

# NOW IS THE TIME




## FAMILY GUIDEBOOK 2022-2023

*PREPARE YOURSELF*

# CONGRATULATIONS!

## Welcome to South Plains College!

We are excited that you have decided to join the South Plains College community! SPC New Student Orientation is designed to prepare you for success both in class and on campus, help you register for classes, and introduce you to all of the resources and opportunities that await you. We hope you enjoy your orientation experience!

## What will you learn at orientation today?

- Familiarize yourself with campus services and resources.
- Connect with faculty, staff, new and current students.
- Learn what it takes to be a successful student and what it means to have academic integrity, self-discipline, and motivation.
- Begin an on-going advising process with an academic advisor.
- Gain an understanding of degree planning and registration.
- Explore involvement opportunities on campus.
- Familiarize yourself with the various forms of technology used at South Plains College (MySPC, TexanConnect, Blackboard, etc).

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## Connect with us today!!

### You're one of us, now!

***Join our online community and:***

- *Seek answers from your peers.*
- *Keep up with campus news and current events, like basketball games, etc.*
- *Know when you get to sleep in late because of bad weather.*
- *Make friends -- Duh!*
- *Share your SPC experiences.*
- ***Know what's lit at SPC.***

Tag us! #southplainscollege



## FYI

**Campus office hours during semesters:**
8:00 am - 4:00 pm • M-F

**Campus office hours during summer:**
8:00 am - 4:00 pm • M-Th
8:00 am - 3:00 pm • F

**School colors:**

**Orange**
*Like our beautiful sunsets.*

**Dark Blue**
*Like our denim jeans.*

**Mascot:**

### TERRIBLE TEX

Being raised on the prairie isn't easy! You'd be terrible, too. Tex has had to work hard to succeed, and he holds you to the same standards!

# NOW IS THE TIME

## SCHEDULE

| | | |
|---|---|---|
| 8:30-8:55 am | **Registration** | *Student Services Atrium* |
| 9:00-9:15 am | *Welcome* | |
| | • Students | *Student Services Building* |
| | • Family & Friends | *Wilburn and Helen Wheeler Science Center* |
| 9:30-10:50 am | Students: Information Session | *Various Locations* |
| 9:30-10:50 am | Family & Friends: Information Session | *Sundown Room* |

## LUNCH, ADVISING AND TOURS

| | | |
|---|---|---|
| 11:00-11:45 am | Lunch | *Cafeteria/Sundown Room* |
| 12:00-2:30 pm | Students: Advising & Registration | *Technology Center* |
| 12:00-2:30 pm | Family & Friends: VIP Reception/Campus Tours | *Game Room/Various Locations* |
| 2:30-3:00 pm | Wrap-Up/Address any Issues or Questions | *Various Locations* |

## FREE SHIRT!!

**Complete an event evaluation for a FREE T-SHIRT! (Located in the Student Life Office)**




## LOST?!

**Find an orientation leader or visit the help desk in the Student Life Office.**

# TIPS
# FOR SUPPORTING YOUR STUDENTS

As a college parent, we want nothing more than our student to be successful in college. We sometimes measure that success in the form of competence, grades, happiness and a job after college. As your student takes on adult responsibilities, your role will change, but your student still needs you. Students need you to support their growth, development and independence and be a stable force in their ever-changing world. On occasion, they even need your advice, but they may or may not ask for it.

## Tip 1: Prepare for Change

- ***Your student will develop autonomy:***
  - They will make decisions without consulting you.
  - They will test the values they have been taught by engaging in behaviors that may not be acceptable to parents.
  - They may be more assertive in expressing their personal opinion with parents.
- ***Your student will develop mature interpersonal relationships:***
  - They may have a more accepting attitude toward those with different values and cultures.
  - They may make efforts to affiliate with new groups and new friends.
  - They may have a preference to spending more time with friends rather than family.
  - Social activity for your student may occur 24 hours a day.
- ***Your student will develop a sense of purpose:***
  - Be prepared for your student to change their major and degree plans more than once.
  - They may ask you to make decisions about career goals – be a guide.
  - They may have a fear of disappointing parents and not meeting college standards.
- ***Understand that home will be different:***
  - This is especially so if your student will be living at home.
  - Curfews may need to be adjusted.
  - Take time to set clear expectations and discuss potential issues with your student.
  - Talk about privacy and responsibility issues in advance and as they come up.
  - Don't "baby" your college student if they are living at home. Remember that you ultimate goal is to move your student toward independence and responsibility.
  - With your student living at home, you will be more connected to what is happening at college and their lives as general.
  - Resist jumping in to solve problems as you did when they were in high school. Take a step back and let them figure out how to deal with professors, classes, friends, disputes, etc. Your job is to provide advice and encouragement.
  - Make sure home is conducive to study and responsible living.

## Tip 2: Define Expectations

Before college classes begin, take time to have an honest conversation to discuss expectations.

- ***Some things to talk about:***
  - Going to class, grades and GPA expectations
  - Balancing college work with jobs and social life: If your student plans to work part time, how does he or she plan to manage their time for work, study and play? Help them think about these things.
  - Personal finances and credit cards: Many college students can acquire massive debt, not only through their college loans, but also through the use of credit cards. If your student is going to have a credit card, make sure he or she knows the limits or who will be responsible for paying for it. Discuss the principal of interest and how quickly costs can increase. Discuss credit history and difficulties of not paying.
  - Don't wait until problems occur.
- ***Student conduct and risky behavior:***
  - As parents we share and teach our children our values and beliefs.
  - As much as we would like, we cannot force our students to behave exactly as we would like them to.
  - Studies show that parents can continue to influence their child's behavior regarding drugs, alcohol and risky sexual behavior even after their child leaves for college.
  - Provide your student with the facts on these issues and empower them to distinguish between good and bad decisions when it comes to their behavior, health and safety.

## Tip 3: Stay Connected

- ***Communicate via email, text phone, mail.***
- ***Decide how often you will communicate with your student and what their expectations are:***
  - Remember to get the cell phone number of their roommate or a close friend for emergency purposes.
- ***Letters are better than phone calls:***
  - While your student can't wait to be independent, there is something secure in knowing that there is still a tie to home.
  - Write letters, especially if your student will be living in the dorm. Empty mailboxes are depressing to a dorm student.
  - Write them even if they don't write back. Be consistent and let your student know you haven't forgotten them.
- ***Expect homesickness – especially if living away from home for the first time:***
  - Don't ask if they are homesick. Sometimes this plants a seed that wasn't there.
  - Most students stay busy enough to escape the loneliness and frustration of homesickness.
  - Encourage them to get involved right away. Participate in the student activities that will be planned for the start of school. Go to basketball games. Workout in the fitness center. Get involved.

## Tip 4: Don't Panic When They Panic

- ***Subject and circumstances will vary widely from the discovery that college work is hard to the conclusion that nobody likes them:***
  - Listen carefully to their concerns, troubles and fears in a non-judgmental way.
- ***Once they express their fears and frustrations, they will feel better – even if you don't.***
- ***Be supportive and encouraging. Offer advice on how to resolve the situation.***
- ***Be their advocate but not the problem-solver.***

## Tip 5: Ask Questions

This is part of the overall goal to stay connected and communicate with your students. First-year students are "cool" and have a tendency to resent interference with their new-found lifestyles, but most still desire the security of knowing that someone is interested in them.

- ***When you communicate with your student ask questions about how things are going in class. Avoid "yes" and "no" answer questions:***
  - Make your questioning honest inquiries and "between friends" communications.
  - Avoid the "I have a right to know because I'm paying for college" tinged questions.
- ***Continue to have the difficult conversations:***
  - You still have a tremendous influence on your son or daughter's behavior.
  - Create an atmosphere of open communication. Your student will not only appreciate that you respect him or her as an adult, but he or she will be more likely to turn to you for guidance.
- ***Trust your instincts:***
  - When you sense there are problems and your student is not sharing them or seeking help, there probably are.
  - Determine first if the problems are real and persistent then ask about them.
  - Suggest your student get academic help, help from counseling, residence hall assistants.
  - Consult SPC officials when you are not sure what to do. We're here to help your student succeed.
  - If you discover your student won't share and won't seek help at school, there may be cause for concern. Don't hesitate to contact someone in the office that is related to the problem.
  - First six weeks of college are the most critical for your new student according to studies and our experience.

## Tip 6: Visit – But not too often

- ***Your student may not admit it, but they will appreciate a visit especially if home is far away, especially if it involved a dinner out:***
  - Another opportunity to learn more about what your student is experiencing at SPC.
  - Plan ahead for the visit. Dropping in unexpectedly in order to surprise your student may not be appreciated or a good idea. This may be something you set up as part of a semester schedule of activities.
  - Don't expect the dorm room or apartment to be tidy.

## Tip 7: Trust them

This can be a tall order for some parents.

- ***Expect them to make mistakes. Tell them it's okay to make mistakes but you expect them to learn something from their mistakes:***
  - Keep in mind, few mistakes are disastrous or irrevocable.
  - They will learn from them, develop skills and become more confident about college.

# TERMS TO KNOW

**ACADEMIC PROBATION:** Students are placed on academic probation at the end of any term when a cumulative grade point average of at least 2.00 is not attained in college-level courses.

**ACADEMIC SUSPENSION:** Students who enroll while on academic probation (cumulative college-level course work GPA below 2.00) will be suspended from the succeeding term if they fail to achieve at least a 2.00 GPA in college-level courses for that term. Students who are placed on academic suspension at the conclusion of the fall term are not eligible for enrollment the following spring semester. South Plains College has a process in place for academic appeals.

**ACADEMIC YEAR:** The period of the annual session, not including summer school. It is divided into two semesters and extends from late August through the middle of May.

**ADD/DROP:** The process used during the beginning of the semester when students need to alter their class schedules after having been registered. Dropped courses do not appear on a student transcript. (Do not confuse "dropping" a class with "withdrawing".)

**ADMISSION:** Acceptance of an individual for enrollment in the college.

**ADVISOR:** School official, usually assigned by your college or university, who can help choose your classes and make sure you are taking the right courses to graduate.

**ADVISING:** A relationship designed to assist students in the development of educational plans and the selection of appropriate coursework; should include a review of graduation requirements, and a periodic review of student progress towards goals.

