

Welcome to Smart Start Orientation

Smart Start Orientation is created for new students to SPC! We hope are excited to learn about all SPC has to offer.







Let's introduce ourselves! We want to get to know you.



MODULE 1: SUCCESS



THE BASICS

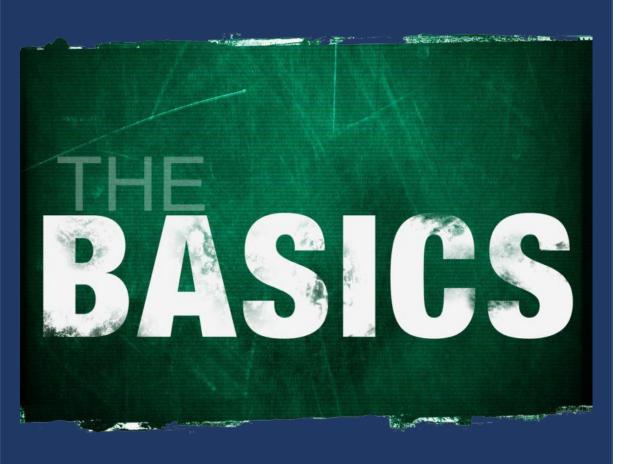
In order to be successful in any college course, there are a few basic things that you should remember:

- ✓ **Start right away** Procrastinate and you may fall so far behind that you can't catch up. Additionally, many courses have due dates for assignments during the first week of the term. You may even risk being dropped from the course for lack of participation!
- ✓ Read the syllabus The syllabus is a critical resource for any course. It is the road map or 'game plan' for the entire course—get to know it well. Print a copy on the first day of class and read through it twice.
- ✓ **Know your due dates -** Pay attention to course due dates, and plan ahead. Do not wait until the last minute to submit assignments, as you may run into challenges. You should also have a back-up plan in case your internet goes out or other unforeseen problems arise. Many classes have an Weekly Assignment Snapshot. To access go to MyCourses --> Select Course (e.g. HIM 2723) --> Course Content --> Begin Here --> Weekly Snapshot









- ✓ **Login regularly** You should login to MyCourses and check for updates every few days to make sure you do not miss important updates.
- ✓ **Check your email** Checking your email is very important. In fact, both your MyCourses and SPC email accounts are used on a regular basis. If you do not know the difference between the two, MyCourses mail is located within MyCourses (can be <u>forwarded to another email account</u>), while your SPC email is powered by Office365 and is accessible from the <u>SPC Student Login page</u>.
- ✓ **Update personal Contact Information** Keep your personal information up to date in MySPC. SPC uses this information to provide updates, announcements, and alerts. Contact information includes email and phone information. To update your information go to Titan Login --> MySPC --> Profile.



Your Instructor as a Resource

Instructors want to help; they want students to be successful. Students are often nervous or intimidated when it comes to communicating with their instructors, especially when needing extra help or a second chance. It's important to communicate with your instructor any time you are confused, don't understand the course material, or run into an issue. Don't wait until it is too late – reach out and ask! Great ways to communicate with your instructors are:

- ✓ Stopping by during office hours (Virtual)
- ✓ Calling during office hours
- ✓ Sending an email

Just remember an email is not a text message, be sure to allow time (24-48 hours) for your instructor to respond to you.





How to be a Successful Student

Basic familiarity with the technology

Time management skills

Taking courses online requires SELF MOTIVATION

Good study skills

To be successful in any course, you will need regular, daily access to a computer (no, a smartphone does not count) and some basic technology skills. Need help brushing up on those skills? Visit our "Free Technology Tutorials" page for access to tutorials covering topics such as Computer Basics, PowerPoint 2016, Photoshop Basics, and more. Be familiar with using Zoom for any Live Online Class.

Discipline, commitment, and organization are traits any successful student should possess, no matter what format of courses they're taking to complete their <u>Time Management</u> <u>resources</u> degree. While fully online courses give you the flexibility to complete assignments anytime within the due date window, the trick it is staying on top of them. With on-campus and LIVE Online classes, attending class sessions in-person or virtually is essential to success and very often affects your grade in the course. Need some help polishing up your time management skills? We have put together a list of that may help.

