SOUTH PLAINS COLLEGE
Dual Credit Registration Instructions
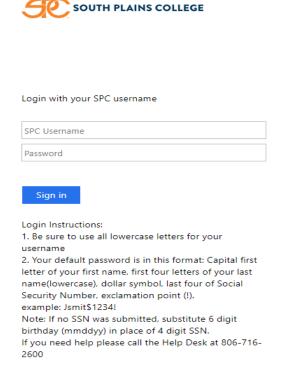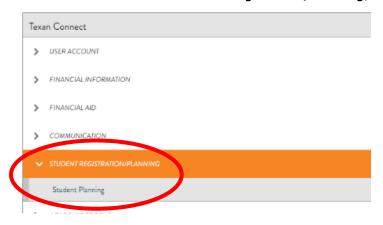
1. Go to www.southplainscollege.edu
2. At the top right corner, click on Login to… and select "MySPC".

3. Enter username and password.

4. In the TexanConnect box click **Student Registration/Planning**, then **Student Planning**.
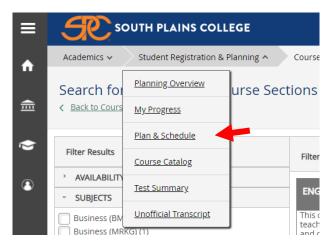
5. At the top-right corner in the search bar, enter course abbreviation. (ex. ENGL 1301)

6. On the right, in the *Locations* box, check the location of the course.

7. Find the course and click ***View Available Sections***. This will allow you to add a specific section of the

   selected course to your schedule that meets your filtered criteria.

8. Find correct course and section then click the green ***Add Section to Schedule*** button.
9. A Section Details window will pop-up containing course information. Click the green ***Add Section*** on the bottom right.

10. After you have added all courses, hover over the ***Student Registration & Planning*** menu at the top left-hand of the screen and select ***Plan & Schedule***.

11. You are then taken to the **Plan your Degree and Schedule your courses** screen.

12. Find the course(s) on the left of the screen and click the green register Register button for each course. Courses in **yellow** indicate the course is planned but not registered.
If you decide to drop any course(s) during online registration period, you may do so by selecting the ***Drop*** button.

For payment instructions and payment deadlines, please visit our Dual Credit Registration/Payment webpage.