**ASSOCIATE DEGREE:** Undergraduate academic degree awarded by community colleges, junior colleges, technical colleges, and bachelor's degree-granting colleges and universities upon completion of a course of study usually lasting two years.

**CERTIFICATE OF PROFICIENCY:** Available in selected career programs and requiring specific career courses. Certificates involve fewer requirements than degree programs.

**CLASSIFICATION:** Student's status in respect to progress toward the completion of his/her curriculum-freshman, sophomore, junior, senior-usually based upon the number of hours or courses to his/her credit at the time of any given registration. (Freshman: 1-29 hours; Sophomore: 30-62 hours)

**COURSE:** Organized subject matter in which instruction is offered within a semester and for which credit toward graduation or certification is usually given.

**COURSE CATALOG:** Guide used to give an overview of each program, briefly describe available course offerings, outline the degree requirements for each program, and give an overview of student services available to incoming students, etc.

**COURSE CREDITS:** The semester hour is the unit of credit and is defined as the amount of credit given for one lecture hour a week for 16 weeks or its equivalent. A lecture class meeting three hours a week, therefore, counts three semester hours credit to a course.

**COURSE LOAD:** The number of semester hours the student is permitted to schedule in a given semester, usually 15-17 hours during the fall and spring semesters and 6-7 during summer semesters.

**COURSE PREREQUISITE:** The preliminary requirement that must be met before a course can be taken.

**CURRICULUM:** A body of courses required for a degree or constituting a major field of study.

**DEGREE PLAN:** A guide to the courses a student should take to best achieve his educational and vocational plans. This plan should be worked out with an advisor early in the student's first year.

**DEVELOPMENTAL COURSE:** These courses teach reading, writing, and/or math skills that prepare students for college-level course work. These credits are not transferable and do not count toward degree requirements.

**ELECTIVE:** Any of a number of courses that a student is allowed to select. A course not required in the curriculum is called a free elective.

**EXTRACURRICULAR ACTIVITIES:** Activities that are part of student life generally considered benefiting the student, but that are not part of the curriculum.

**FAFSA:** Free Application for Federal Student Aid, a form that the government uses to determine the amount of money a person is eligible to receive. A student's FAFSA must be renewed each academic year.

**FINANCIAL AID:** Scholarships, grants, loans, and work study programs, are various types of financial aid awarded to a student to help pay for all or part of college costs.



**FINANCIAL AID WARNING:** Students not meeting the GPA and/or hour(s) requirements. Students will receive an additional semester to improve their GPA or make up the required hours.

**FINANCIAL AID SUSPENSION:** Students whose GPA at the conclusion of the probationary semester is less than the required cumulative GPA as shown on the chart for the number of credit hours attempted and/or have failed to complete the needed percentage of total hours attempted will be suspended from receiving financial aid.

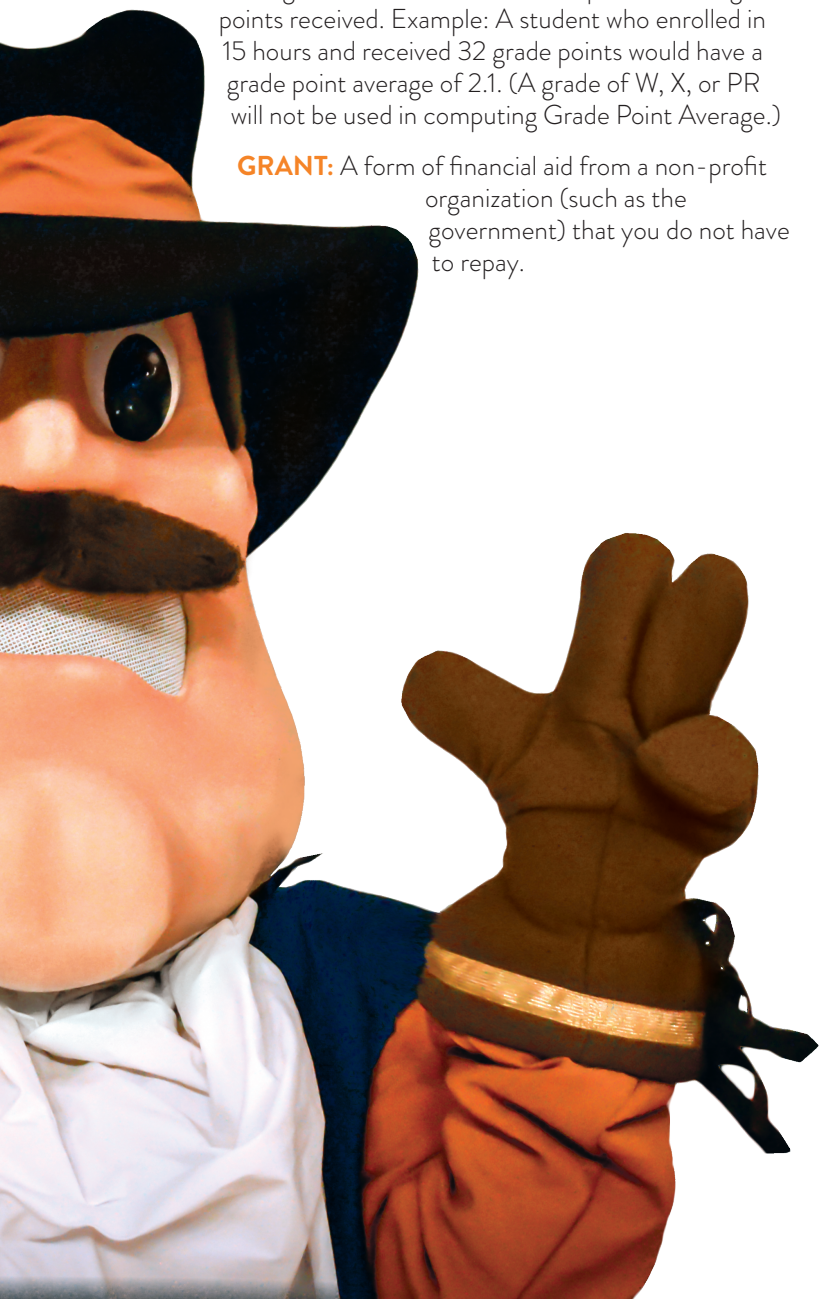
**FULL-TIME STUDENT:** The classification given to students who are enrolled in 12 semester hours or more of credit each semester.

**GENERAL EDUCATION COURSES:** Courses required of all students pursuing a college degree. They include courses in English, literature, arts, humanities, mathematics, science, history, behavioral and social sciences.

**GRADE POINT:** The numerical value assigned to each grade a student receives in a course to provide a more exact determination of his scholarship. Every credit hour of A carries four grade points; B, 3 grade points; C, 2 grade points; D, 1 grade point. F carries no grade points.

**GRADE POINT AVERAGE (GPA):** This average is found by dividing the number of hours attempted into the grade points received. Example: A student who enrolled in 15 hours and received 32 grade points would have a grade point average of 2.1. (A grade of W, X, or PR will not be used in computing Grade Point Average.)

**GRANT:** A form of financial aid from a non-profit organization (such as the government) that you do not have to repay.



**INTERACTIVE TV (ITV) COURSE:** Interactive Television Classes are part of what is known as DISTANCE LEARNING. They allow colleges to offer classes they would not normally be able to because ITV teachers only teach at ONE location. Courses are videotaped and watched by students at other campus locations. When it comes time to decide which classes you will register for, check to see if any of your classes are ITV CLASSES. This style of teaching does not work best for all students. If you are concerned with this, talk to your advisor to decide the best plan of action.

**LOAN:** A form of financial aid that you must repay.

**MAJOR:** The specific subject area in which a student determines he/she will devote most of his time in college. Twenty-four to thirty semester hours of work in a specific subject are usually required. Half or more of these courses usually are in the junior or senior years.

**MINOR:** A student's secondary subject choice. It usually consists of 18 or more semester hours in a specific subject area.

**NON-CREDIT COURSES:** A course for which no college credit is given.

**OFFICE HOURS:** Time set aside by professors or instructors for students to visit their office and ask questions or discuss the course they teach. Your professor or instructor will tell you at the beginning of the term when and where office hours will be every week.

**ONLINE COURSE:** Courses that are taken over the internet. Students submit assignments via the internet and participate in "chats".

**PART TIME STUDENT:** A student who doesn't enroll in enough credit hours to become a full-time student. Part-time students often take only one or two classes at one time.

**SATISFACTORY ACADEMIC PROGRESS:** At the end of the fall and winter/spring semesters, students' records of courses, credits, and grades are reviewed based on the MINIMUM standards for satisfactory performance. To be eligible to receive federal student financial aid, you must meet and maintain satisfactory academic progress toward a degree or certificate.

**SCHOLARSHIP:** A form of financial aid that you do not have to repay. Usually based on merit and/or involvement in school and community.

**SYLLABUS:** A description of a course which also lists the dates of major exams, assignments and projects.

**TRANSCRIPT:** An official academic record from a specific school. It lists the courses you have completed, grades and information such as when you attended.

**TRANSFER CREDIT:** Coursework completed at another accredited college that is similar in nature, content and level of instruction to courses at SPC and applies to the student's learning program.

**TRANSFER PROGRAM:** Programs of study/majors designed for transfer to four-year colleges and universities to complete degree programs. It is important for students who select transfer programs to work closely with academic advisors.

# STUDENT CHECKLIST

## What should I have accomplished before today?

- [ ] **Application for Admission**
  The admission application is available online at ***www.southplainscollege.edu/apply***.
- [ ] **Submission of official High School Transcript and/or College Transcripts**
  Contact your high school counselor and/or the registrar at each college you have attended to request an official transcript be sent to the Office of Admissions at SPC.
- [ ] **Submission of proof of Bacterial Meningitis Vaccination**
  Send a copy of immunization record to the Office of Admissions. For questions, contact admissions@southplainscollege.edu.
- [ ] **Completion of TSI Testing Requirements**
  All students attending orientation must complete or be exempt from placement testing (TSIA2). For more information on testing, visit ***www.southplainscollege.edu/testing*** or contact testing@southplainscollege.edu.
- [ ] **Financial Aid Application (FAFSA) and Documentation**
  Complete the FAFSA at studentaid.gov. If a student meets certain criteria based on the FAFSA, financial aid may help pay for college. Check your personal and SPC student emails for processing updates. For more information, contact the Financial Aid Office at 806.894.9611 ext. 3800 or finaid@southplainscollege.edu.

