Southeast Community College
LEARNING CENTER AT HEBRON

Fall 2024 Semester Credit Classes

▶ **Are you thinking of starting college?**

▶ **Are you needing to complete General Education classes for an SCC program or at another college?**

▶ **Are you needing to complete pre-requisite classes to be admitted to a program in the SCC Health division?**

▶ **Are you a high school student who would like to complete college General Education credit classes?**

Credit classes are delivered via technology to the Learning Center classrooms. Students are able to participate in the class like any student in the originating classroom. Each class offered at the Learning Centers meets the requirement at SCC for general education classes for an Associate degree and/or a prerequisite class for a Health program. Check with your academic advisor on your degree plan.

▶ **Do you want to take a credit class that isn't scheduled for your Learning Center?**

Contact the Learning Center
to see what options are available.
wfriesen@southeast.edu or 402-323-5591

southeast.edu/HebronLC

BSAD-1010
Microsoft Applications I (Hybrid)

Prerequisite: Keyboarding skills and prior computer experience recommended
Use of an internet browser to work with electronic mail and cloud computing. Use of the Windows operating system and File Explorer to manage folders and files. Use of the Microsoft Office software suite to learn and apply basic features of Word, Excel, Access, and PowerPoint through the creation of various projects.
   This is a hybrid course. *Hybrid courses require students to meet face-to-face at regularly scheduled times for 50% or more of the course and 50% or less of the course will be online and require computer and Internet access. (3.0 semester credits)*
Cost: NE Resident: $369/Non-Resident: $432

Wed., Aug. 21-Dec. 11   5:30-6:50 p.m.
   Room 102   Fiala   BSAD-1010-HBHN2

EMTL-1305
EMT-Emergency Medical Technician (Hybrid)

Prerequisite: Must be at least 16 years of age
This interactive course is designed to teach the foundational aspects of emergency medical care required for an EMT, including airway management, patient communication, trauma and medical patient assessment, and care for all sick and injured patient populations. 12-lead ECG placement, hazardous material awareness and major incident operations also will be discussed.
   At the successful conclusion of this course student will be eligible to sit for the National Registry Exam leading to EMT certification and state licensure. Lab is concurrent with lecture.

Lecture (Online)
   Must sign up for one online lecture section and the lab section. (8.0 semester credits)
Cost: NE Resident: $984/Non-Resident: $1,152

Aug. 19-Dec. 13   Fuehring   EMTL-1305-WB01
Aug. 24-Dec. 7   Fuehring   EMTL-1305-WB02

Lab (Face-to-Face)
   Lab is concurrent with lecture. (0.0 semester credits)
Sat., Aug. 24, Sept. 7, 21, Oct. 5, 19, Nov. 2, 16, & Dec. 7
   8 a.m.-4:55 p.m.   Room TBA
                           Fuehring   EMTL-1305L-HN11

ENGL-1010
English Composition I

Prerequisite: Appropriate placement score OR grade of "C" or higher in ENGL-0985 (formerly ENGL-0980)
Composition I offers instructional practice in the techniques of effective writing. The process of planning, writing, revising, and editing essays for particular audiences and purposes and research-related skills are also emphasized.
   (3.0 semester credits)
Cost: NE Resident: $369/Non-Resident: $432

Tues. & Thurs., Aug. 20-Dec. 12   9:30-10:50 a.m.
   Room 101   Wortmann   ENGL-1010-HN10

ENTR-1050
Intro to Entrepreneurship (Hybrid)

The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.
   This is a hybrid course. *Hybrid courses require students to meet face-to-face at regularly scheduled times for 50% or more of the course and 50% or less of the course will be online and require computer and Internet access. (3.0 semester credits)*
Cost: NE Resident: $369/Non-Resident: $432

Wed., Aug. 21-Dec. 11   5:30-6:50 p.m.
   Room 101   Baillie   ENTR-1050-HBHN1

HLTH-1150
Nursing Assistant (Hybrid)

Prerequisite: Must be at least 16 years old

Overview of the health care system and role of the nursing assistant as a health care team member. Discussions on the concepts of basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity. Teaches basic nursing skills, including bathing, assisting with dining, ambulating, transferring, and toileting. Included in this course are classroom, nursing lab and clinical experiences in a health care setting.

*Course is approved by the Nebraska Department of Health and Human Services Regulation and Licensure. Upon successful completion of this course, the student is eligible to test for placement on the Nebraska Nursing Assistant Registry. **For additional classes, visit southeast.edu/nursingassistant. This course does not qualify for financial aid. For funding options, contact the Learning Center coordinator.** If you have questions, contact Natasha Holly at 402-437-2552 or nholly@southeast.edu. Required textbook and materials can be purchased at the SCC Campus Store, 8800 O St., Lincoln, during regular business hours, by phone at 402-437-2560, or at sccbookstore.com. (3.0 semester credits)*

High school students in SCC's service area can register for the "HS" sections during the Fall and Spring terms. If you are a high school student outside of SCC's service area, please register for the regular Nursing Assistant sections.

