

South Plains College Dual Credit – Getting Enrolled Checklist

Steps to complete	Where to go	Completed?
<p>1. Apply to SPC You will first create an account (use personal email), then complete a “New Dual Credit application” <i>*It takes around 48 hours to fully process a new application</i></p>	<p>apply.southplainscollege.edu</p>	<input type="checkbox"/>
<p>2. Meet with your high school counselor about courses</p>	<p>High school counselor’s office</p>	<input type="checkbox"/>
<p>3. Make sure you have the necessary TSIA2, SAT, or ACT scores for enrollment, if applicable</p>	<p>You can take the TSIA2 test at any SPC campus. Please visit southplainscollege.edu/testing/ to schedule a test date.</p>	<input type="checkbox"/>
<p>4. Order official college transcripts if you’ve taken a college course at another institution</p>	<p>Search “University name transcript request” on Google</p> <p>Send electronic transcripts to admissions@southplainscollege.edu</p>	<input type="checkbox"/>
<p>5. Proof of Meningitis Vaccine if taking an in-person course at SPC. Must have been received in the last 5 years</p>	<p>Exemption from Meningococcal Vaccination requirements for Reasons of Conscience can be found at https://co-request-jc.dshs.texas.gov/ Print, sign, and return.</p>	<input type="checkbox"/>
<p>6. You will be registered as soon as we have your application on file, are on your school’s enrollment spreadsheet, submitted required forms and scores are received.</p>	<p>To view your schedule, or view/pay bill online, log into MySPC and locate TexanConnect. To pay your bill over the phone, call the Business Office at 806.716.2400, or go to any SPC campus to pay in person.</p>	<input type="checkbox"/>
<p>Be sure to know how to log into the following:</p>	<p>Outlook email – Instructors send emails to your SPC email TexanConnect – Verify you are enrolled in courses requested Blackboard – Be sure you’re logged into MySPC and email first. Contact Help Desk if you have trouble at (806)716-2600</p>	