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SC CONTINUING EDUCATION

SCHEDULE OF CLASSES

FALL 2011 (October 3–December 15, 2011)

*Proudly
serving the
communities of*

**S O U T H E A S T
NEBRASKA**

Register by mail, phone, online or email with your local coordinator.

Classes are being held in cooperation with the communities and schools in your area and the Continuing Education Division of Southeast Community College.

www.southeast.edu
SC Southeast community college

Welcome to Southeast Community College Continuing Education!

Southeast Community College offers a comprehensive package of courses - both **credit** and **non-credit** - to people throughout southeast Nebraska. Whether you are interested in pursuing a **new career**, upgrading your **skills**, developing recreational and cultural **interests**, preparing for high school completion tests, improving basic education skills, or taking a class **just for fun**, SCC makes the options available to you!

Non-credit courses are designed to enhance workforce skills, upgrade current skills, or for personal pleasure. Course offerings are based on community interest, need and demand. Each quarter new specialty classes appear and new academic and technical courses are added. Classes are small and instructors are attuned to the needs of adult learners.

Credit courses listed in this schedule may be taken without being admitted to an SCC degree program, and may or may not fit into SCC program requirements. If you would like to pursue a particular program of study, check with the Admissions Office to determine which courses are best to take through Continuing Education or how you may be admitted to the program.

Request program information and a College Catalog by calling the campus you wish to attend or by accessing the College site, www.southeast.edu.

REFUND POLICY!

For all Continuing Education non-credit courses, you must call the office and cancel the day before the class begins in order to receive 100% refund.

If you call the day the class starts or after, you will receive no refund.



Limitations of Schedule:

This schedule should not be considered a contract between SCC and any

prospective student. The Board of Governors of Southeast Community College reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation during the life of the schedule and without notice.

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 - Affirmative Action / Equity / Diversity Office at 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Please refer to the **SCC College Catalog** for policy information.

Equal Opportunity/NonDiscrimination Policy -

It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación - La política pública 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. Preguntas relacionadas a la política sobre equidad/antidiscriminación de SCC deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.

SCC Board of Governors - Lynn Schluckebier, Chair; Seward; Robert J. Feit, Vice Chair, Pickrell; James J. Garver, Secretary, Lincoln; Kathy Boellstorff, Treasurer; Johnson; Helen E. Griffin, Lincoln; Ed C. Heiden, Sterling; Carl R. Humphrey, Waverly; Ruth M. Johnson, Lincoln; Dale Kruse, Beatrice; Terry Kubicek, Lincoln; Nancy A. Seim, Lincoln; Steve Ottmann, Faculty Representative, Lincoln. (Jan. 11)

The SCC Continuing Education USPS 024-108 (Volume 6, Number 6) class schedule is published 19 times per year (three times in January, one in February, four in March, two in May, one in June, one in August, four in September, and three in November). The SCC Continuing Education class schedule is produced by the Southeast Community College Continuing Education Division in cooperation with the Southeast Community College Public Information Office, 301 S. 68th Street Place, Lincoln, NE 68510. Application to mail at periodical postage rate has been approved at Lincoln, Nebraska. POSTMASTER: Send address changes to SCC Continuing Education, 301 S. 68th Street Place, Lincoln, NE 68510.

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WHERE CLASSES ARE HELD

CLASS LOCATION KEY

Ashland-Greenwood

HS High School, 1842 Furnas, Ashland

Conestoga

HS High School, 8404 S. Murray

Murdock

HS Elmwood-Murdock High School,
300 Wyoming St.

Plattsmouth

HS High School, 1916 Hwy. 34
MS Middle School, 1424 N. 8

Waverly

HS High School, 13401 Amberly Road
IS Intermediate School, 14621 Heywood St.
MS Middle School, 14801 Amberly Road

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SERVING THE COUNTIES OF

CASS, LANCASTER & SAUNDERS

AREAS

LOCAL COORDINATORS

CASS COUNTY: **Lyn Belitz**, Murray, 402-235-3707, lbelitz@southeast.edu

NORTHERN LANCASTER COUNTY:

Heather Rubenking, Waverly, 402-786-7179,
hrubenking@southeast.edu

SAUNDERS COUNTY: **Kelly Morgan**, Beatrice, 402-228-8244, kmorgan@southeast.edu

REGISTRATION OPTIONS

- 1. Online**
- 2. Mail your registration to SCC Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE 68510**
- 3. Fax your registration to 402-437-2703**
- 4. Call your local coordinator**

ADULT EDUCATION

BASIC SKILLS/GED PREPARATION



ABE/GED classes run continuously in locations throughout southeast Nebraska. Adult Basic Education

classes help students improve their basic skills for work, school, employment, GED testing, or self-satisfaction. Students are assessed during orientation to determine their specific needs, and instruction is based accordingly. Morning, afternoon and evening classes are available in Beatrice, or students may work individually with a tutor. Teachers and tutors provide confidential instruction to all participants. Please call the ABE Office to make an appointment for an orientation session.

An annual \$20 registration fee is required for all classes.

ESL

English as a Second Language classes focus on speaking, listening and writing using the English language. Evening classes are offered in Beatrice. Individual instruction is available at other times and in other communities. Please call the ABE Office to make an appointment for a placement interview.

An annual \$20 registration fee is required for all classes.

CITIZENSHIP

SCC offers information on the steps in the Naturalization process and instruction in the key component of U.S. history and government that applicants must know for the USCIS interview. Candidates for U.S. citizenship must learn what it really means to participate in a democracy and the rights and responsibilities of U.S. citizens.

Classes run on the quarter system throughout the year in many locations. Monthly orientations are offered for placement in a class. Call 402-437-2716 or 402-437-2424 to register for an orientation.

VOLUNTEER TUTORS NEEDED

Volunteer tutors are an important part of SCC's ABE/GED program. Volunteer tutors assist students with GED preparation, ESL or basic skills in the areas of reading, math and language. Requirements for becoming a volunteer tutor are simple: a high school diploma or GED and a willingness to help students learn! Two hours a week can help someone learn to read or get their GED diploma.

For more information, call 402-437-2716 or 402-437-2424

BUSINESS & TECHNOLOGY

BUSINESS

Winning Resumes

Getting into the interview is most often dependent upon your resume. One resume does not fit all situations; each one needs to be tailored to fit the position for which you are applying. Learn how to make your resume stand out from the others by highlighting and tailoring your skills to fit the position you are seeking. Each participant should have a completed resume ready for use by class end.



Please bring a list of your work history and your skills to class. Floy Westemeier retired from the National Park Service where she served as a Human Resources Specialist, Employee Development Officer, and Assistant Ethics Counselor for the Midwest Regional Office in Omaha. Active in Toastmasters International for more than 20 years, she has achieved numerous awards, including its highest award of Distinguished Toastmaster in communication and leadership four times.

Nov. 1-3

T, Th

6-9 p.m.

Plattsmouth, HS 108 Westemeier
ACSX-1305-CSNA

\$35

🔄 Resumes

Find us on Facebook® at
www.facebook.com/sccbeatricee

Art of Job Interviewing



Are you not getting hired because you don't know how to complete the interview? Effective communication and active listening skills are essential to solid

interviewing skills. Learn to effectively listen, to formulate and communicate coherent answers, and to impress your future employer with your knowledge and skill.

Floy Westermeier retired from the National Park Service where she served as a Human Resources Specialist, Employee Development Officer, and Assistant Ethics Counselor for the Midwest Regional Office in Omaha. Active in Toastmasters International for more than 20 years, she has achieved numerous awards, including its highest award of Distinguished Toastmaster in communication and leadership four times.

Nov. 8	T	6-9 p.m.	
Plattsmouth, HS 108		Westermeier	\$29
ACSX-1306-CSNA		☞ Interviewing	

The Key to Organizing Any Office Space

This class will help you find your K.E.Y. to organizing any space in your home or office. The class covers the processes of purging to storing, creating an "In and Out" system, including how long to keep specific papers and recycling.

This class is taught by Professional Organizer Shannon Baker of Key 2 Organizing. Shannon has been helping people organize and redesign their lives since 1997. See her Web site at key2organizing.com.

