involved.
   3. Anyone the student or faculty member wishes to be present to substantiate the case.
   4. Chairperson and Divisional Dean.
C. Hearing procedure: The committee will hear the student’s appeal during which the parties to the controversy and such representatives as desired, will present all facts relating to the case. By majority vote, the committee will decide to sustain, amend or reverse the previous decision.

The decision of the committee is final and completes the academic appeals procedure.