

## Check-In

Upon arrival at South Plains College, the student must contact the Registrar's Office in person to check in. The office is located in the Student Services Building on the Levelland campus; office hours are Monday – Friday, 8:00 a.m. – 4:00 p.m.

Required documents to bring with you are:

- Form I-20
- Passport
- F-1 Visa
- Copy of I-94 (student will need to print out before checking in - <https://i94.cbp.dhs.gov>)
- Proof of Meningitis, if needed

## Texas Success Initiative (TSI) Testing

All new students entering Texas colleges are required to take the TSI Assessment prior to enrolling in college-level courses. We encourage students to register as early as possible for the test as space and testing dates are limited. Students will not be allowed to enroll in classes until they have taken the test. For test dates and information, please contact the Testing Center at [testing@southplainscollege.edu](mailto:testing@southplainscollege.edu) or by visiting [www.southplainscollege.edu/testing](http://www.southplainscollege.edu/testing).

## Registration for Classes

Once student checks in with the International Student Office and takes the TSI exam, the student will be ready to register for classes. During registration, the student must meet with an advisor and plan their schedule of classes for the semester. ***Payment of tuition and fees is due at the time of registration.***

## Student Housing

If student plans to live on-campus in student housing, the student is required to submit the housing application and \$100 deposit, as early as possible. SPC housing is only available at the Levelland campus. For more information, contact the housing office at [housing@southplainscollege.edu](mailto:housing@southplainscollege.edu).

## International Student Club

The purpose of the International Student Club is to promote international and intercultural knowledge, understanding, and connectedness to SPC.

For more information, contact:

Sipra Eko, Coordinator of the International Club, at [seko@southplainscollege.edu](mailto:seko@southplainscollege.edu)  
Natalie Guerra, Assistant Coordinator, at [nguerra@southplainscollege.edu](mailto:nguerra@southplainscollege.edu)

## Contact Information

If you have any questions, please contact:

Andrew Ruiz, Registrar/PDSO, at [aruiz@southplainscollege.edu](mailto:aruiz@southplainscollege.edu)  
Vanessa Olivo, Administrative Assistant to the Registrar/DSO, at [volivo@southplainscollege.edu](mailto:volivo@southplainscollege.edu)