Transient Student Online Registration Instructions

If your approved transient form indicates that you are an **Option 1: Self---Enrollment Student**, you may register online without staff assistance.

To register for classes <u>login to MySPC</u> by entering your student number and password. If you don't have one, use your SPC student ID to <u>create an account</u> and set your password.

NOTE: You may only enroll in the exact classes approved by your home institution. Also, approval to take a course at SPC does not guarantee availability of seats in that course.

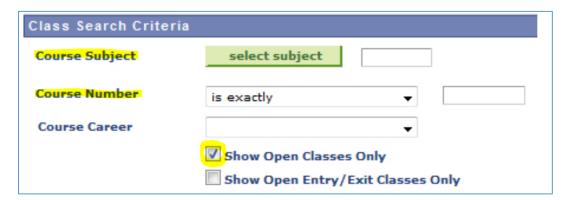
The last day for SPC to receive incoming transient approval forms for online courses is 2 pm the Friday before classes begin for each term.

Please see the deadline dates for enrolling in online courses **here**.

After logging on to MySPC:

- 1. Select Register for Classes from the top navigation.
- **2.** Choose the green search button near the bottom of the page.
- 3. Enter the Course Subject (3---letter) and Course Number (four---digit).

For example, for the class ENC 1101, you would enter ENC for the Course Subject and 1101 for the Course Number. **Do not fill in any of the other blanks.**



- **4.** Select the campus you wish to attend for any online courses, select **Electronic Campus.**
- 5. Click Search.
 - If you receive this message "The search returns no results that match the criteria specified", the course you entered is either not being offered or the course is closed (full).

If you have any questions, please contact transientquestions@spcollege.edu.