Cost: *NE Resident: $369/Non-Resident: $432*

Tues. & Thurs., Aug. 20-Oct. 10		4:30-9 p.m.
Room 101		HLTH-1150-HBHN8

PSYC-1810
Introduction to Psychology

An introduction to the science of psychology including the application of critical thinking to the study of learning theory, memory, personality, growth and development, biological and neurological aspects, abnormal behavior, therapies, intelligence, motivation, emotion, sensation, perception, and theoretical perspectives.

(3.0 semester credits)

Cost: *NE Resident: $369/Non-Resident: $432*

Mon., Wed. & Fri., Aug. 19-Dec. 13		11-11:50 a.m.
Room 102	Paul	PSYC-1810-HN03

SOCI-2150
Issues of Unity & Diversity

This course will help students increase awareness and sensitivity of commonalities and differences among people and acquire knowledge of minority group issues and challenges. The course will prepare students to more critically, actively, and effectively participate in an increasingly diverse and global society.

(3.0 semester credits)

Cost: *NE Resident: $369/Non-Resident: $432*

Tues. & Thurs., Aug. 20-Dec. 12		9:30-10:50 a.m.
Room 104	Christensen-Nader	SOCI-2150-HN01

Tuition & Fees

Tuition and fees are due on or before the first day of class.

Books

Please contact the SCC Campus Store for additional required class books and/or materials at 402-437-2560 or online at sccbookstore.com.

Drop/Withdraw from a Credit Class

You must drop the class online using WebAdvisor on the Hub OR complete and submit an "Official Drop/Add Form for Credit Classes" to the Registration & Records Office.

Failure to attend classes does not constitute a drop or withdrawal.

Students must submit an official drop form prior to the refund deadline to be eligible for a tuition refund. Failure to attend classes does not absolve the student of making complete payment for all tuition and fees associated with the student's registration.

Refund Policy for Credit Classes

If you decide to discontinue your studies at SCC, refunds are prorated according to the refund formula.

$$\frac{(DROP\ DATE) - (COURSE\ START\ DATE)}{(COURSE\ END\ DATE) - (COURSE\ START\ DATE)} = \%\ ELAPSED$$

The drop date will be the date you provide an "Official Drop/Add Form" to the Registration & Records office or drop the class online.

All days are included in the computation, including Saturdays, Sundays, holidays, and week days. Students are entitled to a refund based on the Refund Table for Credit Classes.

Refund Table (FOR CREDIT CLASSES)
% elapsed ....% of refund
0.0 - 10.0 100
10.1 and over 0

- Student activity fees are refundable only during the tuition refund period.
- Refunds are based on the date the Official Drop Form is submitted to the Registration & Records office.
- Refunds will not be granted after deadlines have passed.
- Refunds for classes cancelled by the College are automatically processed and do not require a drop form.
- Refund checks are mailed to the student's current address and usually take 3 to 4 weeks.
- Students who receive federal financial aid are subject to federal refund calculations.
- Students who register after the first class meeting and drop a course are subject to a refund based on the beginning dates of the course, not when they register.

Detailed information on tuition and refunds is published online in the SCC College Catalog.

All classes are held at the
Learning Center at Hebron, 610 Jefferson Ave., Hebron, NE

For all credit classes, books can be ordered through the SCC Campus Store at
sccbookstore.com

For more information or to register, contact Wendy Friesen, Coordinator, at
402-323-5591 or wfriesen@southeast.edu.

1. Online

a. Log into thehub.southeast.edu

b. Enter your Username and Password.
Your Username is your *first initial + last initial + SCC ID number* (with no leading zeros) + *@southeast.edu*.

   For example: John Smith, SCC ID number 0123456:
   js123456@southeast.edu

   If this is the FIRST time you have logged in or if you would like more information, visit http://helpdesk.southeast.edu.

c. Select **Self Service** in the Quicklinks menu

d. Click **Student Planning**

e. Click **View Your Progress**

f. Verify the correct program of study is selected or use the arrow buttons to locate your program of study

g. Scroll to the requirements section to view the requirements listed for your program of study

h. Use the Status column to determine which courses are completed, in progress, planned, or not started

i. Click the blue course name to review course catalog information

j. Use the **Filter Results** on the left navigation to narrow results to the appropriate location, term, etc.

k. Click **View Available Sections**

   1. Available seats, times, locations, and instructors will be listed

   2. Select the option that best fits your schedule and click **Add Section to Schedule**

   3. In the **Section Details** pop up review prerequisites, corequisites and additional information to ensure you are eligible to register for the class

   4. Click **Add Section**

l. Your course is now planned. A confirmation that the class was planned and other important messages will appear in the top right corner. To return to view your program progress, click Back to My Progress. Your next step is to register for classes.