Oct. 8	S	1-3 p.m.	
Plattsmouth, HS 108		Baker	\$19
ACSX-9513-CSNA		☞ Organizing	

DIGITAL MEDIA

Digital & Traditional Photo Organization!!

Are your photos held hostage on your hard drive?? Do you have boxes and drawers of photos to organize? Learn how to load, enhance, restore, and organize your photos onto your computer. Learn to sort, organize and store your hard copy photos so that they are 100 years photo safe!!

There is a \$33 fee associated with this course payable at the first class. A free version of Creative Memories Memory Manager software will be used for the class. Deb Warga is a Creative Memories Unit Leader and Independent Consultant.

Oct. 4-11	T	6-7 p.m.	
Plattsmouth, HS 107		Warga	\$15
ACSX-5348-CSNA		☞ Digital	

Digital Scrapbooking!

Learn to scrapbook on your computer and design amazing layouts and themes for your photos. In the end you have the opportunity to purchase your StoryBook if you choose. Please bring a disc or flash drive with 100-150 photos of one event or year. You will learn how to drop and drag them into an album that is quick and easy.

Creative Memories Storybook Creator Software free version will be used for class. Deb Warga is a Creative Memories Unit Leader and Independent Consultant.

Oct. 4-11	T	7:30-9 p.m.	
Plattsmouth, HS 107		Warga	\$15
ACSX-8114-CSNA		☞ Digital	

MONEY MANAGEMENT & PERSONAL INVESTING

Money Management

This class will help participants develop an understanding of the components of money management. You will set personal financial goals, manage expenses and debt, and develop personal savings options starting now and lasting through retirement.



Oct. 18-20	T, Th	6-7:30 p.m.	
Plattsmouth, HS 108		Ksiazek	\$29
ACSX-8144-CSNA		☞ Money	

Estate Planning for the Middle Class

Everyone has an estate, regardless of size: it is just the total of your assets and liabilities at death. The purpose of estate planning is simply to help ensure that what happens to your estate at death is what you intended to happen. This class is not meant for the very wealthy, but rather for the middle class, and in fact, most estate planning involves very basic issues and documents, not complex and expensive trusts. It also is important to know that estate planning involves not only property, but decisions involving matters such as guardianship of minor children, care of disabled relatives, charitable giving, and health care. Attorney Mindy Rush Chipman will share the basic estate planning documents, explain why you need them, and how technology has made estate planning more accessible to the middle class.

Class is held at Rush Chipman Law Office, P.C., L.L.O. 115 West Main Street in Union.

Oct. 8	S	2-4 p.m.	
Union, See Desc.	Chipman	\$39	
ACSX-8138-CSNA		☞ Estate	

HEALTH / MEDICAL

How to Manage High Cholesterol Naturally

With the increased attention given to cholesterol in the media and in the clinical setting, more and more of us are concerned about whether our cholesterol levels pose a risk. People are widely concerned about cholesterol, but many who use medications to lower cholesterol suffer uncomfortable and sometimes dangerous side-effects. Join Dr. Bryan Hufstader for this class and learn about how you can maintain healthy cholesterol levels without using drugs.

Participants will learn:

- Why cholesterol is not your enemy
- What foods will tend to raise cholesterol levels
- How elevated cholesterol and diabetes are related
- How to interpret their own blood work
- And much, much more...

NOTE: This class does not suggest you not take your prescribed medications. Always consult your physician before making any changes in medication.

Sept. 26	M	6:30-8:30 p.m.	
Ashland, HS		Hufstader	\$39
ACSX-7127-CSBA		☞ Cholesterol	
Oct. 8	S	10 a.m.-Noon	
Waverly, IS		Hufstader	\$39
ACSX-7127-CSSA		☞ Cholesterol	
Oct. 15	S	10 a.m.-Noon	
Conestoga, HS		Hufstader	\$39
ACSX-7127-CSDA		☞ Cholesterol	
Oct. 17	M	6:30-8:30 p.m.	
Murdock, HS		Hufstader	\$39
ACSX-7127-CSNA		☞ Cholesterol	

CPR/FIRST AID



The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed instructional materials for this purpose. Use of these

materials in an education course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except a portion of the fees needed for AHA course material, do not represent income to the Association.

American Heart Association CPR/First Aid classes have low instructor/student ratios to ensure supervised practice time. Please read the course descriptions carefully to make sure the class meets the requirements from your employer, licensing agency or school. Tuition includes the cost of issuing a CPR/First Aid card. Students will receive the card within one month, upon successful completion of the course. Cards expire two years from the date of issue. (There will be a \$5 fee for any replacement card requested.)

You must attend entire class you are enrolled in to receive a card. If you miss any part of your class you must register and pay for another class. We require three (3) working days notice to register, drop or change any class. **NOTE: REGISTRATION AND PAYMENT NEED TO BE RECEIVED BY SCC THREE (3) WORKING DAYS PRIOR TO CLASS.** The cost of the book may be subject to change.

CPR-AHA Heartsaver® AED

This course teaches lay rescuers one-rescuer CPR and Foreign Body Airway Obstruction for victims of all ages and Adult and Child Automated External Defibrillation. This course is recommended for people who respond to cardiovascular emergencies in the workplace.

Each student will need the current AHA Heartsaver® AED (ISBN 978-1-61669-058-8) text in class. Books will be distributed at the class. This class meets the day care CPR requirement. NOTE: REGISTRATION AND PAYMENT NEED TO BE RECEIVED BY SCC THREE (3) WORKING DAYS PRIOR TO CLASS.

Nov. 15	T	6-9:30 p.m.	\$46.48
Plattsmouth, HS Band Room		Dobesh-DeGraff	
HLTH-3219-CSN2		☞ CPR	

First Aid-AHA Heartsaver® First Aid

This course teaches the knowledge and skills needed to recognize emergencies and give first aid. This course is recommended for people who respond to first aid emergencies in the workplace.

Each student will need the current AHA Heartsaver® First Aid (ISBN 978-1-61669-018-2) text in class. Books will be distributed at the class. This class meets day care First Aid requirement. NOTE: REGISTRATION AND PAYMENT NEED TO BE RECEIVED BY SCC THREE (3) WORKING DAYS PRIOR TO CLASS.

Nov. 17	Th	6-9:30 p.m.	\$42.36
Plattsmouth, HS Band Room		Dobesh-DeGraff	
HLTH-3204-CSN2		☞ 1st Aid	

For information on other CPR and First Aid classes offered by SCC, contact Mary Dorsey at 402-437-2552; 800-828-0072, ext. 2552; or mdorsey@southeast.edu.

EMERGENCY MEDICAL SERVICES

EMT I

Prerequisite: 18 years of age or older, or require special permission; have a current AHA Health Care Provider CPR or ARC Professional Rescuer CPR card; and proof of current immunizations (needed two weeks after class starts)

This course is part one of the required course for any person seeking to become a Nebraska state-certified Emergency Medical Technician. This course has been developed for individuals who desire to perform emergency medical care. The EMT course is divided into seven modules. The material covered in this course includes the first four modules.



Students who do not meet the above requirements will not be allowed to take the course. FIRST CLASS MEETING IS MANDATORY. SCC requires criminal background checks on all students taking courses that include experience in patient care settings. Required textbook, workbook and one-way valve are available at the SCC Bookstore or online at www.sccbookstore.com. (5 credits) Tuition includes liability fee, credit class fee, and criminal & abuse registry background check fee.

NOTE: No class

Nov. 24. Class is held at SCC Lincoln Campus, 8800 O St., Fire Protection Building Room 1. Saturday classes will be held on Oct. 22 and Nov. 19. For more information, please call Melanie Leseberg at 800-828-0072, ext. 2506, or mleseberg@southeast.edu.

Oct 4-Dec 15	T, Th	7-10 p.m.
	S	8 a.m.-3 p.m.

Lincoln, See Desc. Brown/Roker \$311.25
EMTL-1301-LN01

EMT Refresher

The EMT Refresher meets the National Registry and state requirements for renewal.

Required book and one-way valve available in the SCC Bookstore, 8800 O St. or online at www.sccbookstore.com. NOTE: No class Nov. 24. Class on Dec. 13 will be held from 6-10 p.m. Class is held at the SCC Lincoln Campus, 8800 O St., Fire Protection Building, Room 1. For more information, please call Melanie Leseberg at 800-828-0072, ext. 2506, or mleseberg@southeast.edu.