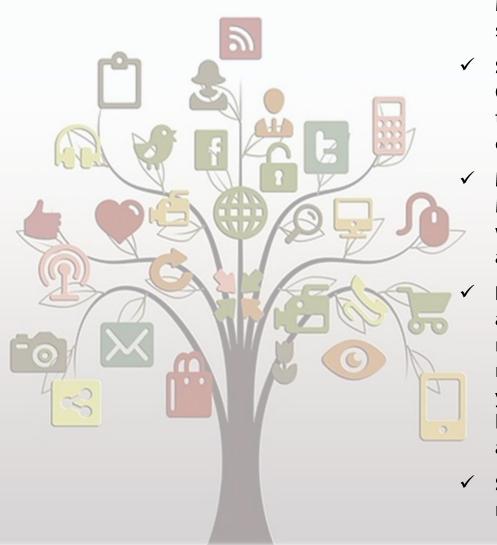
For the most part, online students are learning on their own. There's no pressure to show up to a physical classroom filled with other students and an instructor, for example, and many online learners need to complete their coursework around work and family obligations. That's why self-motivation and discipline are essential qualities for online students. Need help staying motivated? Visit our Motivation resource page.

Good study habits lead to success. Effective and efficient studying will help you succeed.

These tips can help you build your study skills.



Ways to Communicate



- ✓ MySPC: MySPC is the college's secure portal for your academic information.

 MySPC makes it fast and easy to find information. Tutorials for getting started with MySPC are available here.
- ✓ **SPC Student email:** Go to MySPC for email from your advisor, the Business Office, Financial Aid, or other student service areas. This email is provided through Microsoft Office 365, and is the college's official way to communicate with you so be sure to use it.
 - **MyCourses Email:** MyCourses email is the messaging system found in MyCourses, the College's online learning management system. This is where you will generally find most of the messages from your professors about your classes.
 - **Phone/Text Alerts:** When an emergency poses a potential threat to life and safety, the college will issue timely warnings and/or emergency notifications to students and employees, including crimes that must be reported under the Clery Act. To help you stay informed, SPC can call or text you about campus safety warnings, campus closings, weather notifications, key deadlines and other important information. You can confirm that you are registered to receive these alerts by following the directions here.
- **Social media:** You can stay connected to SPC using a number of social media platforms. Visit this page for more information.



MODULE 2: WHERE TO GET HELP





Advising at SPC - At SPC, advisors can help you with registration, course planning and scheduling, degree program exploration, transfer information and registration holds, among many other questions you may have. To improve the student experience, SPC has implemented assigned advisors for most students.

To find your assigned advisor's direct contact information, visit www.spcollege.edu, Click on Titans Login, log in with your SPC student email and password, click on the MySPC tile, under the My Academics section you can view your advisor's name, campus, email and phone number.

To schedule an appointment visit the <u>advising homepage</u>, select your want to set up an appointment, choose your advisor's campus, and then click on your advisor's name. You can select Schedule Appointment to see your advisor's appointment availability.

Ways to Connect with an Advisor

Email or Phone



Schedule an Appointment (Virtual or On-Campus)

Virtual Advising Center

Tutoring

SPC offers FREE 24/7 tutoring services if you need help with your classes or just a nudge to stay on track. Research shows if you go to tutoring at least 5x a semester, your grade will raise a letter grade higher! Our tutors can help you review core concepts, tackle tough homework assignments and prepare for tests. You'll also find extensive online resources in just about every subject we offer, as well as information about online tutoring services. Schedule an appointment, stop by, or log in to receive assistance. Visit SPC's **Learning** Resources web page for more information.







Accessibility Services

SPC <u>Accessibility Services</u> provides accommodations that ensure equal access for all students.

Who is eligible?

As a student at SPC with a documented disability, you may be eligible to receive services. If you think you have a disability but have not had it documented, your campus Accessibility Coordinator will explain how to get proper testing or assessment. To be documented, you must have a recent report from a licensed physician or psychologist or an IEP or SOP from your high school.