YOU ARE NOW READY TO REGISTER FOR CLASSES

To register for classes, click **Academics** and select **Register for Classes**.

2. Complete the Official Credit Registration Form

PLEASE PRINT. Complete all blanks and answer all questions.

a. DEMOGRAPHICS - Please complete the demographic information. This information is important in maintaining an accurate student information file for you. NOTE: Race is for statistical purposes only.

b. CREDIT CLASSES - Enter all information on one line for each class you wish to take. If you need assistance in selecting classes, please see your advisor. Add up the number of credits and enter the total in the box to the left of "Total Credit Hours."

c. SIGNATURE - Please sign the registration form.

d. Advisor's signature is required if prerequisite coursework has not been met.

e. If your employer is paying for your courses, please see the cashier.

f. FINANCIAL AID - If you have applied for financial aid (PELL Grant or student loan), you must contact the financial aid office to make sure your financial aid file is complete.

g. Tuition and fees are due on or before the first day of class unless noted.

h. Submit the completed registration form to the Registration & Records office at one of the three campuses.
   • SCC Beatrice Campus, 4771 W. Scott Road, Beatrice, NE 68310
   • SCC Lincoln Campus, 8800 O St., Lincoln, NE 68520
   • SCC Milford Campus, 600 State St., Milford, NE 68405

ADA Reasonable Accommodations

SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/ Diversity Office.

Additional Registration Information

southeast.edu/registrationandrecords

S Southeast
COMMUNITY COLLEGE

REGISTRATION FORM
CREDIT COURSES

PLEASE PRINT CLEARLY

✓ **CHECK ONE:**

☐ Beatrice Campus • Fax 402-228-8935
☐ Lincoln Campus • Fax 402-437-2670
☐ Milford Campus • Fax 402-761-2324

Legal Name: Last	First	Middle	SCC ID Number

Former Name:	Email Address: (required for students on class waitlists)	Social Security Number

Local / Preferred Mailing Address:	City	State	Zip	County

Permanent Address:	City	State	Zip	County

Birth Date: ___/___/___

I identify as:
☐ Male ☐ Female

Ethnicity (select one):
☐ Hispanic or Latino
☐ Not Hispanic or Latino

Race (select one or more):
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

Cell Phone:	Home Phone:	Business Phone:	Veteran or Dependent Utilizing Military Benefits ☐ Yes ☐ No	☐ Resident of Nebraska ☐ Non-Resident

High School Attended / GED®:	City	State	Start Date (mo/year)	Graduation Date (mo/year)

College Attended Post High School:	City	State	Start Date (mo/year)	End Date (mo/year)

TERM

Year: 20 _____
☐ Fall ☐ Spring ☐ Summer
☐ Yes, I am Declared (list program of study)

_____

NEWSPAPER RELEASE

Hometown Newspaper:

Address:

_____

_____

CREDIT COURSES

Course Number	Course Title	Credit Hours	Begin Time	End Time	Room	Days	LAST DAY to Drop With Refund
E N G L 1 1 2 0 L N 8 1	ENGLISH BASICS (sample only)	3	8 a.m.	9:20	T-5	T / R	←

Day designations when class meets are:
M = Monday, T = Tuesday,
W = Wednesday
R = Thursday, F = Friday
S = Saturday, U = Sunday

(T R means class meets Tuesday AND Thursday)

OFFICE USE ONLY

Data Entry _____

Date _____

Completed form should be submitted to the Registration & Records Office in person or by FAX.
To upload electronically, contact the Registration & Records Office at 402-437-2605 for the secure upload link.

	TOTAL CREDIT HOURS

Student Signature _____ Date _____

Program Chair/Advisor Signature _____

Submission of this form indicates that I understand:
1. My information is complete and I am accountable for the tuition and fees and subject to a grade in the courses listed;
2. To drop or withdraw from classes, I must submit an 'Official Drop/Add Form for Credit Classes' in writing to the Registration Office located in Enrollment Management or drop the classes using Self Service Student Planning. Failure to attend a course does not constitute an official drop;
3. I understand tuition charges and refund policies are published in the College Catalog;
4. The personal information contained herein is correct as shown; and
5. Any changes in SSN, legal name, address, residency, etc., must follow the College procedures in the College Catalog.