Nov. 1-Dec. 13	T, Th	7-10 p.m.
Lincoln, See Desc.	Leseberg	\$199
EMTL-3333-LNFA		☞ EMT

HEALTH OCCUPATIONS

Nursing Assistant



Completion of this class meets the Nebraska Department of Health requirement for employment as a Nursing Assistant. The course includes

classroom, nursing lab and clinical experience. State of Nebraska requires that Nursing Assistant students must be able to speak and understand English. Strict attendance policy is required.

SCC requires criminal background checks on students taking courses that include experience in patient care settings. Tuition includes liability fee, credit class fee and background check fee. For a current schedule of classes, please check out www.southeast.edu/continuing/Health/NursingAssistant.aspx. If you have questions, please call 402-437-2700 or 800-828-0072.

Course Number: NURA-1401 Tuition: \$389.63

Medication Aide Training

Successful completion of this course allows you to apply to the state of Nebraska to be placed on the Medication Aide Registry. Nebraska requires that you be 18 years of age to work as a Medication Aide.



For a current schedule of classes, please check out www.southeast.edu/continuing/Health/medaide.aspx. If you have questions, please call 402-437-2700 or 800-828-0072. ☞ Medication Course Number: NURS-3001 Tuition: \$195

CUSTOMIZED ON-SITE TRAINING FOR BUSINESSES & ORGANIZATIONS

SCC provides ON-SITE TRAINING. This training can be customized to meet the specific training needs of the business. Grant writing assistance is provided to help offset the training costs for qualified employees.

Contact Ron Snyder, Training Solutions, at 402-437-2714; 800-828-0072, ext. 2714; or rsnyder@southeast.edu.

PERSONAL INTEREST

ANIMAL CARE

Dog Manners & Obedience Class I

Would you like to have fun with your dog or puppy and at the same time teach him to be an obedient companion, solve behavior problems, improve his manners, and enhance social skills with people and other dogs? If so, you may be interested in a Dog Manners and Obedience class, using positive motivational training methods.



Your dog must be at least 10 weeks old and have had its first vaccinations. Please bring your dog on a 6-foot leather lead and wearing a flat buckle or snap collar. No flexi leads, slip chain, or prong collars the first week. Please do not feed your dog before class. Bring approximately one to two cups of small treats. Handler must be at least 12 years old, and students under 16 must be accompanied by an adult. Week one will be 1.5 hours, and all other weeks will be one hour long. Handlers are strongly advised to plan to attend two 4-week sessions. Class will be held at the Cass County Fairgrounds, between U.S. Hwy 75 and NE Hwy 50 on NE Hwy 1.

Oct. 3-24	M	6:30-7:30 p.m.	
Plattsmouth, See Desc.		Day	\$49
ACSX-1008-CSNA		☞ Dog	

Dog Manners & Obedience Class II

Sequential four-week session. Prerequisite is session I.

Class will be held at the Cass County Fairgrounds, between U.S. Hwy 75 and NE Hwy 50 on NE Hwy 1.

Oct. 31-Nov. 21	M	6:30-7:30 p.m.	
Plattsmouth, See Desc.		Day	\$49
ACSX-1009-CSNA		☞ Dog	

ARTS / CRAFTS / HOBBIES

Mini Market Reed Basket

Come make a really cute reed basket with Lisa. This is a perfect basket for holding the little things around the house.

This basket is 4 inches by 6.5 inches by 6 inches, including the handle.

Nov. 3	Th	6-9 p.m.	
Waverly, MS	Sedivy	\$15	
ACSX-9341-CSSA		☞ Basket	

Snowman Book Holder

Fun for gift-giving or decorate your own home. Make and paint your own wooden snowman book holder.



Wood pieces are cut to size for your assembly. There is a \$20 fee associated with this course payable in class. Approximate size 24 inches tall, 18 inches wide, 12 inches deep.

Oct. 17	M	6:30-8:30 p.m.	
Plattsmouth, MS Art Room		Lawmen	\$15
ACSX-7554-CSNA		☞ Snowman	

Arched Box Light



Perfect night-light for a gift or yourself. Make and paint your own pre-cut wooden light.

Wood pieces are cut to size for your assembly. There is a \$20 fee associated with this course payable in class.

Approximate size 12 inches tall, 9 inches wide, 5 inches deep. Hang or table-top ready.

Nov. 15	T	6:30-8:30 p.m.	
Plattsmouth, MS Art Room		Lawmen	\$15
ACSX-7553-CSNA		☞ Arched	

Make Your Own Ceramic Doll

Make your own ca1880 ceramic doll. This class includes the supplies to paint the head, arms and legs; make the body; and put the doll together.



There is a \$45 fee associated with this course payable at the first class. Class will be held at Mother

Bones Rag Doll Hospital & Ceramics, 119 W. Main St.

Oct. 4-25	T	6:30-8:30 p.m.	
Union, See Desc.	Hickey	\$29	
ACSX-2110-CSNA		☞ Ceramic	

Beginner Cricut

Discover how to effectively use your cricut machine creatively and properly. We will create a clever greeting card and in the process learning how to cut basic letters and images, machine care and use of mats and paper.

Bring your machine, extension cord, mat, and cartridge (preferably a font such as George & Basic or something similar), adhesive and paper trimmer.

Class is held at Union Bank, Community Room, 328 W. Third. For more information, contact Nancy Holman at 402-437-2712; 800-828-0072, ext. 2712; or nholman@southeast.edu.

Nov. 12	S	1-3 p.m.	
Wahoo, See Desc.	VanWinkle	\$15	
LLLLX-0180-OCFA		☞ Cricut	

Crafty Happenings: Scrapbook Saturday

Join the party for a unique opportunity to create three 2-page layouts for your 12-inch by 12-inch albums. When you leave class, all you will have to do is add your photos! Pages will be holiday themed—Christmas, birthday, and Halloween. Learn techniques that will make your pages sing. Discover a variety of tips and tricks to enhance your page creations.

Bring to class: your basic scrapbooking tools including 12-inch cutter, adhesive (recommended two-sided tape, glue pen, and sticky dots), scissors, and piercing tool (optional). Class is held at the SCC Continuing Education Center, 301 S. 68th St. Place. Registration deadline: Nov. 5. For more information, contact Nancy Holman at 402-437-2712; 800-828-0072, ext. 2712; or nholman@southeast.edu.

Nov. 12	S	9 a.m.-12:30 p.m.
Lincoln, See Desc.		
LLLX-1113-CEFA		\$45
		☞ Crafty

Watercolor Painting

Each class member will work with basic watercolor techniques at his/her level.

There will be instruction in basic techniques, but this class is primarily a hands-on class.

Oct. 5-Nov. 2	W	6-8 p.m.
Ashland, HS	Pickering	\$45
ACSX-5314-CSBA		☞ Watercolor

BOB ROSS PAINTING

This class is designed for painters of all abilities, including beginners. Come and enjoy a

relaxing time painting. It is an excellent stress reliever and offers a wonderful sense of accomplishment. All supplies needed to accomplish each painting will be provided by the instructor for an additional cost listed in the description. NOTE: Finished painting does not include a frame. Students will take home their completed painting. Donald Belik is a certified Bob Ross instructor.



Bob Ross: Night Time Cereus

This amazing cactus blooms at night and only for one night per bloom.

There is a \$20 fee associated with this course payable in class. There will be a 30-minute lunch break on your own. Sack lunch and beverage is suggested.

Sept. 17	S	9:30 a.m.-3:30 p.m.
Waverly, IS	Belik	\$29
ACSX-1625-CSSA		☞ Ross

Bob Ross: Mountain Summit

Capture the beauty of a distant mountain overlooking a lake surrounded by bushes and trees.



There is a \$20 fee associated with this course payable in class. There will be a 30-minute lunch break on your own. Sack lunch and beverage is suggested.

Dec. 17	S	9:30 a.m.-3:30 p.m.
Plattsmouth, MS Art Room		
ACSX-1625-CSNA		Belik \$29
		☞ Ross

CHILDREN & FAMILIES

Co-Parenting: Working Together for Your Children

This three-hour workshop meets the requirements of the Nebraska Parenting Act. Topics include stages of adjustment to parental



separation/divorce for parents and children, conflict resolution, stress management and other co-parenting issues.