What Services are Available?

Appropriate, reasonable accommodations are offered based on documented needs. Accommodations might include:

- Adaptive technology
- Enlargers
- Early registration
- Tutors
- Note takers
- Sign language interpreters
- Real-time captioning
- Testing arrangements
- Classroom modifications

Accessibility Services

Under Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, SPC seeks to ensure that admission, academic programs, support services, student activities and campus facilities are accessible to and usable by students who document a qualifying disability with the College. Students with disabilities who desire accommodations need to provide appropriate documentation of a disability and request services from Accessibility Services.





Sometimes life happens, and SPC wants to make sure you have the resources you need to succeed.

Visit our <u>Titans Care webpage</u> for:

- <u>Counseling Services</u> St Petersburg College partners with Mantra Health, a telemental health service, to make sure you have access to mental health care through the school. By enrolling in Mantra, you can connect to board-certified psychiatry providers or licensed therapists to address your specific needs through video and messaging, at your convenience. Your provider will work with you to establish a personalized treatment plan, which includes medication management, lifestyle changes, evidence based therapy, and tools to track your progress.
- <u>Community Resources for Life Issues</u> Check our list of external resources that you may find helpful for specific issues.
- Food Pantry Check out SPC Food Pantry Updates and Community Partners Food Pantries.
- <u>Free Bus Rides</u> As an SPC Titan, you can ride Pinellas County Transit Authority buses free with your Student ID.



Mantra Health

St Petersburg College partners with Mantra Health, a telemental health service, to make sure you have access to mental health care through the school. By enrolling in Mantra, you can connect to board-certified psychiatry providers or licensed therapists to address your specific needs through video and messaging, at your convenience. Your provider will work with you to establish a personalized treatment plan, which includes medication management, lifestyle changes, evidence-based therapy, and tools to track your progress.

For immediate crisis needs contact 911, The Mobile Crisis Response Team of Pinellas 727-362-4424, or Text HOME to 741741 - where a trained crisis counselor will quickly respond.





What to expect:

- Video calls with your provider, an expert in treating mental health conditions, through your Mantra Patient Portal.
- Seamless communication with your provider through our messaging system. This means you no longer have to wait until your next visit if you have a question.
- A personalized treatment plan, which may include evidence-based therapy, medication management, and lifestyle changes.
- Prompts to track your progress monthly to make sure your treatment plan is helping you feel better.

What's next?

- 1 If you were already referred by SPC staff, check your school email for an invite from Mantra Health.
- 2 If you were not already referred, you can sign up for Mantra by going to www.mantrahealth.com and clicking "Get Care" on the top right corner.
- 3 Create your account by using your SPC email address.
- 4. Complete the onboarding tasks in your Patient Portal and schedule your first visit, which takes about 10 minutes. Be sure to do this before your first appointment this helps your provider focus the time spent with you on discussing your goals and establishing a treatment plan that's right for you.
- 5 Join your first scheduled appointment with your provider through the Mantra Patient Portal.

Questions?

hi@mantrahealth.com (800) 464-2083

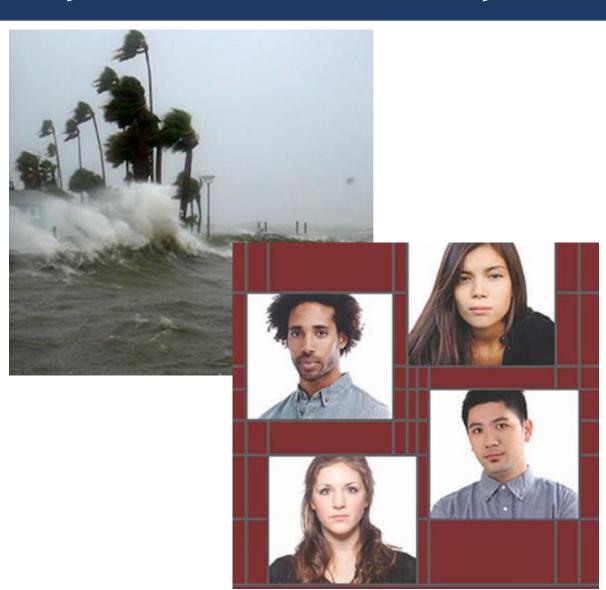




Campus Safety and Security

St. Petersburg College's Security
Department is dedicated to ensuring the safety of students, staff and visitors by providing quality services and information to help make the time that you spend at SPC safe and enjoyable.
Please visit our <u>Campus Safety page</u> for information about:

