

REGISTRATION INSTRUCTIONS

Two Ways to Register

1. Online

- Log into thehub.southeast.edu
- 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>.
- Select **Self Service** in the [Quicklinks](#) menu
- Click **Student Planning**
- Click **View Your Progress**
- Verify the correct program of study is selected or use the arrow buttons to locate your program of study
- Scroll to the requirements section to view the requirements listed for your program of study
- Use the Status column to determine which courses are completed, in progress, planned, or not started
- Click the blue course name to review course catalog information
- Use the **Filter Results** on the left navigation to narrow results to the appropriate location, term, etc.
- Click **View Available Sections**
 - Available seats, times, locations, and instructors will be listed
 - Select the option that best fits your schedule and click **Add Section to Schedule**
 - In the **Section Details** pop up review prerequisites, corequisites and additional information to ensure you are eligible to register for the class
 - Click **Add Section**
- 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.

- 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.
- 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."
- SIGNATURE - Please sign the registration form.
- Advisor's signature is required if prerequisite coursework has not been met.
- If your employer is paying for your courses, please see the cashier.
- 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.
- Tuition and fees are due on or before the first day of class unless noted.
- 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

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.

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

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.

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

Fall 2024 Semester Credit Courses

- ▶ 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.
lbelitz@southeast.edu or 402-437-2298

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-HBPL2

BSAD-1050 Intro to Business

An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

(3.0 semester credits)

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

Tues. & Thurs., Aug. 20-Dec. 12 9:30-10:50 a.m.
Room 103 Baillie BSAD-1050-PL04

BSAD-1090 Business Law I

Introduction to the history and origin of the legal system. All facets of the course are related to business including ethics, the Constitution, crimes, contracts, common law and sales, dispute settlements, torts employment and agency.

(3.0 semester credits)

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

Tues. & Thurs., Aug. 20-Dec. 12 1-2:20 p.m.
Room 101 Wilson BSAD-1090-PL61

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

Mon., Wed. & Fri., Aug. 19-Dec. 13 11-11:50 a.m.
Room 103 Kirchner ENGL-1010-PL12

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

Mon. & Wed., Aug. 19-Oct. 9 4:30-9 p.m.
Room 101 HLTH-1150-HBPL8

MATH-1100 Intermediate Algebra

Prerequisite: A grade of "C" or higher in MATH-0950 or a grade of "B" or higher in MATH-0953 or appropriate core on the math placement test.

Study of second year algebra at a college level with emphasis on: Techniques for simplifying algebraic expressions, and solving algebraic equations and inequalities, functions their properties and graphs, complex numbers, graphs of quadratic functions, and systems of equations.

May not fulfill the math requirement for associate degrees - check with transfer institution. (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 Illich MATH-1100-PL06

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 101 Paul PSYC-1810-PL03

All classes are held at the
Learning Center
at Plattsmouth
537 Main St.
Plattsmouth, NE

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

For more information or to register, contact Lyn Belitz, Coordinator, at 402-437-2298 or lbelitz@southeast.edu.

Find us on Facebook[®] at [facebook.com/SCCLearningCenteratPlattsmouth](https://www.facebook.com/SCCLearningCenteratPlattsmouth)

PLEASE PRINT CLEARLY

✓CHECK ONE:

| | | | | | | | |
|---|--|---|--|---|--|---|--|
| Legal Name: Last | | First | | Middle | | SSC ID Number | |
| Former Name: | | Email Address: (required for students on class waitlists) | | | | Social Security Number | |
| Local / Preferred Mailing Address: | | City | | State | | Zip | |
| Permanent Address: | | City | | State | | Zip | |
| Birth Date: / / | | I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female | | Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino | | Race (select one or more): <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White | |
| Cell Phone: | | Home Phone: | | Business Phone: | | Veteran or Dependent Utilizing Military Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Resident of Nebraska <input type="checkbox"/> Yes <input type="checkbox"/> 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) | |

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

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 | | <i>ENGLISH BASICS (sample only)</i> | 3 | 8 a.m. | 9:20 | T-5 | T / R | ← |
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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)

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

OFFICE USE ONLY

Data Entry _____

Date _____

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](#).

Southeast Community College is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy.
 *The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.

La política publica de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo*, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio.
 *La Oficina de Derechos Civiles del Departamento de Educación de los Estados Unidos hace cumplir la prohibición del Título IX contra discriminación por motivos de sexo, que también incluye la discriminación basada en la identidad de género.