Call 437-2713; 800-828-0072; or email nholman@southeast.edu for a detailed brochure. Class will be held at the SCC Continuing Education Center, 301 S. 68th St. Place.

Oct. 1	S	9 a.m.-Noon
Lincoln, See Desc.		
ECED-4000-CEUG		\$40
		☞ Parenting
Oct. 3	M	5:30-8:30 p.m.
Lincoln, See Desc.		
ECED-4000-CEFA		\$40
		☞ Parenting
Nov. 5	S	9 a.m.-Noon
Lincoln, See Desc.		
ECED-4000-CEFB		\$40
		☞ Parenting
Nov. 7	M	5:30-8:30 p.m.
Lincoln, See Desc.		
ECED-4000-CEFC		\$40
		☞ Parenting
Dec. 3	S	9 a.m.-Noon
Lincoln, See Desc.		
ECED-4000-CEFD		\$40
		☞ Parenting
Dec. 5	M	5:30-8:30 p.m.
Lincoln, See Desc.		
ECED-4000-CEFE		\$40
		☞ Parenting

☞ Online Registration Key Word

COMMUNICATION



Communication

Can you think of a career or life event that does not require communication? People who get ahead in life are those who can communicate effectively, and the person with strong communication skills has a clear advantage over tongue-tied

colleagues, especially in today's competitive job market. Learn the basic elements of being an effective communicator, how to put together a presentation, and how to deliver it successfully.

Floy Westemeier retired from the National Park Service where she served as a Human Resources Specialist, Employee Development Officer, and Assistant Ethics Counselor for the Midwest Regional Office in Omaha. Active in Toastmasters International for more than 20 years, she has achieved numerous awards, including its highest award of Distinguished Toastmaster in communication and leadership four times.

Nov. 15-17	T, Th	6-9 p.m.
Plattsmouth, HS 108		Westemeier \$35
ACSX-2601-CSNA		☞ Communication

DANCE

Love to Dance

Learn the art of hula, tahitian, and belly dance.

Strengthen and tone your muscles. Come dance and have fun.

This class is for people of all ages.

Oct. 8-Nov. 12
S
9-10 a.m.
Plattsmouth, MS Vocal Room

Fadke
\$35
ACSX-5605-CSNA
☞ Dance



NEEDLEWORK & SEWING

Easy Hand Quilt: Grandmother's Flower Garden

Learn the basics of a small hand-made sampler. Students will learn basic sewing technique, make own design pattern, fabric choices, pressing, etc. and be guided on the start of quilt. Students can choose a project that suits their interests. There are many choices for your project including circular table cloth, pillow case, table runner, or a specialty quilt. This quilt is perfect for a perfectionist.



Hexagon templates will be provided. Bring fabric (assorted or to your liking) totaling two yards to get the quilt started. Bring your own needles, thread, and scissors. Two weeks of instruction, demonstration, and assistance produce the beginning of a quilt to complete on your own.

Oct. 3-10	M	6:30-8:30 p.m.
Plattsmouth, MS Art Room		Gynn \$29
ACSX-9634-CSNA		☞ Quilt

T-Shirt Quilt

This is a way to make a keepsake quilt using all those T-shirts you (or your children) collected from activities or trips. Class meets two nights, enough time to prepare the shirts and start on the quilt.

Materials to bring: T-shirts (minimum of 12 for a small quilt), fusible bond, scissors or a rotary cutter.

Oct. 25	T	6-9 p.m.
Waverly, MS	Schmidt	\$15
ACSX-9641-CSSA		☞ Quilt

PERSONAL DEVELOPMENT

Emotional Freedom Techniques

This remarkable healing technique uses acupressure (no needles) and can produce remarkable results in releasing the negative emotions that cause physical and emotional pain, fears, phobias, anger, grief, and more. Students will learn the basic formula for applying EFT to themselves and to their loved ones. Learn how to focus for great results and how to reduce their stressful emotions and have more confidence in life. EFT is acupressure and does not involve medication.

*Bill Cashell is an expert in human behavior and is the author of **Stop Smoking by Tomorrow** and **The Emotional Diet**.*

Nov. 7	M	6-9 p.m.
Plattsmouth, HS 108		Cashell \$29
ACSX-0734-CSNA		☞ Emotional

Find us on Facebook® at
www.facebook.com/sccbeatricece

Advanced Emotional Freedom Techniques & Methods

This class is for people who want to further develop their skills with EFT and learn about additional energy techniques and methods. Topics will include:

- More advanced techniques and uses of EFT
- Energy muscle testing for yourself and others
- Improving the energy flow in your body
- Understanding of the body's energy meridians
- Energy Psychology and the effect on your nervous system

*Bill Cashell is an expert in human behavior and is the author of **Stop Smoking by Tomorrow and The Emotional Diet.***

Nov. 14 M 6-9 p.m.
 Plattsmouth, HS 108 Cashell \$29
 ACSX-0735-CSNA ☞ Emotional

The Ultimate Time & Life Management System

This program is for all those who are overwhelmed with too many things to do, too little time to do them, and a general sense of unease that something important is being missed. If you've tried every "system" for organizing yourself out there, like the Day-Timer and Day-Runner, you probably found they make good calendars and address books, but not much else. This program will help you:



- Recognize how human nature is usually the root cause of dwindling time
- Pinpoint and combat the most tenacious time-wasters
- Avoid the technology trap and so-called "time-savers"
- Choose realistic goals and regain control of your life
- Use time management techniques for professional and personal success
- Create time for what is most important in your life
- Learn how to stop procrastinating and start doing

If you are ready to take control of your time and your life, this program will show you how. Make this year your best year.

Nov. 2 W 6-9 p.m.
 Plattsmouth, HS 108 Cashell \$29
 ACSX-0736-CSNA ☞ Time

Weight Loss by Hypnosis, NLP & EFT

If you have found it hard to stick to a diet, it may not be the diet, and it may not be a lack of will power on your part. Most people have created a lifetime of associations to the way they feel about food. The key to any successful change is behavior modification. Using creative imagery, Neuro Linguistic Programming, self-hypnosis, and other powerful techniques, you will be able to create new, powerful associations to healthy living habits. In this session you will learn:

- Why diets don't work and how to create the necessary mindset for success
- How to use the keys to successful change in any behavior
- How to replace limiting beliefs with empowering beliefs
- How to reframe desires for unhealthy foods and create a desire for healthy foods
- How to use NLP and EFT to break emotional ties to eating
- How to reframe past events and program yourself for future success

Nov. 9 W 6-9 p.m.
 Plattsmouth, HS 108 Cashell \$39
 ACSX-4450-CSNA ☞ Weight

Memoir 101

Want to record significant moments in your life for your own benefit or for future generations? Interested in writing down the memories of someone important in your life? Don't know where to begin? Come to "Memoir 101" and pick the brains of others with similar goals—and let them pick yours! You may bring something you're currently working on, but be prepared to write each week. Bring your writing ideas and some photographs to our first session to help "jog" your memory. Each week we will do timed writing exercises and critique each other's writing. We will briefly discuss basic grammar, sentence structure and tips for making your writing come alive with vivid description. Most importantly we will write!

Instructor Valerie Robert has been writing creatively for most of her life. She graduated from the University of Nebraska at Omaha in 2003, with a BA in Journalism. Valerie has written for such local, regional and national publications as the Omaha World-Herald, The Reader, The Plattsmouth Journal, One Magazine, Today's Omaha Woman, South Dakota Digest and MAMM Magazine. She currently works as an artistic photographer running "Creations by Valerie," an online store out of her home in Plattsmouth.

Oct. 4-Nov. 8 T 7-8:30 p.m.
 Plattsmouth, HS 104 Roberts \$49
 ACSX-8247-CSNA ☞ Memoir

☞ Online Registration Key Word

PHOTOGRAPHY

Better Snapshot Photography

This class is for the point-and-shoot photographer. Topics to be covered include getting to know your camera, camera settings and options, pixels, when to use a flash, auto focus and more.



Bring your camera and any pictures you would like critiqued.