- Emergency Numbers (727-791-2560)
- Reporting Procedures
- Safety Tips
- Clery/Crime Reports
- Sexual Offenders List
- Emergency Preparedness





Technical Support



SPC Technical Support is available from 7:00am-12:00am, 7 days a week.

You can reach them at 727-341-HELP (727-341-4357). They can also be reached by email at onlinehelp@spcollege.edu.

The Technical Support Desk Call Center is there to assist you with technical issues related to MySPC, MyCourses, student email and other technology related problems.

Please visit SPC's <u>Technical Support Center</u> web page for additional technical support resources and information.



MODULE 3: THINGS YOU NEED TO KNOW

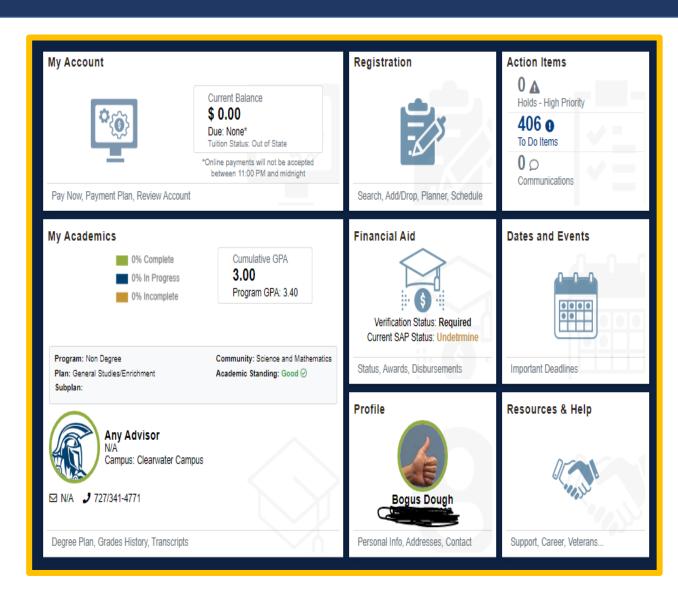




How to use your MySPC

- My Account Tuition Balance & Payment Plans
- My Academics How far along you are in your degree
- My Advisor Your Assigned Advisor (they are your go-to!)
- Registration
- Financial Aid Student Financial Aid Information
- Profile Your Personal Information, including Student #
- Action Items To-Do Items
- Dates/Events Academic Calendar

Check out our <u>Video Tutorials</u> for step-by-step instructions on how to use the features in MySPC!





What is MyCourses?

MyCourses is SPC's online learning system used to manage your courses. In MyCourses you can view:

- Notifications
- Your Courses
- MyCourses Email
- Course Syllabus
- Alerts
- Required Textbooks





Academic Pathways

Academic Pathways is a tool that can assist you in preparing a personalized college roadmap. Students can use Academic Pathways for the following items:

- Recommended order in which to take the program courses
- Suggested course when more than one option exists
- Which semester each course is typically offered
- If the course has a prerequisite course(s) that may lead to a certificate (if offered in the program)

How to access Academic Pathways?

Click <u>here</u> to access the SPC Programs and Degree List, then click on the program or degree you are pursuing. The link to the Academic Pathway for that degree or program will be available on the page under the 'Courses' tab.

COMPUTER INFORMATION TECHNOLOGY ASSOCIATE IN SCIENCE

CIT-AS

print print

Effective Beginning Catalog Term: Fall 2020 (580)

The requirements shown below are valid beginning Fall 2020 (580), and may not reflect degree requirements for current students. Current students should visit My SPC and view My Learning Plan to see specific degree requirements for their effective term.

