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".

Login to...	Q Search SPC

    MySPC
    Blackboard

    SOUTH PLAINS COLLEGE

3. Enter username and password.

    SOUTH PLAINS COLLEGE

    Login with your SPC username

    SPC Username

    Password

    Sign in

    Login Instructions:
    1. Be sure to use all lowercase letters for your username
    2. Your default password is in this format: Capital first letter of your first name, first four letters of your last name(lowercase), dollar symbol, last four of Social Security Number, exclamation point (!).
    example: Jsmit$1234!
    Note: If no SSN was submitted, substitute 6 digit birthday (mmddyy) in place of 4 digit SSN.
    If you need help please call the Help Desk at 806-716-2600

4. Click on **Texan Connect** icon.

    TEXAN CONNECT   BLACKBOARD   STUDENT GUIDE   TRANSCRIPT REQUEST
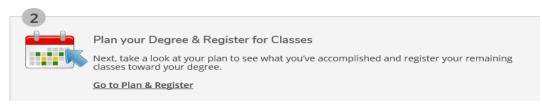
5. Click on **Student Registration & Planning.**

    Student Registration & Planning
    Here you can search for courses, plan your terms, and schedule & register your course sections.
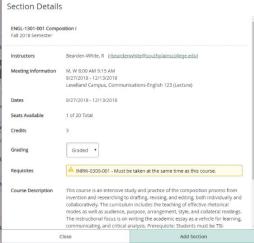
Click **Plan your Degree & Register for Classes**.

6. Use Search bar at the top-right corner to search for courses. (ex. ENGL 1301)
   For specific results, use Filter Results on left-hand side.
   - Note: For online dual credit courses, please make sure to select Online Dual Credit under Locations section.

7. Find 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.
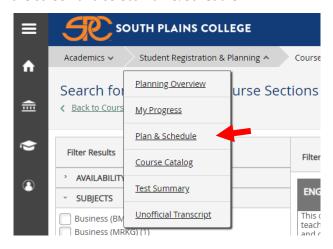

8. Find correct course and section then click the **Add Section to Schedule** button.

9. A Section Details window will pop-up containing course information. Click **Add Section** on the bottom right.

10. After you have added all courses, click **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.
    - Note: 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.