Oct. 11	T	7-9 p.m.	\$29
Plattsmouth, HS 118		Hauptman-Drannen	
ACSX-6006-CSNA		☞ Photography	
Nov. 8	T	7-9 p.m.	\$29
Plattsmouth, HS 118		Hauptman-Drannen	
ACSX-6006-CSNB		☞ Photography	

Outdoor Photography



Regardless of what kind of camera you have, you will be able to take better pictures when you are finished with this class. This

session covers tips and techniques that are applicable to the most inexpensive point-and-shoot cameras to some of today's most advanced digital systems. The session also addresses what type of camera may be best for you and the type of photography you desire.

Oct. 18	T	7-9 p.m.	\$29
Plattsmouth, HS 118		Hauptman-Drannen	
ACSX-3606-CSNA		☞ Photography	
Nov. 15	T	7-9 p.m.	\$29
Plattsmouth, HS 118		Hauptman-Drannen	
ACSX-3606-CSNB		☞ Photography	

Using Digital Cameras

Did you get a digital camera or thinking of getting one? Are your picture files too big to send as emails? Do you want to know how you can crop, edit, and print pictures easily? Insert into Word or PowerPoint? Make a movie or slideshow with pictures and just possibly add music? Then this session is for you.

Nov. 1-15	T	6:30-9 p.m.	\$30
Waverly, HS Blankenship		☞ Digital	
ACSX-3603-CSSA			

RECREATION, SPORTS & FITNESS

Fit for Living

Enjoy a morning workout and improve your health. This class will include stretching, cardio, and the proper use of free weights. You will experience improved flexibility while seeing the changes to your body.

Class will meet for twelve weeks in the spacious fitness center, just south of the high school. Bring a towel and athletic shoes to change into. NOTE: No class Nov. 25.

Oct. 3-Dec. 19	M, W, F	9:30-10:30 a.m.	
Plattsmouth, HS Fitness Center		Scanlan	\$65
ACSX-7636-CSNA		☞ Living	

Aerobics/Toning

Exercise to music and get in shape. Get rid of daily pressures and slim down at the same time.

Wear comfortable clothing and shoes appropriate for exercising.

Sept. 26-Oct. 26	M, W	6:30-7:30 p.m.	
Waverly, IS Conklin		\$42	
ACSX-7629-CSSA		☞ Aerobics	

Step Aerobics Basic

Ready, set, step! Enjoy a fast-paced workout. This basic class offers a 45-minute freestyle cardio workout using step equipment and ends with 15 minutes of toning and stretching. This is a must!

Wear comfortable clothing and shoes appropriate for exercising.

Sept. 27-Oct. 27	T, Th	6:30-7:30 p.m.	
Waverly, IS Conklin		\$42	
ACSX-7232-CSSA		☞ Aerobics	

SPECIAL EVENTS

HISTORY OF CASS COUNTY

Workshop includes a historical slide presentation of Cass County since its founding in 1854.

Margo Prentiss has been the Curator, Cass County Historical Society for fourteen years. Class is held at Cass County Museum, 646 Main St.

Oct. 4	T	7-8 p.m.	
Plattsmouth, See Desc.		Prentiss	\$15
ACSX-6919-CSNA		☞ County	

CASS COUNTY PIONEER CEMETERIES

Learn about pioneer history and genealogy through a study of old cemeteries. This slide show and narrative gives a unique look at the burial places of the settlers of this area. Pictures of interesting grave markers as well as the geography of the area show how our ancestors lived and died.

Roy Smith is a long time student of civil war history as well as a member of a pioneer cemetery governing board. Class is held at Cass County Museum, 646 Main St.

Oct. 18 T 7-8:30 p.m.
 Plattsmouth, See Desc. Smith \$19
 ACSX-0225-CSNA County

COMPUTER TRAINING AT YOUR ORGANIZATION

Your employees can become more productive using Microsoft Office applications without leaving your site. You save travel time when our instructors come to you. They teach the skills your employees need on either your computers or the College's laptops. These laptops will convert your meeting room into a computer training lab at no additional cost.

Contact Training Solutions, Carol Gustafson at 402-437-2507; 800-828-0072, ext. 2507; or cgustafson@southeast.edu.

THE LAST DINNER ABOARD THE TITANIC R.M.S.

Coming in April 2012

Join SCC as we re-live the last night of the Titanic at the Renaissance Mansion.



Enjoy the exact dinner recreated from the classic 11-course menu prepared on that fateful night of April 14, 1912, for the first-class patrons. Our evening will be complete with actors and musicians replicating the atmosphere of the final night.

Watch for details in the Winter Class Schedule or check out our Facebook® page at www.facebook.com/sccbeatricece for updates.

➡ Online Registration Key Word

All-College Open House

Get Your Hands on SCC!
Sunday
November 6
11 a.m.-4 p.m.



Beatrice Campus

4771 W. Scott Road
 Beatrice, NE 68310-7042
 800-233-5027

Lincoln Campus

8800 O St.
 Lincoln, NE 68520-1299
 800-642-4075

Milford Campus

600 State St.
 Milford, NE 68405-8498
 800-933-7223

www.southeast.edu



IDEAS FOR NEW CLASSES?

The best ideas come from you!

Perhaps you have ideas for interesting classes that
SCC could offer,
or maybe you'd like to teach a class!

PLEASE PRINT

New Classes Desired: _____

I can teach the following: _____

Your Name: _____

Address: _____

City/State/Zip: _____

Daytime phone: _____

Evening phone: _____

Email address: _____

Mail this form to:

Kelly Morgan

Southeast Community College

4771 W. Scott Road, Beatrice, NE 68310

kmorgan@southeast.edu

402-228-8244 • 800-233-5027, ext. 1244

Southwest community college

2010-2011

ANNUAL REPORT

to the residents of southeast Nebraska

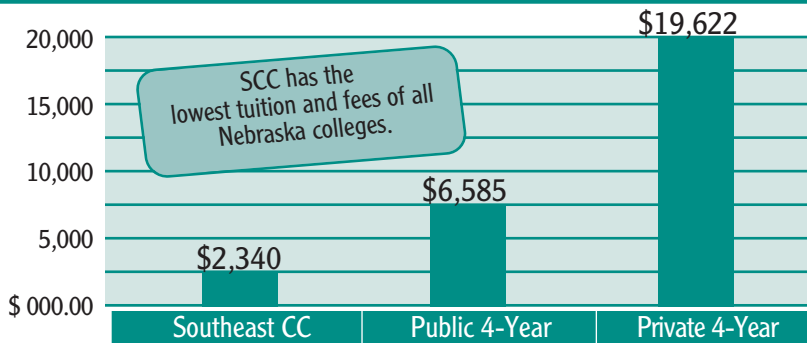
Leading Across the Nation

Precision Production*	#1
Agriculture, Ag. Operations & Related Sciences	#7
Engineering-Related Technologies	#14
All Disciplines – Non-Minority	#35

*Also No. 1 in 2004, 2005, 2006, 2007, 2008, 2009 and 2010. Data collected from the June 2011 edition of Community College Week listed the Top 100 Associate Degree Producers among more than 1,200 community colleges across the nation. Community College Week is a bi-weekly publication about and for community college educators and trustees.



Tuition & Fees



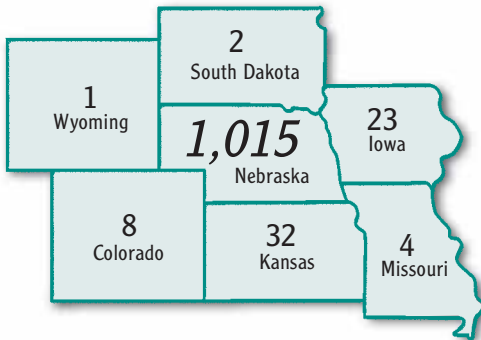
Based on 45 Quarter Credit Hours, which is equivalent to 30 Semester Credit Hours. Public 4-year college information obtained from Nebraska Coordinating Commission for Postsecondary Education. Private 4-year college information obtained from each of the 12 private colleges and universities in Nebraska.

Graduate Information

2010 SCC placement figures:

- 1,628 total graduates
- 1,128 graduates placed in careers
- 1,015 graduates found work in Nebraska
- 745 (73%) accepted jobs or continued education in one of the 15 counties of the SCC service area.