Program Leadership Information

Dr. John Duff

Dean

727-341-7176

Duff.John@SPCollege.edu

John Long

Academic Chair

727-341-4620

long.john@spcollege.edu

Program Summary

This program is offered as a Fully Online program.

This program prepares the student for an entry-level position in the support of information systems and technology services in a business setting. Students will learn technical skills in networking, spreadsheet & database programming, Web tools, and information technology security. Students will have the opportunity to learn software application support, hardware configurations & troubleshooting, and data analysis. Students will have the opportunity to sit for the CompTIA A+, CompTIA Network+, MOS Excel, and MOS Access industry certifications after completing the associated courses.

The Academic Pathway is a tool for students that lists the following items:

- o the recommended order in which to take the program courses
- o suggested course when more than one option exists
- o which semester each course is typically offered
- o if the course has a prerequisite

courses that may lead to a certificate (if offered in the program)

If you are starting the program this term, click here to access the recommended Academic Pathway.

If you have already started the program, click here for the archived Academic Pathways.

Please verify the Academic Pathway lists your correct starting semester.



View My Required Courses

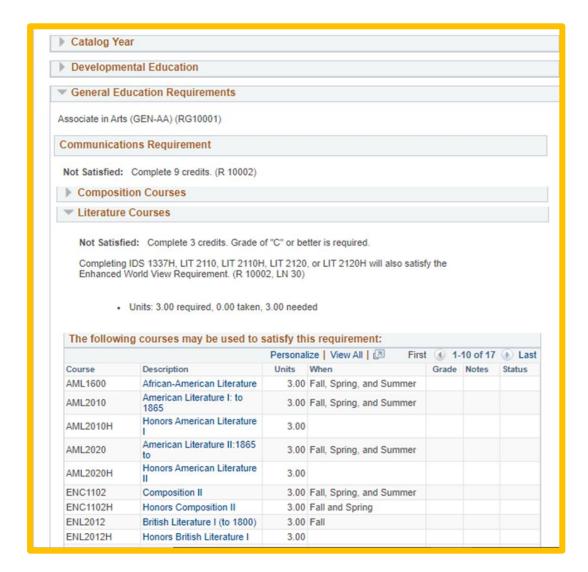
What-If Report

What is a What-If Report?

A What-If report is a scenario-based report based on the degree plan that you are completing. This report shows you the courses that you need to take to complete your degree.

Steps to Run a What-If Report

- ➤ Log into your MySPC account, the Click on the MySPC icon.
- Once on the Student Home, click on the MyAcademics tile.
- From the left column, select View What-if Report.
- Select, 'Create a New Report' and under Academic Program based on your degree plan (Ex. Associate of Arts – Gen: Pre-Bacc)
- > Select 'Submit Request' to view the report.





Course Format

SPC offers a diverse number of course formats to choose from to fit your schedule.

Course Modality Face-2-Face/In Person Fully Online SPC Live Online Blended² Hybrid³

Course Duration

Full-Term (Fall/Spring – 16 weeks Summer – 10 weeks)

Express Term (12 weeks)

Modmester (1st 8 weeks, 2nd 8 weeks)

¹This course format mimics the in-person format but offered in a virtual platform to allow student to engage with faculty and peers.

²This course format is the combination of in-person and the online course format.

³This course format is the combination of SPC Live Online and in-person or SPC Live Online and online format.





Drop/Add a Course



Adding a class: For *most* courses, the Wednesday of the first week is the last day to add a course. If the course is an express or 8 week refer to this link Important Dates for more details. Dynamically dated classes will have different dates than standard classes, please check your online account for details

Dropping a class: You can drop a class through Friday of the first week and still be eligible for a refund. Visit the <u>Last day to drop with a refund</u> for more information and specific dates. If you experience any issues, visit your assigned advisor for help.

Attendance and Withdrawal Policy: Students classified as "No Show" for both of the first two weeks will be withdrawn from the class/classes they are not attending and your financial aid will be adjusted. If you withdraw from a class after the withdrawal deadline you will receive a "WF" grade. These and other important dates are listed on the official Academic Calendar.



Financial Aid





Don't forget the application for financial aid opens on October 1st.
This must be completed every year you are seeking financial aid.