***Placement scores or exemptions and immunization records must be on file in the Office of Admissions BEFORE you attend orientation. You will not be able to register for classes at orientation without completing these steps.***

## What should I accomplish today?

If you have missed any of the above or need to submit supporting documentation or forms, ***please let one of us know!***

- [ ] **Financial Aid Application (FAFSA) and Documentation**
  Visit the Financial Aid Office if you have questions about your financial aid status. For eligible funds to be available to help pay for tuition, complete all financial aid requirements as soon as possible.
- [ ] **Housing Application & Deposit**
  Students planning to live on the Levelland Campus should complete the Housing Application and make a $100 deposit. This deposit may be paid on-line or by contacting the Business Office directly. The housing deposit will need to be made before you can access the application. Please allow up to 48 hours for the application to open after the deposit is made.
- [ ] **Texan Card (Student ID)**
  All students at South Plains College will obtain a physical Texan ID card and a digital ID card that may be accessed from your mobile device. You may take your ID photo while on campus today or submit a photo through the mobile app. Physical Texan ID cards will be distributed at the beginning of the Fall semester.
- [ ] **Parking Permits**
  If you attend or use campus parking facilities, you must display a valid parking permit, display it properly and park in designated parking area. If you plan to live on campus, you will pick up your parking permit when you check into campus housing in August. You can apply for a parking permit through the SPC website. Parking permits are free.
- [ ] **Meet with an Advisor/Register for Classes**
  If all prior steps were done correctly, you and your advisor will begin registering for classes today! ***Take note on who your advisor is today because you will need them in the future.***

## What should I accomplish before classes begin?

- [ ] **Financial Aid Application (FAFSA) and Documentation**
  Complete the FAFSA at studentaid.gov. Stay up to date on your personal and SPC student emails. Once awarded, logon to Texan Connect to accept your financial aid and sign your offer letter. For questions, contact the Financial Aid Office at 806.894.9611 ext. 3800 or finaid@southplainscollege.edu. For more information see page 12.
- [ ] **Housing Application & Deposit**
  Students planning to live on the Levelland Campus should complete the Housing Application. For more information and the housing application, visit ***www.southplainscollege.edu*** or call the Housing Office at 806.716.2379.
- [ ] **Pay for Classes**
  The Fall 2022 payment deadline is Thursday, August 25th by 3:00 pm. It is important to pay your bill in full or set up a payment plan by the deadline to maintain enrollment in your current schedule. See page 14 for more information.

# 2022-2023 ACADEMIC CALENDAR

## FALL 2022

*August 29, 2022 – December, 15 2022*

| | |
|---|---|
| Aug. 17-18 | New Employee Orientation |
| Aug. 22 | Faculty Report<br>Committee and Faculty Meetings<br>Registration (All Campuses) 2:00 p.m. – 5:00 p.m. |
| Aug. 23-25 | Registration (All Campuses) 8:00 a.m. to 5:00 p.m. |
| **Aug. 25** | **Fall Payment Due by 3:00 p.m.**<br>Residence Halls Open – Levelland Campus 9:00 a.m. |
| **Aug. 26** | **Registration (All Campuses) 8:00 a.m. to 4:00 p.m.** |
| Aug. 28 | Last Day 100% Refund |
| **Aug. 29** | **FIRST CLASS DAY** |
| Aug. 29 – Sept. 1 | Add/Drop/Late Registration (All Campuses) 8:00 a.m. to 5:00 p.m. |
| Sept. 2 | Add/Drop/Late Registration (All Campuses) 8:00 a.m. to 4:00 p.m. |
| Sept. 5 | Labor Day Holiday |
| Sept. 14 | 12th Class Day - Official Census |
| Sept. 15 | Begin to Certify Class Rosters |
| Sept. 19 | Last Day 70% Refund<br>Certified Class Rosters Due 10:00 a.m. |
| Sept. 26 | Last Day 25% Refund |
| Oct. 14 | SPC Fall Break - All Campuses Closed |
| **Nov. 11** | **Online Registration Opens for Winter Interim and Spring 2023, Spring I 2023 and Spring II 2023 semesters at 8:00 a.m.** |
| Nov. 23 | Residence Halls Close for Thanksgiving Holiday at 9:00 a.m. |
| Nov. 23-25 | Thanksgiving Holiday - All Campuses Closed |
| Nov. 27 | Residence Halls Open at 1:00 p.m. |
| Nov. 28 | Classes Resume |
| Dec. 1 | Last Day to Drop Fall Semester Courses |
| Dec. 12 | Grading for Fall Opens at 8:00 a.m. |
| **Dec. 12-15** | **Fall Finals Week** |
| Dec. 15 | Last Class Day |
| Dec. 16 | Residence Halls Close for Holiday Break at 9:00 a.m.<br>Fall Final Grades Due 10:00 a.m. |
| Dec 19-Jan 1 | Holiday Break - Administrative Offices Closed |

## FALL I 2022 (8-week)

*August 29, 2022 – October 20, 2022*

| | |
|---|---|
| Aug. 25 | Payment is due by 3:00 p.m. |
| Aug. 28 | Last Day 100% Refund |
| Aug. 29 | First Class Day |
| Aug. 29-30 | Add/Drop/Late Registration (All Campuses) 8:00 am - 5:00 p.m. |
| Sept. 5 | Labor Day Holiday - All Campuses Closed |
| Sept. 6 | Official Census Date |
| Sept. 8 | Last Day 70% Refund<br>Certified Rosters due by 10:00 a.m. |
| Sept. 12 | Last Day 25% Refund |
| Oct. 12 | Last Day to Drop Fall I Courses |
| Oct. 14 | SPC Fall Break - All Campuses Closed |
| Oct. 20 | Finals – Last Class Day |
| Oct. 21 | Fall II Final Grades Due 10:00 a.m. |

## FALL II 2022 (8-week)

*October 24, 2022 – December 15, 2022*

| | |
|---|---|
| Oct. 20 | Payment is due by 3:00 p.m. |
| Oct. 23 | Last Day 100% Refund |
| Oct. 24 | First Class Day |
| Oct. 24-25 | Add/Drop/Late Reg. (All Campuses) 8:00 a.m. - 4:00 p.m. |
| Oct. 31 | Official Census Date |
| Nov. 2 | Last Day 70% Refund<br>Certified Rosters due by 10:00 a.m. |
| Nov. 4 | Last Day 25% Refund |
| Nov. 23-25 | Thanksgiving Holiday - All Campuses Closed |
| Dec. 7 | Last Day to Drop |
| Dec. 15 | Finals – Last Class Day |
| Dec. 16 | Fall II Final Grades Due 10:00 a.m. |

## WINTER INTERIM 2022

*December 19, 2022 – January 6, 2023*

| | |
|---|---|
| **Nov. 11** | **Registration opens at 8:00 a.m.** |
| **Dec. 14** | **Registration closes at 3:00 p.m.**<br>**Payment is due by 3:00 p.m.** |
| Dec. 18 | Last Day 100% Refund |
| Dec. 19 | Classes Begin |
| Dec. 20 | Official Census Date |
| Dec. 21 | Last Day 70% Refund<br>Certified Class Rosters Due at 10:00 a.m. |
| Dec. 22 | Last Day 25% Refund |
| Jan. 4 | Last Day to Drop Winter Interim Courses |
| Jan. 6 | Finals - Last Class Day |
| Jan. 9 | Winter Interim Grades Due 10:00 a.m. |

## SPRING 2023

*January 17, 2023 – May 11, 2023*

| | |
|---|---|
| Nov. 11 | Registration Opens at 8:00 a.m. |
| Jan. 2 | Administrative Offices Open 8:00 a.m. |
| Jan. 9 | Faculty Report<br>Committee and Faculty Meetings |
| **Jan. 9** | **Registration (All Campuses) 2:00 p.m. – 5:00 p.m.** |
| **Jan. 10-12** | **Registration (All Campuses) 8:00 a.m. to 5:00 p.m.** |
| Jan. 12 | Spring Payment Due by 3:00 p.m.<br>Residence Halls Open – Levelland Campus 9:00 a.m. |
| Jan. 13 | Registration (All Campuses) 8:00 a.m. to 4:00 p.m. |
| Jan. 16 | Last Day 100% Refund<br>Martin Luther King, Jr. Holiday |
| Jan. 17 | First Class Day |
| **Jan. 17-19** | **Add/Drop/Late Reg. (All Campuses) 8:00 a.m. to 5:00 p.m.** |
| **Jan. 20** | **Add/Drop/Late Reg. (All Campuses) 8:00 a.m. – 4:00 p.m.** |
| Feb. 1 | 12th Class Day - Official Census |
| Feb. 2 | Begin to Certify Class Rosters |
| Feb. 6 | Last Day 70% Refund<br>Certified Class Rosters Due 10:00 a.m. |
| Feb. 13 | Last Day 25% Refund |
| Mar. 10 | Residence Halls Close for Spring Break at 9:00 a.m. |
| Mar. 13-17 | Spring Break |
| Mar. 19 | Residence Halls Open at 1:00 p.m. |
| Mar. 20 | Classes Resume |
| Apr. 7 | Easter Break - All Campuses Closed |
| **Apr. 10** | **Online Registration Opens for Spring Interim, Summer 2023 terms, and all Fall semesters at 8:00 a.m.** |
| Apr. 27 | Last Day to Drop Spring Semester Courses |
| May 8 | Grading for Spring Opens at 8:00 a.m. |
| **May 8-11** | **Spring Finals Week** |
| May 11 | Last Class Day |
| May 12 | 65th Commencement Ceremony<br>9:30 a.m. By Major<br>1:00 p.m. By Major<br>Residence Halls Close at 5:00 p.m. |
| May 15 | Spring Final Grades Due 10:00 a.m. |