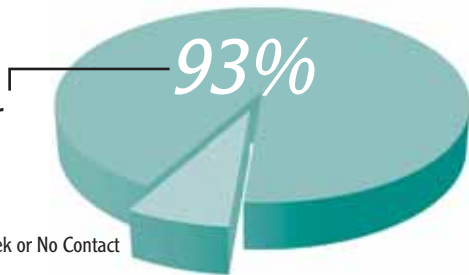
The skills of SCC graduates help the southeast Nebraska economy.



2010 Graduate Placement for Nebraska and the surrounding states.

1,428 Career/Technical Graduates

Employed in Careers or Continued Education

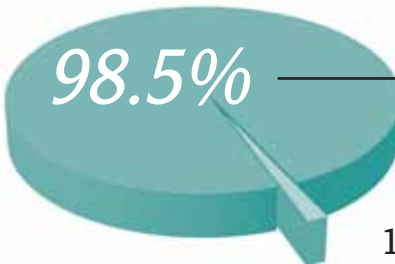


7% Not Seeking, Continuing to Seek or No Contact

200 Academic Transfer Graduates

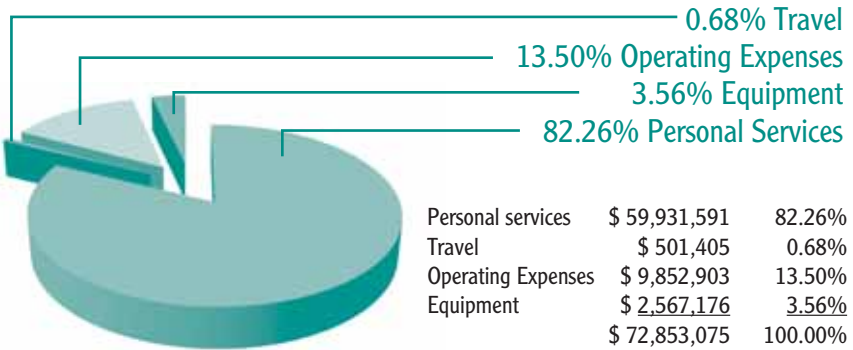
98.5%

Continued Education or Employed in Careers

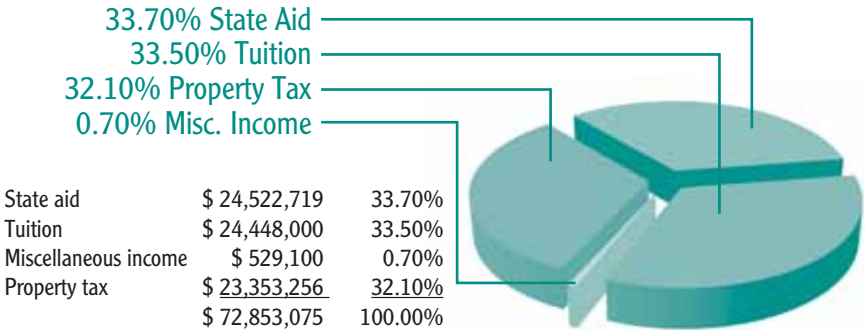


1.5% Not Seeking, Continuing to Seek or No Contact

2011–2012 Expenditures

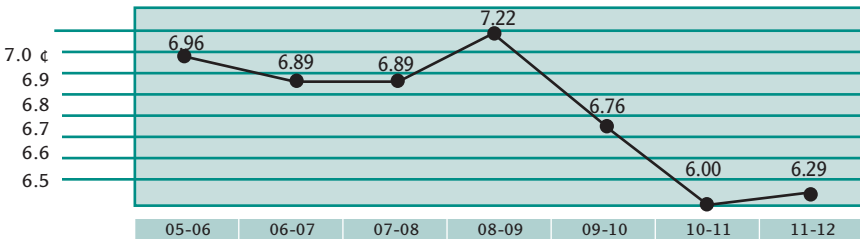


2011–2012 Revenue



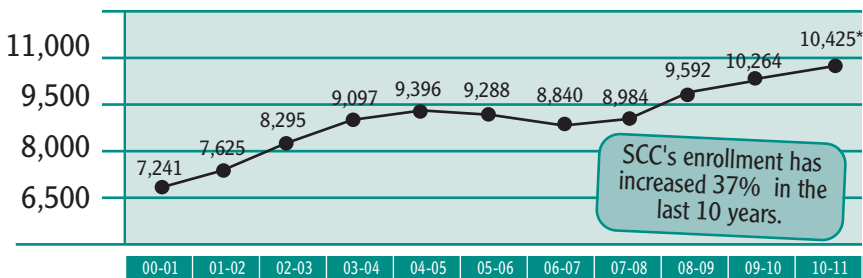
Local Property Tax

SCC's rate for the 2011–2012 year is projected to be 6.29¢



The graph shows cents per \$100 property valuation.

Enrollment



Statistics based on Full-time Equivalent Students (FTEs.) *As of July 1, 2011. Final count will be reported by Aug. 15, 2011.

Continuing Education

SCC Continuing Education helps individuals upgrade their present job skills, train for new careers, develop recreational and cultural interests, prepare for high school completion tests or improve basic education skills with a variety of credit and non-credit classes. Classes are offered on the Beatrice, Lincoln and Milford campuses and throughout the 15 counties of southeast Nebraska.

Classes are made available in cooperation with local public schools, hospitals, nursing homes, libraries, senior citizen centers, civic organizations, businesses, industries and churches. Advisory committees help SCC determine needs, suggest classes, seek teaching talent, and promote Continuing Education. Special training designed to fit business and industry needs is available with Training Solutions.

17,068
southeast Nebraska residents
took advantage of SCC
Continuing Education classes
in their communities.

This Annual Report is produced by the Southeast Community College Area Office of Public Information, 301 S. 68th St. Place, Lincoln, NE 68510-2449, (402) 323-3401. SCC is fully accredited by the Higher Learning Commission.

SCC Board of Governors

Lynn Schluckebier, Chair, Seward; Robert J. Feit, Vice Chair, Pickrell; James J. Garver, Secretary, Lincoln; Kathy Boellstorff, Treasurer, Johnson; Helen E. Griffin, Lincoln; Ed C. Heiden, Sterling; Carl R. Humphrey, Waverly; Ruth M. Johnson, Lincoln; Dale Kruse, Beatrice; Terrence L. Kubicek, Lincoln; Nancy A. Seim, Lincoln; Steve Ottmann, Faculty Representative, Lincoln

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación - 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. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu. A0131 (07/11)



REGISTRATION INFORMATION



REGISTER ONLINE USING WEBADVISOR

NOTE: You must have an **email address** in order to register online. You must provide your Social Security Number.

1. Go to www.southeast.edu
2. Click on WebAdvisor from the Quicklinks (top right corner).
3. Click on gold "**Continuing Education**" bar.
4. Click on "**Register and Pay for Continuing Education Classes**"
5. **Search for your class** by entering either a key word in the title or the course number, "**Submit**" (Enter information in only 1 field for a broader search.)
6. **Select the course** you wish to register for, "**Submit.**"
7. Enter your **personal information, certify** your identification, "**Submit.**"
8. Enter your **Additional Registration Information** and "**Submit**" or just "**Submit.**"
9. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type, "Submit."**
10. Enter your **payment information, "Submit."**
 - a. You will not be officially registered until you submit your payment.
 - b. You will see a confirmation screen. Print this for your records.
 - c. You will receive an email confirmation of your registration.

*The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.

Login Help for WebAdvisor

User ID: Your User ID is your first initial + last initial + SCC ID number with no leading zeros.

For example: John Smith, SCC ID number 0123456: js123456

If you attempt to enter a User ID and it does not allow you to login, verify your User ID by following the steps under I'm New to WebAdvisor.

Don't know your User ID?

Go to the "I'm New to WebAdvisor" link on the WebAdvisor page. It lists four steps to assist you in obtaining the information. When you click on OK, the system moves to a screen where you can obtain your User ID. Enter your last name, either your SSN or SCC ID number and click SUBMIT. The system then shows your User ID.

Password:

The **FIRST** time you log in, your initial password is the last four digits of your social security number. If you do not have a Social Security number, see the instructions for requesting a new password or contact the helpdesk. You will be required to change your password on the first successful login. .