SPC School Code: 001528.

Please review the following financial aid information so that you aware of important information related to your ongoing eligibility for financial aid.

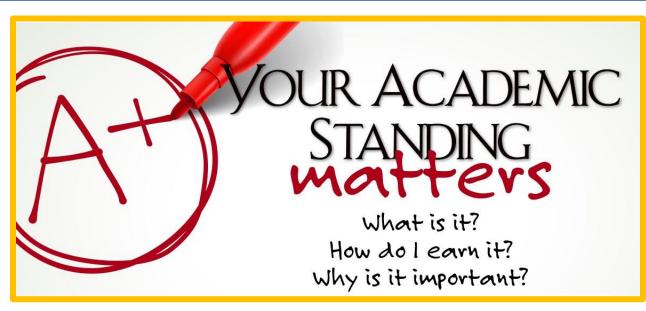
- The <u>Financial Aid Office</u> is always here to help! They assist with the FAFSA, grants, scholarships, loans, work-study jobs, etc.
- Review your Financial Aid Status often in MySPC, check your MySPC email, and monitor your Satisfactory Academic Progress.
- Make sure to register only for courses that are within your current degree program.
- Withdrawing from classes can cost you know the consequences of Withdrawing.

Other Ways to Pay for School

- Check out the <u>Scholarship</u> page for more information on how the scholarships SPC offers and deadline dates to apply.
- Payment plans are also available.



Academic Standing



Your Academic Standing and financial aid standards of progress are used to ensure timely progression towards graduation. It is also important because your Academic Standing can have an impact on your enrollment eligibility and financial aid. You should review our <u>Academic Standing Policy</u> information to ensure you stay on track.

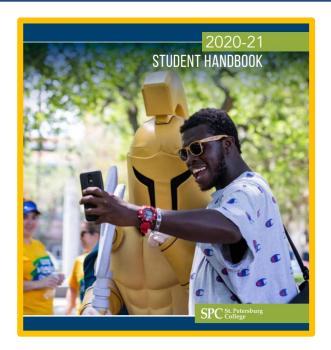
Academic Standing Level

To maintain a good academic standing, you must maintain a 2.0 grade point average (GPA) and a 67% completion ratio (CR).

- GOOD STANDING
- ACADEMIC WARNING
- ACADEMIC PROBATION
- ACADEMIC SUSPENSION
- ACADEMIC DISMISSAL



Rights & Responsibilities



The SPC Student Handbook contains many valuable resources, including academic policies, a campus directory with maps, and links to helpful websites. You can pick up a physical copy of the Student Handbook, which also includes a day planner, at any campus.

You can follow this link then scroll down and click on "Student Handbook" to view an electronic copy.



Get familiar with your rights and responsibilities as a student at SPC. Visit SPC's <u>Student Right to Know</u> web page.

Proctored Testing





Many online courses require proctored testing for midterms or finals. Check the course syllabus to see if a proctored test is required.

Proctored Testing with Honorlock

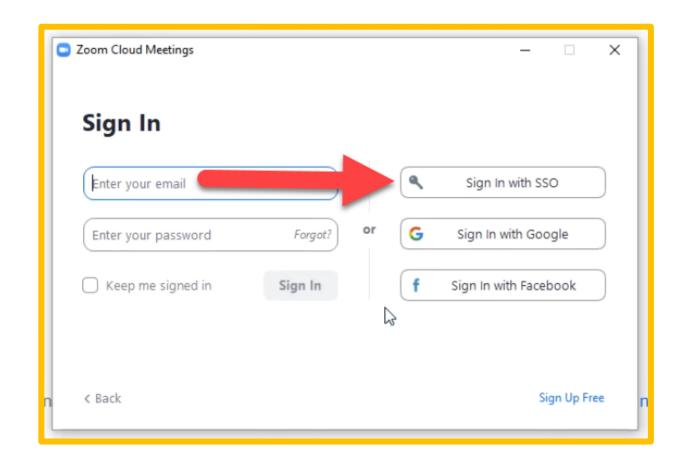
Your course may require one or more of your assessments to be proctored. Proctoring will be conducted using a fully-online service called Honorlock. Check out Honorlock. Check out Honorlock to learn more. This service is free to students and no scheduling is required!