## SPRING I 2023 (8-week)

*January 17, 2023 – March 9, 2023*

| | |
|---|---|
| Nov. 11 | Registration Opens at 8:00 a.m. |
| Jan. 12 | Spring I Payment is due by 3:00 p.m. |
| Jan. 16 | Last Day 100% Refund<br>Martin Luther King, Jr. Holiday – All Campuses Closed |
| Jan. 17 | First Class Day |
| Jan. 17-18 | Add/Drop/Late Reg. (All Campuses) 8:00 a.m. - 5:00 p.m. |
| Jan. 24 | Official Census Date |
| Jan. 26 | Last Day 70% Refund<br>Certified Rosters due by 10:00 a.m. |
| Jan. 30 | Last Day 25% Refund |
| Mar. 9 | Finals – Last Class Day |
| Mar. 10 | Spring II Final Grades Due 10:00 a.m. |

## SPRING II 2023 (8-week)

*March 20, 2023 – May 11, 2023*

| | |
|---|---|
| **Nov. 11** | **Registration Opens at 8:00 a.m.** |
| **Mar. 9** | **Payment is due by 3:00 p.m.** |
| Mar. 13-17 | Spring Break - All Campuses Closed |
| Mar. 19 | Last Day 100% Refund |
| Mar. 20 | First Class Day |
| Mar. 20-21 | Add/Drop/Late Reg. (All Campuses) 8:00 a.m. – 4:00 p.m. |
| Mar. 27 | Official Census Date |
| Mar. 29 | Last Day 70% Refund<br>Certified Rosters due by 10:00 a.m. |
| Mar. 31 | Last Day 25% Refund |
| Apr. 7 | Easter Break - All Campuses Closed |
| May 3 | Last Day to Drop Spring II Courses |
| May 11 | Finals – Last Class Day |
| May 12 | 64th Commencement Ceremony<br>9:30 a.m. By Major<br>1:00 p.m. By Major<br>Residence Halls Close at 5:00 p.m. |
| May 15 | Spring II Final Grades Due 10:00 a.m. |

## SPRING INTERIM 2023

*May 165, 2023 – June 2, 2023*

| | |
|---|---|
| **Apr. 10** | **Registration opens at 8:00 a.m.** |
| **May 11** | **Payment is due by 3:00 p.m.** |
| May 14 | Registration closes – payment due at time of reg.<br>Last Day 100% Refund |
| May 15 | Classes Begin |
| May 16 | Official Census Date |
| May 17 | Last Day 70% Refund<br>Certified Class Rosters Due at 10:00 a.m. |
| May 18 | Last Day 25% Refund |
| May 29 | Memorial Day Holiday - All Campuses Closed |
| May 30 | Last Day to Drop Classes |
| June 2 | Finals – Last Class Day |
| June 5 | Spring Interim Final Grades Due at 10:00 a.m. |

## SUMMER I (5 week courses) 2023

*June 5, 2023 – July 7, 2023*

| | |
|---|---|
| **Apr. 10** | **Registration opens at 8:00 a.m.** |
| May 29 | Memorial Day Holiday - All Campuses Closed |
| **June 1** | **Summer I Payment Due by 3:00 p.m.** |
| June 4 | Last Day 100% Refund |
| June 5 | Summer I - Move in- Only Smallwood APT. Open 9:00 a.m.<br>Summer I First Class Day |
| June 5-6 | Add/Drop/Late Reg. 8:00 a.m. – 4:00 p.m. |
| June 8 | Summer I 4th Class Day - Official Census |
| June 9 | Last Day 70% Refund<br>Begin to Certify Class Rosters |
| June 12 | Last Day 25% Refund<br>Certified Class Rosters Due 10:00 a.m. |
| June 29 | Last Day to Drop Summer I |
| July 4 | Independence Day Holiday - All Campuses Closed |
| July 6 | Grading for Summer I Opens at 8:00 a.m. |
| July 7 | Summer I Finals |
| July 10 | Summer I Final Grades Due 10:00 a.m. |

## SUMMER II (5 week courses) 2023

*July 10, 2023 – August 10, 2023*

| | |
|---|---|
| **Apr. 10** | **Registration opens at 8:00 a.m.** |
| **July 6** | **Summer II Payment Due by 3:00 p.m.** |
| July 9 | Last Day 100% Refund |
| July 10 | Summer II – Move in Only Smallwood Apt. Open 9:00 a.m.<br>Summer II First Class Day |
| July 11-12 | Add/Drop/Late Reg. (All Campuses) 8:00 a.m. – 4:00 p.m. |
| July 13 | 4th Class Day - Official Census |
| July 14 | Last Day 70% Refund<br>Begin to Certify Class Rosters |
| July 17 | Last Day 25% Refund<br>Certified Class Rosters Due 10:00 a.m. |
| Aug. 2 | Last Day to Drop Summer II Courses |
| Aug. 9 | Grading for Summer II Opens at 8:00 a.m. |
| Aug. 10 | Summer II Finals |
| Aug. 11 | Move out Smallwood APT. close at 9:00 a.m.<br>Summer II Final Grades Due 10:00 a.m. |

## Summer 10-week (Math co-requisite and Allied Health courses)

*June 5 , 2023 – August 10, 2023*

| | |
|---|---|
| **Apr. 10** | **Registration opens at 8:00 a.m.** |
| **June 1** | **10-week Payment Due by 3:00 p.m.** |
| June 4 | Last Day 100% Refund |
| June 5 | First Class Day |
| June 15 | Last Day 70% Refund |
| June 20 | 12th Class day - Official Census<br>Last Day 25% Refund |
| June 20 | Begin to Certify Class Rosters |
| June 23 | Certified Class Rosters Due 10:00 a.m. |
| Aug. 2 | Last Day to Drop 10-week Courses |
| Aug. 10 | 10-Week Finals |
| Aug. 11 | 10-Week Final Grades Due 10:00 a.m. |

## Summer 12-week (Welding, LVN courses)

*May 22, 2023 – August 10, 2023*

| | |
|---|---|
| **Apr. 10** | **Registration opens at 8:00 a.m.** |
| **May 18** | **12-week Payment Due by 3:00 p.m.** |
| May 21 | Last Day 100% Refund |
| May 22 | First Class Day |
| May 29 | Memorial Day Holiday – All Campuses Closed |
| June 7 | 12th Class Day - Official Census<br>Last Day 70% Refund |
| June 8 | Begin to Certify Class Rosters |
| June 12 | Last Day 25% Refund<br>Certified Class Rosters Due 10:00 a.m |
| July 4 | Independence Day Holiday – All Campuses Closed |
| August 2 | Last Day to Drop 12-week Courses |
| August 10 | 12-Week Finals |
| August 11 | 12-Week Grades Due 10:00 a.m. |

## Summer 15-week (Law Enforcement Academy, Cosmetology Courses)

*Term: May 15, 2023 – August 25, 2023*

| | |
|---|---|
| **Apr. 10** | **Registration opens at 8:00 a.m.** |
| **May 11** | **15-week Payment Due by 3:00 p.m.** |
| May 14 | Last Day 100% Refund |
| May 15 | First Class Day |
| May 29 | Memorial Day Holiday – All Campuses Closed |
| May 31 | 12th Class Day - Official Census |
| June 1 | Begin to Certify class rosters |
| June 2 | Last Day 70% Refund<br>Certified Class Rosters due 10:00 a.m. |
| June 9 | Last Day 25% Refund |
| July 4 | Independence Day Holiday – All Campuses Closed |
| August 10 | Last Day to Drop 15-week Courses |
| August 25 | 15-week Finals<br>15-week Final Grades Due by 5:00 p.m. |

# CAMPUS RESOURCES

## Teaching & Learning Center

The Teaching and Learning Center (TLC) on the Levelland campus assists students in developing the skills, strategies and knowledge to perform as confident, independent and active learners, prepared for a lifetime of learning. Housed on the third floor of the Library Building, the TLC provides:

- academic support services
- free peer tutoring
- study skills assessment
- learning strategy instruction
- Independent study
- Texas Success Initiative preparation

## STAR Center

Students participating in this program will benefit from the various activities designed to improve their academic performance and enhance their college experience which will ultimately lead to graduation and/or transfer to a four-year college/university. The STAR Center assists eligible first-generation college students, economically disadvantaged students and students with disabilities from diverse backgrounds who have a need for academic and other support services in order to successfully complete their college education.

Students may qualify for services if they are:

- U.S. citizens or legal residents
- have a need for academic support
- and if one or more of the following applies:
  - You are a first-generation college student (neither parent has four-year degree).
  - You meet low income guidelines set by the U.S. Department of Education.
  - You have a documented physical or learning disability on file with the Disability Services Office or Department of Assistive and Rehabilitative Services (DARS).

Students are encouraged to apply prior to or early in the fall and spring semesters. Program applications are available at the STAR Center Office located on the third floor of the Library or they can be downloaded from the SPC website. The program admits a limited number of students each year. For additional information, call 806.716.2751.

## Health and Wellness Center

Taking control of your emotional and behavioral health is important for your academic success. Unaddressed mental health issues can lead to substance abuse and other dangerous behaviors. Suicide is the second leading cause of death among college students. If you are concerned about yourself or a friend, get help at the first sign of a problem.

Services:

- free counseling by licensed mental health professionals
- free mental health and substance abuse screenings and referrals as needed
- crisis intervention
- assistance with stress management and anger management
- someone to talk to when you don't know what to do

To schedule an appointment, come by the Health and Wellness Center or call 806.716.2529.

## Student Health Services

South Plains College offers all full-time students taking at least six (6) semester hours on the Levelland Campus a medical treatment center with the services of a licensed physician and a registered nurse. Qualified students needing to see a doctor should go to the Health Services Office before 10:30 a.m. to complete records and make an appointment. The office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. Physician's hours are limited to one or two hours per day, Monday through Thursday. Times are posted at the clinic in the Health and Wellness Center.

## Disability Services

SCAN HERE FOR DISABILITY SERVICES

Individuals with disabilities attending South Plains College will find many programs and services designed to provide access to all aspects of college life. Academic accommodations are available to students with a documented disability. Any student who anticipates a need for accommodations must contact the Disability Services Office on either the Levelland Campus or SPC Reese Center after receiving official acceptance into South Plains College. Adequate notice to make arrangements for necessary accommodations is required. Contact the Disability Services Office for more information on procedures and required documentation.