THIS PASSWORD BECOMES YOUR NEW PASSWORD. WRITE IT DOWN SO YOU KNOW/REMEMBER IT!!! No one at the college can see your password. If you forget your password, it will need to be reset, which may take some time. Online help is available to request that your password be reset and sent to an email address we have on file for you. You cannot change and/or add an additional email address when requesting your password.

You can change your password at any time through the Change Password link. The password must be 6 – 9 characters and must contain both numbers and letters.

WHY CAN'T I REGISTER ONLINE?

1. Do you owe the college money? (You must be free of any financial responsibility to the College in order to register)
2. Have you completed the prerequisite courses?
3. Have you filled out all the required information?
4. Does your information match what is on file?

WE
ACCEPT





REGISTER BY FAX OR MAIL

1. **Complete the registration form** entirely-Name, SS#, Method of Payment, signature, and total amount due. Payment is due at the time of registration.
2. **MAIL the registration form with payment or letter of authorization to SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE 68510.**

- a. If your employer or government agency is paying for the course(s), attach a LETTER OF AUTHORIZATION on company letterhead from them, with tax exempt number or form if applicable, and we will bill. If charging books, 3-Business Days advance notice is needed.

Make a COPY of the completed form, or record the information for your reference.

- b. Registrations will be accepted through the first class meeting provided space is available. Enroll early as class size is limited. Enrollments are accepted on a "first come, first served" basis.
- c. Report to the first class session unless you are notified that the class is full or has been cancelled. Confirmations are not mailed.
- d. If your class choice is filled, your payment will be mailed back promptly.
- e. Southeast Community College reserves the right to cancel classes that do not have sufficient enrollment. A full refund of tuition and fees will be processed.
- f. Cash, check, and charge card (Mastercard, American Express, Discover and Visa) payments are accepted.
- g. 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 Access/Equity/Diversity Office.



REGISTER BY PHONE

Call your local coordinator to register. See page 19 for their contact information.

CANCELLATION/REFUND POLICY

The student is entitled to a 100% refund for any non-credit class if the class is dropped the day before class begins. If a student drops a class the day class begins or after, there will be no refund.

If you want to DROP A CLASS that you have registered for - Official Credit Drop Forms are available from the campus registrars. Official Non-credit Drop Forms are available from the Continuing Ed Division, 4771 W. Scott Road, Beatrice, NE 68310-7042 or by calling 402-228-8244 or 800-223-5027.

Refunds for classes cancelled by the College are automatically processed and students are not required to submit a drop or withdrawal form for any classes cancelled by the College. Refund checks usually take 2-3 weeks to process after notification.

SCC reserves the right to cancel classes that do not have sufficient enrollment. A full refund of tuition and fees will be processed.

REGISTRATION OPTIONS

1. Online
2. Mail your registration to SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE 68510
3. Fax your registration to 402-437-2703
4. Call your local coordinator

CONFIRMATIONS

All registered students must report to the first class session unless you are notified by the College that the class is full or has been cancelled. Paper confirmations are not mailed. Online registration will generate a confirmation email.

DROP/WITHDRAW FROM A CLASS

“NO-SHOW” STUDENTS

Failure to attend classes does not constitute a drop or withdrawal. “No Show” students will be billed and held responsible for full payment of the tuition and fees for the classes they are registered for because the “no show” student did not drop the class online using WebAdvisor or with an “Official Drop/Add Form For Classes” within the designated refund period.

GENERAL COLLEGE POLICIES

AGE GUIDELINES

SCC’s primary mission is to serve adults. However, youth are allowed to take classes under the following guidelines:

- Individuals 16 years or older are eligible to enroll in courses, provided they meet any stated prerequisites.
- Some classes are specifically designed for youth under 16 years of age, and/or for youth under 16 and adults in which both register and attend the class. Check course descriptions for details.
- Children not enrolled in class may not accompany adults to class or wait in the building unsupervised.

ANIMALS

Presence and Use of Animals - Bona fide service animals may accompany students, employees and visitors with disabilities to all SCC events, activities and locations. Local, state and federal laws regulate the use of service animals at SCC locations and/or events. Pets and Therapy Animals are generally not permitted in College facilities or at SCC events. Complete guidelines are available for review at the campus office, from the division deans, or in the Learning Resource Center at your location.

SOCIAL SECURITY NUMBER

The College requires a student’s Social Security number as a condition for enrollment. A student’s Social Security number constitutes an “educational record” under the Family Educational Rights and Privacy Act (FERPA). For more information see the SCC College Catalog.

QUESTIONS ?

Contact your Local Coordinator listed below.

CASS, LANCASTER & SAUNDERS

AREAS

LOCAL COORDINATORS

CASS COUNTY: Lyn Belitz, Murray, 402-235-3707, lbelitz@southeast.edu

NORTHERN LANCASTER COUNTY:

Heather Rubenking, Waverly, 402-786-7179,
hrubenking@southeast.edu

SAUNDERS COUNTY: Kelly Morgan, Beatrice, 402-228-8244, kmorgan@southeast.edu

2011–2012 SOUTHEAST COMMUNITY COLLEGE -Programs of Study-

Program Name	Location & Award Offered	Program Name	Location & Award Offered
<p style="text-align: center;">AGRICULTURE/FOOD/ NATURAL RESOURCES DIVISION</p> <p>Agriculture Business & Management Technology(B)~AAS</p> <ul style="list-style-type: none"> • Agribusiness focus • Diversified Agriculture focus • Golf Turfgrass Management focus • Livestock focus <p>Food Service/Hospitality (L) ~AAS/Dip/Cert</p> <ul style="list-style-type: none"> • Culinary Arts focus • Dietetic Technician focus • Food Service Management focus • Event Venue Operations Management <p>Laboratory Science Technology (L) ~AAS/Dip</p> <p style="text-align: center;">ARTS & SCIENCES DIVISION</p> <p>Academic Transfer (B/L) ~AA/AAS</p> <p style="text-align: center;">BUSINESS DIVISION</p> <p>Business Administration (all) ~AAS/Dip/Cert</p> <ul style="list-style-type: none"> • Accounting focus • Event Venue Operations Mgmt. • Information Systems focus (L/M) • Insurance/Financial Services focus <p>Office Professional (B/L) ~AAS/Dip/Cert</p> <ul style="list-style-type: none"> • Administrative Office focus • Legal Office focus • Medical Transcription focus <p>Parts Marketing & Management (M)~AAS/Dip</p> <p style="text-align: center;">COMMUNICATIONS & INFORMATION TECHNOLOGY DIVISION</p> <p>Computer Information Technology (L) ~AAS/Cert</p> <ul style="list-style-type: none"> • Applications/Web Programmer focus • Computer Support Specialist focus • Network Manager focus <p>Computer Programming Technology (M)~AAS</p> <p>Graphic Design (M)~AAS</p> <p>Visual Publications (L) ~AAS/Dip/Cert</p> <ul style="list-style-type: none"> • Digital Publishing focus • Offset Printing focus <p style="text-align: center;">COMMUNITY SERVICES & RESOURCES DIVISION</p> <p>Criminal Justice (B/L)~AAS</p> <ul style="list-style-type: none"> • Nebraska Law Enforcement focus <p>Early Childhood Education (L) ~AAS/Dip/Cert</p> <ul style="list-style-type: none"> • In-Home Child Care focus • Child Care Professional focus <p>Fire Protection Technology (L)~AAS/Cert</p> <p>Human Services (L) ~AAS</p> <p>Long Term Care Administration (L) ~AAS/Cert</p>		<p style="text-align: center;">CONSTRUCTION & ELECTRONICS DIVISION</p> <p>Architectural-Engineering Technology (M)~AAS</p> <p>Building Construction Technology (M)~AAS</p> <p>Computer Aided Design Drafting (L)~AAS</p> <p>Electrical & Electromechanical Technology (M)~AAS/Dip</p> <ul style="list-style-type: none"> • Construction Electrician focus • Electrical Systems focus • Electromechanical Systems focus <p>Electronic Systems Technology (L/M)~AAS</p> <ul style="list-style-type: none"> • Computers, Automation and Networking Systems focus • Electronic Systems Technician focus • Military Electronic Systems focus <p>Energy Generation Operations (M)~AAS</p> <ul style="list-style-type: none"> • Biofuels focus • Nuclear focus <p>Heating, Ventilation, Air Conditioning & Refrigeration Technology (M)~AAS</p> <p>IBEW Construction Electrician Option (M)~AAS</p> <p>Land Surveying/Civil Engineering Technology (M)~AAS</p> <p>Major Appliance Professional Technology (M)~Dip</p> <p style="text-align: center;">HEALTH SCIENCES DIVISION</p> <p>Associate Degree Nursing (L) ~AAS</p> <p>Dental Assisting (L) ~Dip</p> <p>Emergency Medical Services/Paramedic (L)~AAS</p> <p>Medical Assisting (L) ~Dip</p> <p>Medical Laboratory Technology (L)~AAS</p> <p>Pharmacy Technician (B) ~Dip</p> <p>Physical Therapist Assistant (L)~AAS</p> <p>Polysomnographic Technology (L) ~Cert</p> <p>Practical Nursing (B/L) ~Dip</p> <p>Radiologic Technology (L) ~AAS</p> <p>Respiratory Care (L) ~AAS/Cert</p> <p>Surgical Technology (L) ~AAS</p> <p style="text-align: center;">TRANSPORTATION & MANUFACTURING DIVISION</p> <p>Auto Collision Repair Technology (M)~AAS</p> <p>Automotive Technology (L/M)~AAS</p> <p>Chrysler (CAP) (M)~AAS</p> <p>Deere Construction & Forestry Equipment Tech (M)~AAS</p> <p>Diesel-Ag Equipment Service Tech. (M)~AAS</p> <p>Diesel Technology-Truck (M)~AAS</p> <p>Ford (ASSET) (M)~AAS</p> <p>General Motors (ASEP) (M)~AAS</p> <p>John Deere Tech (M)~AAS</p> <p>Machine Tool Technology (L/M)~AAS/Dip</p> <ul style="list-style-type: none"> • Die Maker focus (M) • Tool and Die Maker focus (L) • Mold Maker focus (M) • Intelligent Machine Integration <p>Manufacturing Engineering Technology (M)~AAS/Cert</p> <ul style="list-style-type: none"> • Intelligent Machine Integration <p>Motorcycle, ATV & Personal Watercraft Technology(L)~Dip</p> <p>Nondestructive Testing Technology (M)~AAS</p> <p>Professional Truck Driver Training (L)~Cert</p> <p>Welding Technology (L/M)~AAS/Dip/Cert</p>	

