

ST. PETERSBURG COLLEGE BACCALAUREATE PROGRAMS

COLLEGE OF EDUCATION ADMISSIONS PROCESS

FIRST POINT OF CONTACT FOR QUESTIONS ABOUT THE BACCALAUREATE PROGRAMS:

Baccalaureate Recruiters: Location > District Office

- Jacob Wortock, Wortock.Jacob@spcollege.edu, (727) 341-3409

STEPS FOR ADMISSION INTO THE BACCALAUREATE PROGRAMS:

1. **If you are a NEW student to SP**

Submit the SPC application: <http://www.spcollege.edu/webcentral/forms/apply.htm> and pay the \$40 application fee to get a student number. You will select the baccalaureate program during the online application process.

If you are a CURRENT OR RETURNING student:

- Log into [MySPC](#) in order to apply for a bachelor's degree program. **Click on "Apply-BS/BAS/Upper Div Cert."** under the Academics section of the [MySPC](#) home page. Just select the desired major and click the save button. This will submit your application to the baccalaureate offices.

Note: If you were a previous SPC student, you will not need to pay the \$40 application fee again.

2. **Request official transcripts from ALL previous colleges that you attended.**

- **Note:** Returning students will only need to request transcripts from previous colleges not on file at SPC. You will also want to request your High School transcripts if you have not received an AA, AS or AAS degree or higher. We can also use your High School transcripts to verify that you successfully completed 2 years of the same foreign language. This will satisfy your college foreign language requirement for graduation. These transcripts can all be sent to: SPC, Admissions and Records – Baccalaureate Programs, P.O. Box 33089, St. Petersburg, FL 33733.

3. **Request official score reports for the Florida Teacher Certification Exam (FTCE) General Knowledge (GK)**

Information and Registration details can be found at www.fl.nesinc.com

NOTE: If you are a student who has not taken classes within the last year:

You will be required to update your personal information including the residency affidavit during the registration process. Students that prefer not to register online may complete this process by completing the hard-copy 4 page SPC application, attaching copies of residency documentation and checking the readmission box on the front of the form. This paperwork can then be turned in at any campus MAPS or admission office or mailed in (it is required before any registration can take place). There is no fee required to get your records updated.

STEPS TO FOLLOW UP TO CHECK THE STATUS OF YOUR APPLICATION OR SEE WHAT ITEMS YOU STILL HAVE PENDING TO COMPLETE THE APPLICATION PROCESS:

NOTE: All students will receive an initial letter from the baccalaureate records office acknowledging their application and informing them of any items they may need to send in to the office to complete their application. St. Petersburg College provides online student services through MySPC to check this process:

1. **Go to <http://www.spcollege.edu/> and click on MySPC.**

- This site is your online access to your records at St. Petersburg College. You can identify items still missing from your application by following the navigation to Personal Portfolio, **To Do List**. As college transcripts are received they will 'disappear' off the **To Do List**. Once all college transcripts have arrived then your records will all be evaluated, your transfer credits will be posted to your academic record, and all other items on the **To Do List** will be updated. When this process is complete a letter is sent to the student informing them that their file has been forwarded to the baccalaureate specialist for the final review and admissions decision.

2. **Once your file is complete and all items have been received, your file will then be sent to the appropriate baccalaureate specialist for final review for admission.**

- The baccalaureate specialist will review the student for admission to the program and contact the student. Students that are offered **admission to the COE Educational Studies program** are sent a* **Letter of Intent** which must be completed by the student and returned to the baccalaureate specialist. Once the baccalaureate specialist receives the **Letter of Intent** back from the student then the student's Program/Plan will be changed to reflect admission to the program. This is when the student becomes eligible to register for upper division classes. **Students admitted to the COE certification majors** will receive an admission * letter requiring them to register for a registration session as confirmation of their intent to enroll. These students will register for classes at a two hour registration session.
- ***IMPORTANT – All COE letters will be sent to student's MYSPC email account.**