Levelland Campus: 806.716.2577 Reese Center: 806.716.4675
Lubbock Center: 806.716.4675 Plainview Center: 806.716.4675

## Advising & Testing

SCAN HERE TO SCHEDULE AN ADVISOR

The staff in the Advising and Testing Center is dedicated to helping students identify their educational and career goals. Advisors are available to help students develop an Educational Success Plan (ESP) that will prepare students to navigate through their education at South Plains College and beyond.
Services: academic advising, career assessment, job-seeking skills and testing services
To schedule an appointment come by the Advising and Testing Center or call 806.716.2366.

## Library

The primary mission of the Libraries at South Plains College is to provide students with the information resources and services they need to achieve their educational objectives.
Services:

- personal reference assistance
- computer lab and printers
- specialized database searches
- copy machines
- interlibrary loans
- audiovisual equipment
- information literacy instruction
- computer lab and printers

## Bookstore

The Bookstore maintains two locations where students can purchase textbooks, supplies, and official SPC apparel:

**Levelland Campus**
Student Center
Hours:
Monday-Thursday 7:45 a.m. - 4:30 p.m.
Friday 8:00 a.m. - 4:00 p.m.

**Reese Center**
Building 8
Hours:
Monday-Thursday 8:00 a.m. - 7:00 p.m.
Friday 8:00 a.m. - 4:00 p.m.

The Bookstore will repurchase books at the end of each semester. Check standard buy back procedures for more information.

## Dining Resources

Food services for students living in residence halls are provided in Texan Hall, the college's dining facility. Texan Hall is located in the Student Center on the Levelland Campus. Nutritious meals are prepared by a staff of professional cooks under the management of Great Western Dining. The dining hall provides continuous meal service seven days a week during posted hours throughout the fall and spring semesters. Meals can be purchased on a cash basis by other SPC students, employees or guests. Resident students must show their valid student identification card each time they eat in the Texan Hall.
Texan Hall Hours of Operation:

| | | |
|---|---|---|
| **Weekdays** | Monday-Thursday | 7:15 a.m. - 7:00 p.m. |
| | Friday | 7:15 a.m. - 6:00 p.m. |
| **Weekends** | Continental Breakfast | 9:00a.m. - 10:00a.m. |
| | Lunch | 12:00 noon - 1:00 p.m. |
| | Dinner | 5:00 p.m. - 6:00 p.m. |
| | Sunday Brunch | 12:00 p.m. - 1:00 p.m. |

| | | |
|---|---|---|
| **Weekdays** | Monday-Thursday | |
| | Hot breakfast line | 7:15 a.m. - 8:45 a.m. |
| | Continental breakfast | 8:45 a.m. - 10:30 a.m. |
| | Sandwich bar | 11:00 a.m. - 1:30 p.m. |
| | Soup & salad bar | 11:00 a.m. - 7:00 p.m. |
| | Hot lunch entree line | 11:00 a.m. - 1:30 p.m. |
| | Hot dinner entree line | 5:00 p.m. - 7:00 p.m. |

# TECHNOLOGY RESOURCES

## MySPC & TexanConnect

MySPC is your online gateway to South Plains College information. MySPC provides you with personalized access to a wide range of campus resources and services in a single location including course availability, TexanConnect, and SPC Student Email. You can customize your site by adding or deleting pages to meet your personal needs including access to important announcements, news and events, college calendars and a personal planner.

**How do I get a MySPC account?**
Your MySPC account will be automatically setup for you upon acceptance to South Plains College. If you are a new student, your account information will be provided in your acceptance letter.

**How do I log in to MySPC?**
To log in to MySPC, click on the MySPC link located on the upper right corner of any page on our website. Once on the MySPC home page, enter the username and password assigned to you upon acceptance.




**What is TexanConnect?**
TexanConnect allows students to gain access to a multitude of information including:

- Check course availability
- Check financial aid status and award letter
- Check for student holds
- Degree planning and audit
- Add and drop classes (during the registration period ONLY)
- Pay for tuition and fees
- View and print your class schedule
- View and print your unofficial transcript

**How do I access TexanConnect?**
To access TexanConnect, successfully login to MySPC and select the following under TexanConnect:
Students -> Academic Planning/Registration -> Student Planning

**Where do I go for assistance?**
For assistance, email askspc@southplainscollege.edu or call 806.894.9611, ext. 3300.

## Email

**How do I access my student email?**
South Plains College provides all students with an SPC Email account upon acceptance to the college. Your assigned SPC Email account is the official channel of communication for South Plains College. To view your email folders, contacts, calendar, etc., you must first login to MySPC with your assigned username and password. After you have successfully logged in, your email is located in the lower right hand corner.

## Blackboard

SPC faculty use the Blackboard website for homework assignments, exams, information, and online classes. The Blackboard site is located at http://southplainscollege.blackboard.com. Students will not be able to access their courses until the first official class day.
To log in to Blackboard you will use your SPC Username and Password.

## Social Media

**For updates and official SPC information, follow us:**

Facebook: southplainscollege
Pinterest: spctexans
Twitter: @southplainscollege
Instagram: @southplainscollege

## Campus Shield

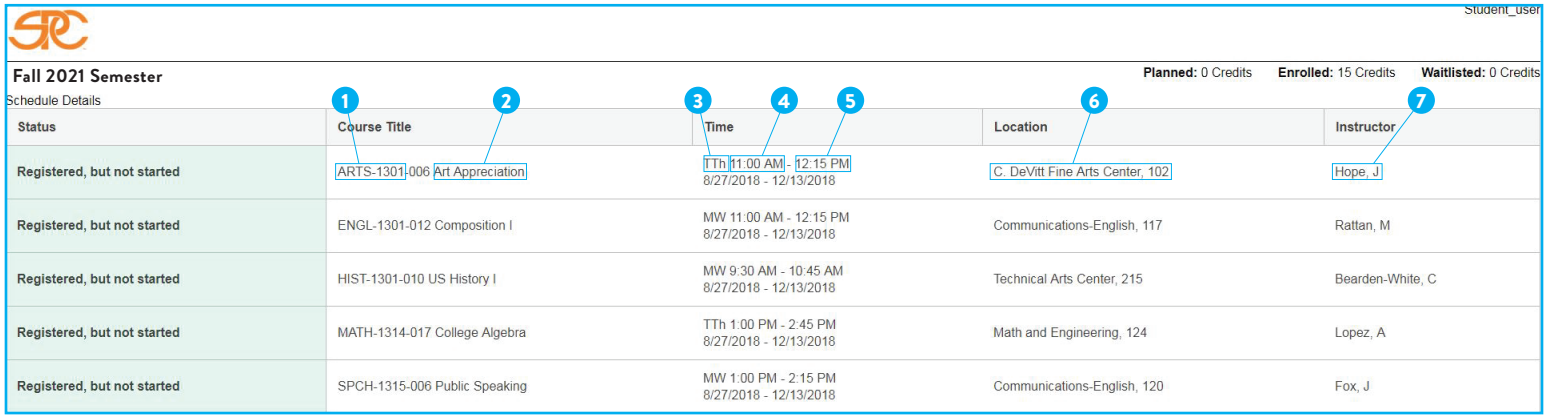
Download the free Campus Shield app from the Android or Apple app stores and select South Plains College. Campus Shield allows you to report a claim and provides access to safety and campus resources.

## Emergency Notification System (ENS)

SPC utilizes an emergency notification system in the case of an on-campus emergency or severe weather. Check your contact information on TexanConnect to ensure we send your notifications to the appropriate place. The ENS uses phone and email messaging.

# HOW TO READ YOUR SCHEDULE

When you meet with your advisor today, you will build your fall class schedule in TexanConnect. The picture below is an example of what you will see when your schedule is final. Match the numbers with the descriptions at the bottom of the page for a better understanding of how to read your schedule. If you have questions, ask your advisor or an orientation leader for help.