Click <u>here</u> for more information about Honorlock.



How to log into (Live Online) Zoom Class

- 1. Click the link your faculty provides to join their meeting
- 2. If this is your first Zoom
 Meeting, you will be prompted
 to download and install the
 Zoom Meeting Client
- 3. Click **Sign in to Join**
- 4. Click **Sign in with SSO** (right side)
- 5. Enter the domain: **spcollege**
- 6. Enter your SPCemail and password
- 7. Click **Sign In**





FREE Microsoft Office



Did you know SPC students have access to Microsoft Office **for FREE?** The software is available for both Windows and Mac computers. Click <u>here</u> to find out how you get your copy.



Module 4: Your Titan Community





Veteran Services

St. Petersburg College is here to assist **veterans**, eligible dependents, active-duty servicepersons and members of the Selected Reserve. Our <u>Veterans Services Specialists</u> will help ease your transition in starting, continuing or resuming your education. We offer assistance with Department of Veterans Affairs (VA) educational benefits to more 1,700 current student **veterans**.

Our Veterans Service Centers offer

- Answers to questions about the GI Bill and veterans' educational benefits
- Information and guidance about entitlements, filing claims to the VA, certifying enrollments at the college and maintaining satisfactory course pursuit
- Assistance in signing 90-day VA deferment to finalize payment for SPC enrollment fees
- Free use of computers
- Opportunities to socialize with other student veterans
- Information about SPC campus life





Career and Academic Communities



St Petersburg College's Career and Academic Communities consist of academic programs that fall within a similar career focus. Students with an interest in a specific field can explore various degrees within their community. Undecided students can explore our communities to help in their decision process.

In each of our Career and Academic communities, you will find dedicated advisors, experienced faculty, like-minded students and a direct path toward your chosen profession.



Career and Academic Communities

The
communities
provide
students:

Academic Pathways toward degree completion and/or transfer

Activities and resources to broaden their understanding of their education and career path

Job Outlook and placement assistance

Development of skills necessary to be successfully employed

Provide practical experience through internship opportunities



Career and Academic Communities

Community Links

Arts, Humanities, and Design

Business

Communication

Education

Engineering, Manufacturing, and Building Arts

Health Sciences and Veterinary Technology

Public Safety, Policy, and Legal Studies

Science and Mathematics

Social/Behavioral Sciences and Human Services

Technology





Transfer Programs – FUSE and IGNITE

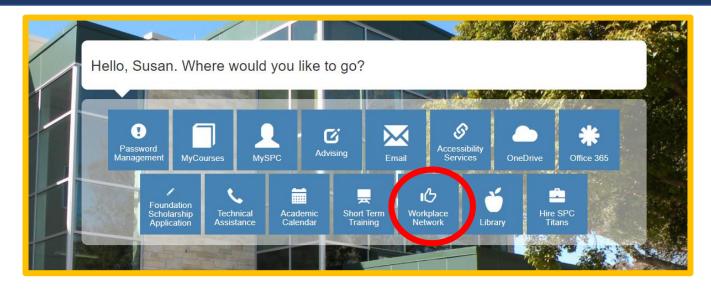


Earn your bachelor's degree for less money when you earn your associate degree at St. Petersburg College and transfer to the USF with FUSE or FAMU with Ignite. These program guarantees admission for eligible students into select programs after they have earned their associate degree at SPC.





Workplace



St. Petersburg College has adopted Workplace (by Facebook) to facilitate student engagement with the Career & Academic Communities, campuses, and student club and organizations.

Workplace is a closed social network, and in no way connects with your personal Facebook account.

By joining Workplace, you can stay connected with your SPC Career and Academic Community and current with information related to your academic and career goals.

To access Workplace, simply use your Titans Login and you'll see the Workplace Network tile on the Student Sign on page.



Student Life and Leadership

There's more to college than just textbooks and tests. At SPC, we encourage a total "College Experience" beyond the classroom by providing opportunities to meet new friends and have unique experiences.