B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, □=Entire Program Available Online, ~=Some Classes Available Online, Cert=Certificate, Dip=Diploma, A.A.=Associate of Arts Degree, A.S.=Associate of Science Degree, A.A.S.=Associate of Applied Science Degree, A.O.S.=Associate of Occupational Studies Degree

For more information on SCC's Programs of Study, visit us online at www.southeast.edu

To request a credit class schedule or to speak with an Admissions representative, please contact us at one of the numbers listed below.

BEATRICE CAMPUS ADMISSIONS	LINCOLN CAMPUS ADMISSIONS	MILFORD CAMPUS ADMISSIONS
4771 W. Scott Road, Beatrice, NE 68310-7042 Phone: 800-233-5027 x1214, 402-228-8214	8800 O Street, Lincoln, NE 68520-1299 Phone: 800-642-4075 x2600, 402-437-2600	600 State Street, Milford, NE 68405-8498 Phone: 800-933-7223, x2423, 402-761-8243
TDD: 402-437-2702 (for hearing impaired)		

REGISTRATION FORM - NON-CREDIT COURSE

Complete this form with payment information and send via FAX or mail to: **SCC-Continuing Education Center**
301 S. 68th Street Place, Lincoln, NE 68510
FAX: 402-437-2703

Southwest Community College

The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

2011 QUARTER
 ___ SUMMER ___ WINTER
X FALL ___ SPRING

Social Security Number _____ Name: Last _____
 Residence Mailing Address _____
 City _____ State _____ Zip _____
 Birth Date _____
 Gender: Male Female
 County # _____
 Resident of Nebraska
 Non-Resident of Nebraska

Home Phone _____ Middle Initial _____ Email Address _____
 Cell Phone _____ Business Phone _____
 Ethnicity (select one):
 White Asian American Indian/Alaska Native
 Hispanic or Latino Native Hawaiian/Other Pacific Islander Black/African-American
 Not Hispanic or Latino
 Would you like to be added to our email mailing list? Please provide your email address above.
 Basic Skills, GED, ESL & Citizenship Business & Technology Families, Finances & Home Health/VETS Industry & Trades
 Personal Interest Real Estate Traffic Safety & Licensing Training Solutions

Course Number	Title	Start Date	Cost
_____	_____	___/___/___	\$ _____
_____	_____	___/___/___	\$ _____
_____	_____	___/___/___	\$ _____
_____	_____	___/___/___	\$ _____
_____	_____	___/___/___	\$ _____
_____	_____	___/___/___	\$ _____

How did you hear about the classes for which you are registering:
 Continuing Education Schedule SCC Web Site
 Newspaper Email
 Friend/Associate Brochure/Flyer
 Radio/TV Employer
 Digital Billboard Previous Class
 Other _____

SIGNATURE

Check (must be included) Cash (must be included)
 V Code _____
 Would you like a receipt mailed to you?
 Yes No

Name as it appears on card: _____

Exp. Date _____ Credit card # _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)
 For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

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SCC Staff Tuition Waiver (_____)
 DE _____ ID# _____
TOTAL DUE _____
FOR OFFICE USE ONLY

Submission of this form indicates that I understand: **1)** that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; **2)** that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; **3)** that failure to attend a course does not constitute an official drop/withdrawal; **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 Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment procedures to all persons regardless of race, color, religion, sex, age, marital status, national origin, and the receipt of public benefits. The College does not discriminate on the basis of race, ethnicity, sex, age, marital status, national origin, or the receipt of public benefits. For more information regarding the application of SCC's policies on equal opportunity and nondiscrimination, should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southwest.edu.



WebAdvisor On-Line Registration

You must have an e-mail account to register online.

To Register by Logging In:

You must know your **UserID** and **Password** to proceed.

If you do not know your UserID or Password:

- Click on the "I'm new to Webadvisor" at the bottom of the page.
- Follow the 4 quick steps to get your UserID and Password

1. Click the "**Log In**" Tab at the top of the page.
2. Enter your **UserID** (This will be your first initial of your first and last names and your student ID number, e.g. John Doe would be JD123456)
3. Enter your **Password**
4. Click on the gold "**Continuing Education**" bar

IMPORTANT!!!! *If you have moved or changed your contact information, please click on "Address Change" under User Account to update your information. This is the only method that will provide current contact information if classes are cancelled! If your contact information is not current, we cannot notify you if the class is cancelled.*

5. Click on "**Register and Pay for Continuing Education Classes**"
6. **Search for your class** by entering either a key word in the title or the course number, "Submit" (Enter information in only 1 field for a broader search.)
7. **Select the course** you wish to register for, then click "**Submit**".
8. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
9. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
10. Enter your **payment information**, "**Submit**"

Benefits of Logging in to WebAdvisor to register:

- You can add/drop classes.
- You can update your contact information.
- You can see your class schedule.
- No need to provide your SSN each time.

To Register Without Logging In:

- * You must provide your Social Security Number
1. Click on "**Continuing Education**" bar
 2. Click on "**Register and Pay for Continuing Education Classes**"
 3. **Search for your class** by entering either a key word in the title or the course number, "**Submit**" (Enter information in only 1 field for a broader search.)
 4. **Select the course** you wish to register for, "**Submit**".
 5. Enter your **personal information**, certify your identification, "**Submit**"
 6. Enter your **Additional Registration Information** and "**Submit**" or just "Submit"
 7. To "Pay for Classes" choose "**Register now**" as your option and select your **Payment Type**, "Submit".
 8. Enter your **payment information**, "**Submit**"

IMPORTANT!!! *If you register without logging in, you must contact our office at 402-437-2700 to update your contact information or we will not be able to notify you if a class is cancelled.*

Log in to WebAdvisor:

<https://webadvisor.southeast.edu/WebAdvisor/WebAdvisor?TOKENIDX=3694120878.asp&type=M&constituency=WBCE&pid=CORE-WBCE>

*The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.