Student_user

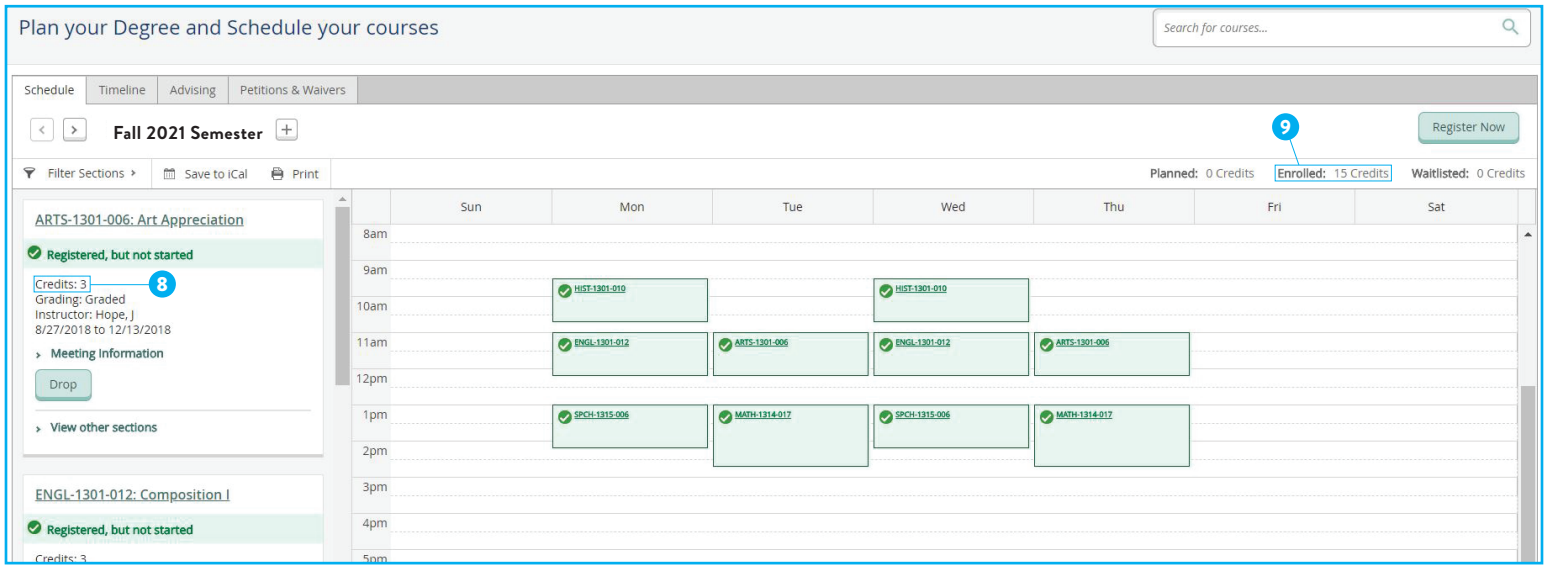
**Fall 2021 Semester**

**Planned:** 0 Credits **Enrolled:** 15 Credits **Waitlisted:** 0 Credits

Schedule Details

| Status | Course Title | Time | Location | Instructor |
|---|---|---|---|---|
| Registered, but not started | ARTS-1301-006 Art Appreciation | TTh 11:00 AM - 12:15 PM<br>8/27/2018 - 12/13/2018 | C. DeVitt Fine Arts Center, 102 | Hope, J |
| Registered, but not started | ENGL-1301-012 Composition I | MW 11:00 AM - 12:15 PM<br>8/27/2018 - 12/13/2018 | Communications-English, 117 | Rattan, M |
| Registered, but not started | HIST-1301-010 US History I | MW 9:30 AM - 10:45 AM<br>8/27/2018 - 12/13/2018 | Technical Arts Center, 215 | Bearden-White, C |
| Registered, but not started | MATH-1314-017 College Algebra | TTh 1:00 PM - 2:45 PM<br>8/27/2018 - 12/13/2018 | Math and Engineering, 124 | Lopez, A |
| Registered, but not started | SPCH-1315-006 Public Speaking | MW 1:00 PM - 2:15 PM<br>8/27/2018 - 12/13/2018 | Communications-English, 120 | Fox, J |

You will be able to see your credit hours and total semester credit hours during the registration process.




1. **Course Number:** This is an abbreviation of the educational department (example-ARTS stands for Arts). An abbreviation of department and course level.
2. **Course Title:** This is the descriptive title of the course being offered.
3. **Class Days:** The days on which the class meets can be found here. M W classes meet on Mondays and Wednesdays, while T R classes meet on Tuesdays and Thursdays. :ARR usually indicates a lab time or internet course and the instructor will give you the times to meet.
4. **Start Time:** The time in which each class is scheduled to begin.
5. **End Time:** The time in which each class is scheduled to end.
6. **Location:** This indicates where the class will meet. In this example, the class meets in room 102 of the Helen DeVitt Jones Fine Arts Center. A key to the building abbreviations can be found on the campus map on the back cover of this guidebook.
7. **Instructor:** The professor or instructor assigned to teach the course.
8. **Credit Hours:** The amount of credit given for one lecture hour a week for 16 weeks or its equivalent. A lecture class meeting three hours a week, therefore, counts three semester hours credit to a course.
9. **Total Semester Credit Hours:** The total amount of credit hours in which a student is enrolled. This number of credit hours indicates whether a student is classified as full-time or part-time.

# WHERE TO GO FOR INFORMATION

| QUESTION | ANSWER |
|---|---|
| Absences | Instructor |
| Academic Advising | Advising Center |
| Academic Appeals | Dean of Enrollment Services |
| Academic Skills Development | Learning Center |
| Adding or Dropping a Course | Admissions & Records Office |
| Address Change | Admissions & Records Office |
| Admissions Policies (General) | Admissions & Records Office |
| Articles, Books, & Research | Library |
| Band | Band Director, Fine Arts Department |
| Books (Buying, Renting, & Selling) | Bookstore |
| Career Advising | Advising Center |
| Choir | Choral Director, Fine Arts Department |
| Clubs & Organizations | Student Life |
| Counseling | Health & Wellness Center |
| Course Changes | Advising Center |
| Credit by Exam/CLEP | Testing Center |
| Degree Plans | Faculty Advisors or Advising Center |
| Disabled Student Services | Health & Wellness Center |
| Financial Aid Appeals | Financial Aid |
| Game Room | Student Center |
| Graduation Application | Admissions & Records Office |
| ID Card | Student Life |
| Illness | Health & Wellness Center |
| Student Accident Insurance | Dean of Students |
| Intramural Sports | Intramural Sports Office, Fitness Complex |
| International Students | Registrar |
| Loans & Grants | Financial Aid Office |
| Lost & Found | Student Life |
| Name Change | Admissions & Records Office |
| Newspaper (college) | Journalism Program |
| Occupational & Career Information | Advising Center |
| Parking Citations & Permits | Housing Office |
| Photocopying | Copy Center |
| Posting of Information | Student Life |
| Public Relations | Marketing & Communications Office |
| Residency | Admissions & Records Office |
| Schedule Changes | Admissions & Records Office |

| QUESTION | ANSWER |
|---|---|
| Student Activities | Student Life |
| Student Conduct Issues | Dean of Students |
| Student Records | Admissions & Records Office |
| Study Skills | Learning Center |
| Testing Services | Testing Center |
| Texas Success Initiative (TSI) | Testing Center |
| Theatre Arts | Fine Arts Department |
| Transcript Requests | Admissions & Records Office |
| Transferring to another college | Advising Center |
| Tuition & Fees | Business Office |
| Tutoring Assistance | Learning Center |
| Veterans Affairs | Veterans Affairs Office |
| Withdrawing from College | Advising Center |

## IMPORTANT NUMBERS

806.894.9611

| | |
|---|---|
| Admissions and Records | 806.716.2500 |
| Advising and Testing | 806.716.2366 |
| Disability Services | 806.716.2577 |
| Financial Aid and Loans | 806.894.9611 ext. 3800 |
| General College Information | 806.716.2211 |
| Health and Wellness | 806.716.2529 |
| Help Desk | 806.716.2600 |
| Intercollegiate Athletics | 806.716.2221 |
| New Student Orientation | 806.716.2379 |
| Parking Permit | 806.716.2379 |
| Scholarships | 806.716.2219 |
| Student Housing | 806.716.2379 |
| Student ID Cards | 806.716.2378 |
| Tuition and Fees | 806.894.9611 ext. 2400 |

If you have any questions regarding your experience at South Plains College, contact ***ASK SPC*** at 806.716.2600 or email: askspc@southplainscollege.edu

# FINANCIAL AID

The Financial Aid Office at South Plains College is dedicated to providing assistance based on documented financial need. Because it can take up to six weeks to obtain your financial aid, you should complete this process as early as possible. **Please visit the Financial Aid page on the SPC website for important information about deadlines.** For more information, contact the Financial Aid Office at 806.894.9611, ext. 3800 or finaid@southplainscollege.edu.

## *Types of Financial Aid*

**Grants:** Pell Grant, Supplemental Educational Opportunity Grant, Texas Educational Opportunity Grant, and Texas Public Education Grant

**Loans:** Federal Direct Loan Program, subsidized, unsubsidized and the Parent PLUS Loan

**Employment:** Federal College Work Study

**Scholarships:** A wide variety of college-wide general scholarships and program specific scholarships are available to eligible students. A complete listing of all scholarship programs can be found on the online Scholarship Application Portal at southplainscollege.academicworks.com. Information regarding eligibility, application and other scholarship opportunities can be found in the online General Catalog. For more information call 806.716.2219 or email scholarships@southplainscollege.edu. The Scholarship Office is located in the east wing of the Administration Building.

**Private Scholarships:** Various local and national businesses, corporations, foundations, civic clubs, organizations, and individuals provide private scholarships to deserving students. Students are urged to apply directly to the donor organization. Most of these organizations prefer to send the scholarship funds directly to the college. The Scholarship Office will not credit the student account until funds are received. Once the funds are received, the Scholarship Office will disburse the funds according to the requirements of the provider.

It is the student's responsibility to contact scholarship providers and inform them that they are planning to attend South Plains College for Fall 2019. In addition, many donors request verification of enrollment. To provide verification of enrollment, go to www.southplainscollege.edu and log in to TexanConnect to print a copy of your Fall 2019 schedule. The class schedule will show the number of hours you are enrolled in and a list of courses.

## *The Financial Aid Process & FAFSA*

1. Complete the 2022-2023 FAFSA at studentaid.gov. Don't skip any questions on your application. To speed up your financial aid award processing, use the IRS Data Retrieval Tool to import your tax information from the IRS to your FAFSA.
2. Check daily for email messages on the student and parent email accounts you provided on the FAFSA. Also check the student's SPC email account for messages from the Financial Aid Office. Respond quickly to action and information requests.
3. You will receive an email when you have financial aid to view. Logon to Texan Connect – Financial Aid. Accept your awards and sign your offer letter.
4. For student loans, visit Texan Connect - Financial Aid Counseling - "How to Request a Loan."
5. The SPC Financial Aid Office is dedicated to providing financial assistance to qualifying students in a timely manner. It is important that you complete all requirements as early as possible to accomplish this goal. For more information, contact the Financial Aid Office at 806.894.9611 ext. 3800 or finaid@southplainscollege.edu.

## *Satisfactory Academic Progress (SAP)*

The SPC Financial Aid SAP is separate and stricter than the college's overall academic suspension and probation policies. The Satisfactory Academic Progress Evaluation located in TexanConnect includes the calculations from this policy.

### *Requirements of SAP*

In order to receive financial aid, you must meet all three of the following criteria:

1. Earn and maintain a cumulative grade point average of a 2.0 or above.
2. Maintain a pace of at least 67% (cumulative number of credit hours earned divided by the cumulative credit hours attempted as calculated by the Satisfactory Academic Progress Evaluation).
3. Graduate with no more than 150% of the credit hours required for your declared major. This limit includes all college level course(s) a student attempts, even if the student uses their own resources.

SAP is calculated at the conclusion of each semester.

# HOW TO PAY

**REMEMBER: YOU WILL NOT RECEIVE A STATEMENT IN THE MAIL FOR YOUR CLASSES.**

## *FALL 2022 PAYMENT DEADLINE: THURSDAY, AUGUST 25TH BY 3:00PM*

If you have not paid your bill in full or established a payment plan online by the deadline, your current schedule will be removed for non-payment. It is important to check your balance if you make ANY CHANGES to your schedule.

