Online Registration Instructions

Please note payment deadlines

- **Early Registration Period:** Payment for classes must be made by deadline or your schedule will be deleted.
- **After the Early Registration Period:** Payment is due the day of registration or your schedule will be deleted.

1. **Log on to MySPC**
   - Access MySPC Login at [https://myspc.southplainscollege.edu](https://myspc.southplainscollege.edu).
   - You will login by a username and password automatically setup for you.
     - Username: In most cases, your username will be your first initial of your first name followed by the first eleven letters of your last name and the last four digits of your SPC assigned student ID number.
     - Password: Your password will be your four digit PIN number assigned to you upon acceptance. If you do not know your password, please click on “Forgot Username/Password?” next to the login button.

2. **Click on the “CampusConnect” tab on top.**
   - If a “Message Notification” regarding payment deadlines pops up, acknowledge at the bottom of the notification box.
   - Review your information in the “Demographic Information” box and update if incorrect or missing. Notify your advisor if corrections are needed for the major or advisor name.

3. **Add Courses.**
   Discuss with your advisor the courses you should take. You may also view your Degree Audit under the “Registration Options” drop down menu.
   1. From the “Registration Options” drop down menu, select “Add/Drop Courses.” (**NOTE:** You must register for any required developmental courses first.)
   2. Select the desired Term, Campus, and Department and click the “Display Schedule & Available Courses” button.
   3. Use the scrollbar to view available courses. Click on the Add button adjacent to the course you wish to add. The course will be added to your schedule, and will be visible in the top portion of the screen.
   4. To add additional courses, repeat steps 2 and 3. To drop a course from your schedule: click on the “Drop” button adjacent to the course listed on your schedule at the top of the page.

4. **Print Schedule and Statement.**
   To print your statement and pay your account, mouse over “Accounts Options” and select “Review/Pay Account” from the dropdown menu. Select a term and click the “Display Balance” button. Scroll down to view and pay your statement. To print your schedule/statement, click on the “Printer Friendly” link on the upper right corner of the screen.