Enhance your educational experience by checking out the opportunities provided through Student Life and Leadership on each SPC campus as well as online for distance learners.

Visit Student Life & Leadership

Through Student Life and Leadership you can connect with fellow Titans by participating in campus events, joining an existing club – or helping to create <u>new</u> clubs, or participating in intramural sports like football and basketball. In addition, SPC offers a variety of virtual workshops throughout the year.

SPC has adapted to the challenges resulting from COVID-19. Many clubs and activities are now being held virtually to enhance your college experience while campuses are not fully open. Event information can be found on SPC Workplace.

Once campuses are fully open – we look forward to seeing you at an SPC event!











Career Services

<u>SPC's Career Services</u> helps you define and identify career paths that match your personality, values, interests and strengths. Whether you are "**undecided**" or "**very focused**" about your career choices, SPC Career Services can help you define or refine your path.

Our Career Services can help you with:

- **Career Exploration:** Discover the careers you are most suited for with our free research tools.
- **Employment Preparation:** We can help you polish your resume and make a good impression in your interview.
- **Internships:** Internships are a great way to get a foot in the door and gain experience.





Hire SPC Titans



Hire SPC Titans is a way for students to connect with employers to find careers and internships. This is where you will explore SPC Career Services event calendar and sign up for future events!

There are a few simple steps you can take to get started.

- 1. Create an account, visit **stpe.co/hirespctitans**.
- 2. Update your resume and upload it so employers can view it at any point.
- 3. If you are in need of assistance in updating your resume, upload your resume to Optimal Resume for an SPC Career Services professional to review or Contact Career Services on your home campus to set up an appointment.



Bookstore

SPC makes shopping for textbooks easy through our Campus bookstores.



After you register for classes, you can see the required and recommended textbooks you need.

The International Standard Book Number (ISBN) is provided so you get the exact educational content you need, no matter where you shop.

<u>St. Petersburg College bookstores</u> are operated and managed by Barnes & Noble College, offering new and used books, textbook rentals, and an expanding selection of eTextbooks, supplemental course materials, school supplies, and SPC branded merchandise.

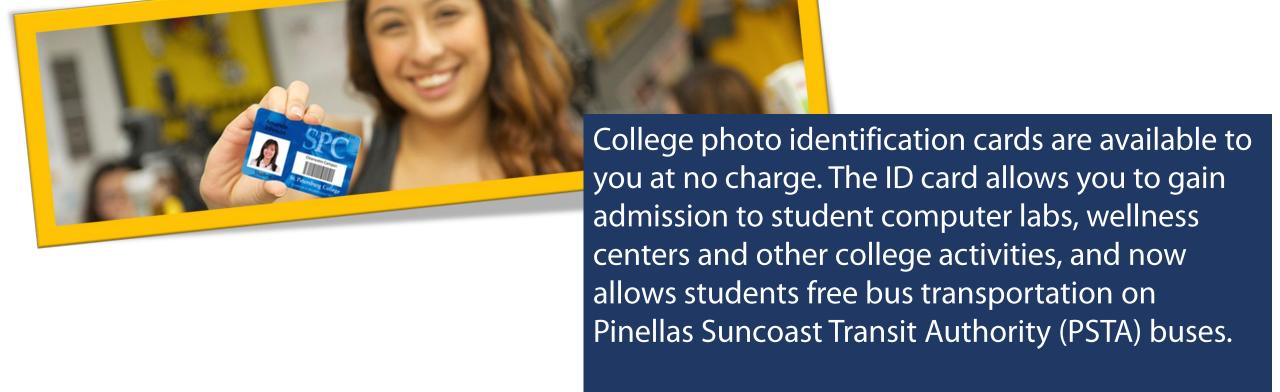
Students can pay with cash, check, credit card and debit card.

For information on paying for textbooks, including using a Financial Aid Book Line of Credit and the SPC textbook credit, visit SPC's Pay For Your Textbooks web page.

Use your class schedule to order your books either online or on campus.



Student ID



ID Application.

To request a college ID, send an email

to studentidcard@spcollege.edu to receive the



Thank you!