## To Check Your Account Balance & Pay

1. Go to South Plains College main website and choose MySPC.
2. Log into MySPC portal.
3. Choose Students under TexanConnect.
4. Select **Financial Information**.
5. Select **Student Finance**.
6. Student will be directed to the finance area of their self-service. Choose Make a Payment.
7. Student will be prompted to "Continue to Payment Center," as seen below.
8. A second window will open for TouchNet billing center. Through this screen the student can pay in full, make a payment plan (when available), and other functions such as designate a direct deposit refund account, make a housing deposit, see payment history, or view detail on their bill using View Activity.

## Payment Options

1. **Web Payment:** If you plan to pay in full on the web, you can follow the instructions above and choose 'Pay in full'. We accept Visa, MasterCard, Discover, American Express on the web.
2. **Payment Plan:** Installments are available for students online through TexanConnect. A $30 enrollment fee will be assessed for each semester a plan is established, and will appear as an additional charge with the initial down payment. Plans require a down payment of 50% of the balance due using a credit or debit card. The remaining balance will be automatically drafted on predetermined dates during the semester. *A plan requiring only 25% down is available through payment deadline for 16 week terms only.
3. **Payments by Mail:** If you choose to mail a check, it must be RECEIVED in the Business Office on or before the payment deadline. Please include the check holder's drivers license and phone number, as well as the student's ID or last four of their social on the check.

*Mailing address: South Plains College, Attn: Business Office, 1401 S. College Ave, Levelland TX 79336*

## Financial Aid

If you have financial aid and still show a balance due, you will need to pay the remainder in full or establish a payment plan online by the deadline to remain enrolled in your current schedule.

## Questions about Paying for Classes

If you have questions, please call the Business Office at 806.894.9611 extensions 4676, 4617, 2400, or 2409.

## Paying for Housing

Room and meal costs are charged on a per semester basis and include sales tax. Current room and meal rates are available from the residence hall page on the SPC website, the Student Housing Office or the General Catalog. Room and meal rates are subject to change without notice.

**Move-in Payment:** To move into the residence halls, the student must have paid in full or established a payment plan for the total balance due (tuition, fees, and housing) through a payment plan by the fall payment deadline set by the Business Office. Please check the Academic Calendar for this date. Failure to make this payment will result in being dropped from your courses and losing your housing assignment.

**Financial Aid:** Students planning to use financial aid (grants or loans) to pay must have accepted their awarded financial aid prior the payment deadline (August 25th) with adequate funds available to cover all charges in full. Please check your bill after awards are accepted and after any schedule changes to ensure your balance is at a zero or credit balance.

# ADVISING TIPS

### *Student role:*
- Responsible for learning and understanding
- Monitor his or her own academic progress
- Know the degree requirements of the college and major of interest
- Communicate with the advisor regarding issues and/or concerns about academics or student life
- Attend classes
- Manage time for class preparation
- Become familiar with college resources
- Understand and adhere to college policies

### *Parent role:*
- Be available to support and encourage
- Maintain regular contact
- Offer advice (when appropriate)
- Encourage students to do things they can do for themselves
- Allow students to make mistakes in this safe environment

### *Academic Advisor role:*
- Monitor student progress and guide the student toward academic success
- Help the student understand his or her responsibilities toward academic success
- Act as a liaison between the institution and the student
- Act as an advocate for the student
- Refer the student to appropriate institutional resources

### *Things to consider when choosing classes:*
- Are you working? If so, how many hours a week?
- Are you TSI compliant?
- Does your major focus on math and science courses?
- Do you have a degree plan?
- Will you commute? If so, what is your commute time?
- Do you have responsibilities other than school/work?
- Are online courses an option for me?
- Have you completed a career assessment?
- Have you considered a transfer university?

### *Questions to ask the Academic Advisor:*
- Are you TSI compliant?
- What is your academic plan?
- Will the classes you want to take transfer to a university?
- When should you follow up with an advisor?
- What do you do if you need help with stress/time/study management?
- What are your options for developmental courses?
- What are core classes?

# DEGREES AND CERTIFICATES

### *Associate of Arts*
### *Associate of Science*
### *Associate of Arts in Teaching*
- Flexibility in degree planning
- Classes are chosen from core requirements
- Students typically interested in attending a 4-year university
- Credits transfer *(dependent upon on the university of your choice)*

### *Certificates of Proficiency*
- Most certificates do not require the TSI Assessment
- Enter the workforce in 2 years or less
- Job specific classes
- Extremely hands-on

### *Associate of Applied Arts*
### *Associate of Applied Science*
- Great employment opportunities with less school
- Credits less likely to transfer to a university
- Students typically not interested in attending a 4-year university
- Less flexibility in degree planning

# PROGRAMS OF STUDY

The college-level educational program at South Plains College is organized into three instructional divisions. South Plains College offers more than 100 program options that lead to associate degrees and certificates of proficiency in the arts and sciences, the technical arts and health sciences. The following list may not be complete because program development is ongoing.

## ARTS AND SCIENCES

***Degree Options: Associate of Science • Associate of Arts***

Advertising
Agricultural Sciences
Art
Biology
Broadcast Journalism
Business Administration
Chemistry
Communications Studies
Computer Science
Criminal Justice
Education
Electronic Media Production
English
Foreign Language
General Studies
Geology
Government
History
Human Sciences
Kinesiology
Mathematics
Music Education
Music Performance
Photojournalism
Pre-Chiropractic
Pre-Dentistry
Pre-Engineering
Pre-Medical Technology
Pre-Medicine
Pre-Nursing
Pre-Occupational Therapy
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Physician's Assistant
Pre-Veterinary Medicine
Print Journalism
Psychology
Public Relations
Radio, Television and Film
RN Diploma Preparation
Social Work
Sociology
Speech Communication
Theatre Arts
Wildlife Management

***For more information about the Division of Arts and Sciences contact:***

Alan Worley, Dean of Arts and Sciences • 806.716.2645 • aworley@southplainscollege.edu

## HEALTH SCIENCES

***Degree Options: Associate of Applied Science • Certificates of Proficiency***

Associate Degree Nursing
Child Development
Emergency Medical Services
Physical Therapist Assistant
Radiologic Technology
Respiratory Care
Surgical Technology
Vocational Nursing

***For more information about Health Sciences contact:***

Jerry Findley, Dean of Health Sciences • 806.716.2390 • jfindley@southplainscollege.edu

## TECHNICAL EDUCATION

***Degree Options: Associate of Applied Science • Associate of Applied Arts • Certificates of Proficiency***

Accounting Associate
Automotive Collision Repair
Automotive Service Technology
Business Management
Cinema and Video Production
Commercial Music
Computer-Aided Drafting and Design
Computer Information Systems
Cosmetology
Culinary Arts
Diesel Service Technology
Electrical and Power Transmission Technology
Fire Technology
Graphic Arts
Heating, Air Conditioning and Refrigeration
Industrial Manufacturing and Emerging Technologies
Law Enforcement
Office Administration
Paralegal Studies
Real Estate
Sound Technology
Welding Technology

***For more information about Technical Education contact:***

Rob M. Blair, Dean of Technical Education • 806.716.2336 • rblair@southplainscollege.edu

# LIFE IN COLLEGE

## CHOOSING RESPONSIBLY IN COLLEGE

- College is voluntary and you pay for classes.
- You manage your own time.
- You must decide whether to participate in co-curricular activities.
- You must balance your responsibilities and set priorities. You will face moral and ethical decisions you have never faced before.
- You often have hours between classes; class times vary throughout the day and evening and you spend only 12 to 16 hours each week in class.
- You arrange your own schedule in consultation with your advisor. Schedules tend to look lighter than they really are.
- Graduation requirements are complex and differ from year to year. You are expected to know those that apply to you.
- Guiding principle: You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

## SUCCEEDING IN COLLEGE CLASSES

- The academic year is divided into two separate 15-week semesters, plus a week after each semester for exams.
- You need to study at least 2 to 3 hours outside of class for each hour in class.
- You need to review class notes and text material regularly.
- You are assigned substantial amounts of reading and writing which may not be directly addressed in class.
- Guiding principle: It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.

## COLLEGE PROFESSORS

- Professors may not always check completed homework, but they will assume you can perform the same tasks on tests.
- Professors may not remind you of incomplete work.
- Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
- Professors expect and want you to attend their scheduled office hours.
- Professors have been trained as experts in their particular areas of research.
- Professors expect you to get from classmates any notes from classes you missed.
- Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect you to relate the classes to the textbook readings.
- Professors may lecture nonstop, expecting you to identify the important points in your notes. When professors write on the board, it may be to amplify the lecture, not to summarize it. Good notes are a must.
- Professors expect you to think about and synthesize seemingly unrelated topics.
- Professors expect you to read, save, and consult the course syllabus (outline); the syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.
- Professors may not formally take roll, but they are still likely to know whether or not you attended.
- Guiding principle: College is a learning environment in which you take responsibility for thinking through and applying what you have learned.

## TESTS IN COLLEGE

- Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a semester.
- Makeup tests are seldom an option; if they are, you need to request them.
- Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.
- Guiding principle: Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.

## GRADES IN COLLEGE

- Grades may not be provided for all assigned work.
- Grades on tests and major papers usually provide most of the course grade.
- Extra credit projects cannot, generally speaking, be used to raise a grade in a college course.
- Watch out for your first tests. These are usually "wake-up calls" to let you know what is expected, but they also may account for a substantial part of your course grade. You may be shocked when you get your grades.
- You may graduate only if your average in classes meets the departmental standard- - typically a 2.0 or C.
- Guiding principle: "Results count." Though "good-faith effort" is important in regard to the professor's willingness to help you achieve good results, it will not substitute for results in the grading process.

**Source: Southern Methodist University - A-LEC Center**

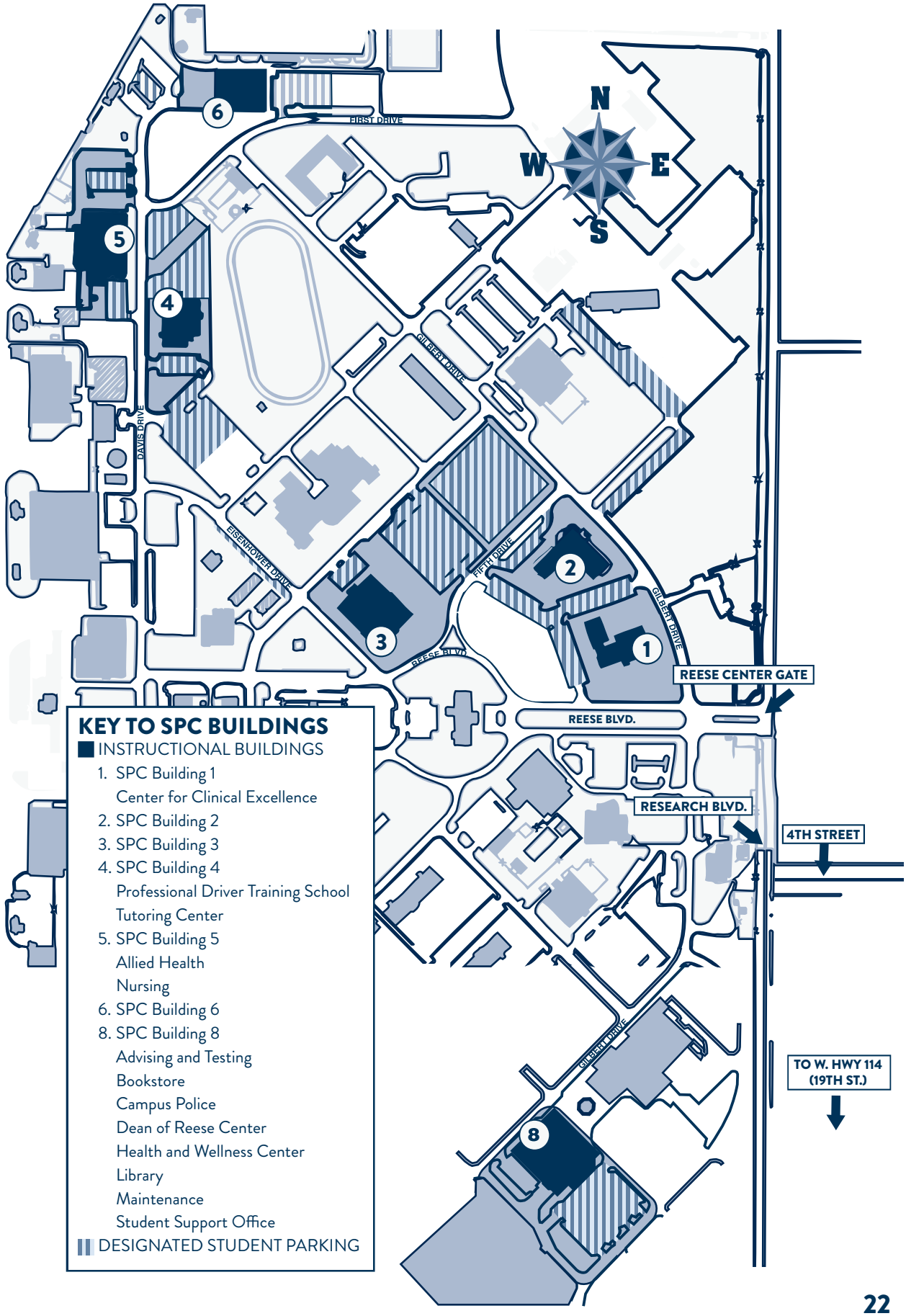
# NOTES

Prospective Students: You may view SPC's Annual Security Report and Fire Safety Report online at https://myspc.southplainscollege.edu/ICS/Safety_and_Health/Annual_Security_Report.jnz. Printed copies are available upon request from the Vice President of Student Affairs, 806.716.2360. This contact information should only be used to obtain these reports.

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Vice President for Student Affairs • South Plains College • 1401 College Avenue, Box 5 • Levelland, TX 79336 • 806.716.2360

# REESE CAMPUS MAP

SOUTH PLAINS COLLEGE
PREPARE YOURSELF



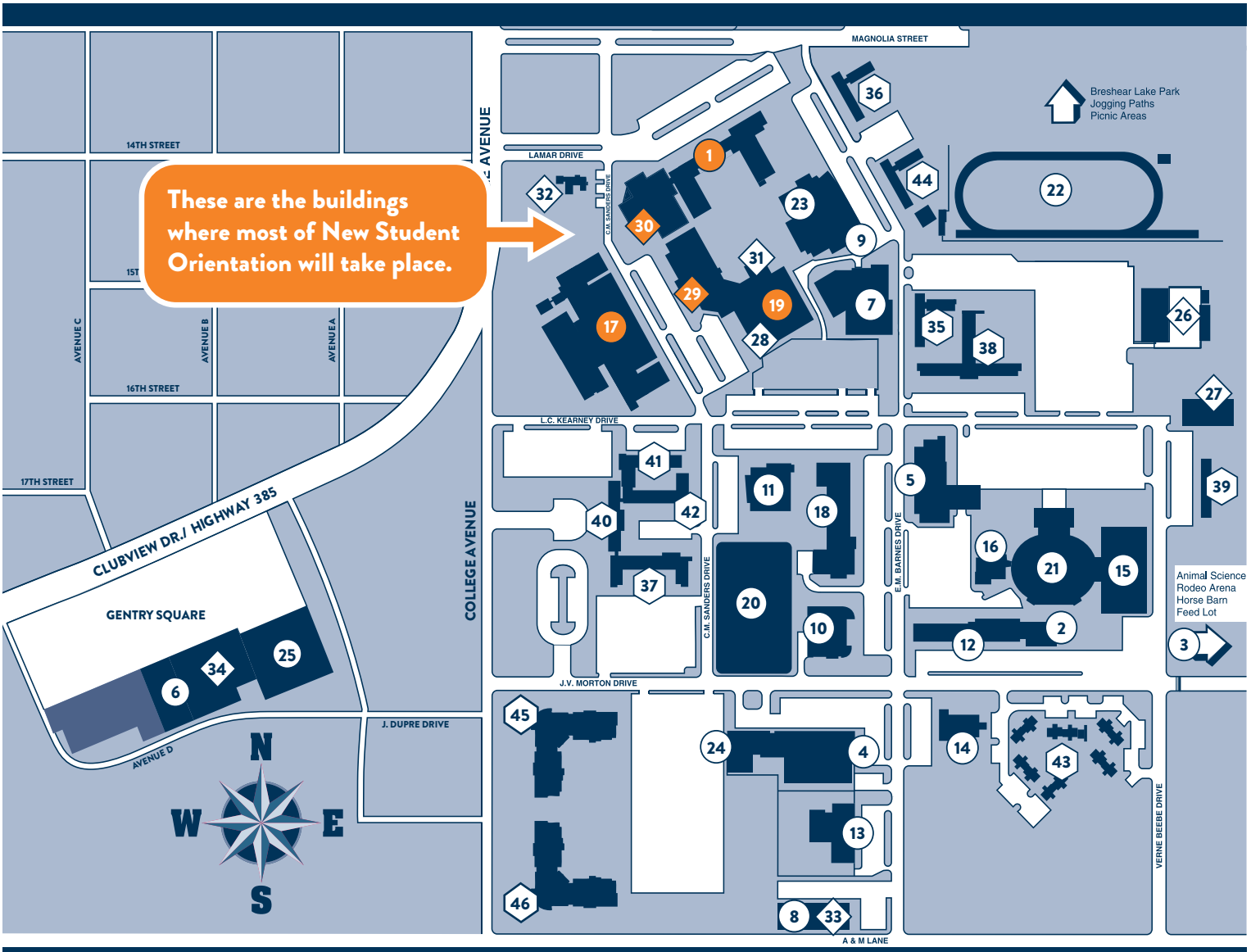

## KEY TO SPC BUILDINGS

■ INSTRUCTIONAL BUILDINGS

1. SPC Building 1
   Center for Clinical Excellence
2. SPC Building 2
3. SPC Building 3
4. SPC Building 4
   Professional Driver Training School
   Tutoring Center
5. SPC Building 5
   Allied Health
   Nursing
6. SPC Building 6
8. SPC Building 8
   Advising and Testing
   Bookstore
   Campus Police
   Dean of Reese Center
   Health and Wellness Center
   Library
   Maintenance
   Student Support Office

▮▮ DESIGNATED STUDENT PARKING

# LEVELLAND CAMPUS MAP




## KEY TO CAMPUS BUILDINGS

### ● INSTRUCTIONAL BUILDINGS

1. Administration Building (AD)
2. Agriculture Building (AG)
3. Animal Science Center (ARENA)
4. Auto - Diesel Shop (DSHOP)
5. Communications/English Building (CM)
6. Cosmetology (COSBL)
7. Creative Arts Building (CB)
8. Industrial Manufacturing/Emerging Technologies (IMET)
9. Christine Devitt Fine Arts Center (FA)
10. Law Enforcement Building (LE)
11. Library (LIB), STAR Center and Upward Bound (3rd Floor)
12. Math and Engineering Building (M)
13. Metals Technology Building (MT)
14. Natatorium (NAT)
15. Physical Education Building (PE)
16. Racquetball Courts
17. Wilburn and Helen Wheeler Science Center and the Helen DeVitt Jones Student Learning Center
18. Technical Arts Center (TA)
19. Technology Center (TC)
20. Tennis Courts
21. Texan Dome (DOME)
22. Texan Track
23. Helen Devitt Jones Theatre for the Performing Arts (STAGE)
24. Welding Technology Building (WT)
25. Center for Allied Health Education (AH)

### ◆ NON-INSTRUCTIONAL BUILDINGS

26. Maintenance Building
27. Maintenance Warehouse
28. Student Health & Wellness
29. Student Center
30. Student Services Building (SS)
31. Texan Hall
32. Visitors Center
33. Development and Alumni Relations Office
34. Physical Plant Storage

### ⬢ RESIDENCE HALLS

35. Forrest Hall
36. Frazier Hall
37. Gillespie Hall
38. Lamar Hall
39. Magee Hall
40. Marvin Baker Center
41. N. Sue Spencer Hall
42. S. Sue Spencer Hall
43. Smallwood Apartments
44. Stroud Hall
45. Nathan Tubb Hall
46. Earl and June Gerstenberger Hall

Rev. 02/22

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