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CONTINUING EDUCATION

SCHEDULE OF CLASSES

FALL 2011 (October 3–December 15, 2011)

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

Southeast community college

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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 Web 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 Southeast Community College 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 - Access / 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 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.

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 7) 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

Auburn

Bohls	Bohls Plumbing and Heating, 917 Central
Edward Jones	Edward Jones, North Meeting Room 1310 Courthouse
HS	High School, 1829 Central Ave.
HSMC	High School Media Center
LC	Longs Creek Assisted Living Center 418 Q St.
SC	Auburn Senior Center, 1101 J
WCNC	Wellness Center of Nemaha County 601 J St.
	Wheeler Inn, 1905 J St.

Brownville

BTH	Brownville Town Hall
ME	Mary's Emporium, 211 Atlantic St.

Falls City

FC	Falls City Fitness Center, 1723 Stone
HS	High School, 14th & Fulton
MS	Middle School, 1415 Morton
SS	South School, 10th & Fulton

Humboldt

HS	High School, 810 Central Ave.

Johnson

JBPS	Johnson Brock Public School 310 Main St.

Nebraska City

AWC	Ambassador Wellness Center 1240 N. 19th
HS	High School, 141 Steinhart Park Road
LCS/CL	Lourdes Catholic School, Computer Lab 412 2nd Ave.
	Morton James Public Library 923 First Corso
	Nebraska City Center for Children and Families, 917 Wildwood Ln., SCC Room
	Kimmel Harding Nelson Center for the Arts, 801 3rd Corso
	River County Nature Center 114 S. 6th St.
WWGC	Wildwood Golf Course 1101 Wildwood Ln.

Syracuse

	Fitness Plus, 1579 Midland St.

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**

Day Designations: **M**=Monday, **T**=Tuesday, **W**=Wednesday, **Th**=Thursday, **F**=Friday, **S**=Saturday, **U**=Sunday

All classes in this schedule are non-credit unless otherwise noted.

SERVING THE COUNTIES OF

GAGE, JOHNSON, NEMAHA, OTOE, PAWNEE & RICHARDSON

AREAS **LOCAL COORDINATORS**

JOHNSON/PAWNEE/GAGE:
Kelly Morgan, Beatrice, 402-228-8244, kmorgan@southeast.edu

NEMAHA: **Susan Kruse**, Auburn, 402-274-3803, skruse@southeast.edu

OTOE: **Cindy Meyer**, Nebraska City, 402-873-3196, cmeyer@southeast.edu

RICHARDSON:
Rick Johnson, Falls City, 402-245-3455 (day), 402-245-5162 (evening), rjohnson@southeast.edu

ADULT EDUCATION

BASIC SKILLS/GED PREPARATION

AE/GED classes run continuously in locations throughout southeast Nebraska. Call for a class site nearest you. Adult 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 AE 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. Classes are offered in Tecumseh and Nebraska City. Evening classes are offered in Beatrice. Individual instruction is available at other times and in other communities.

A 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.

For more information on any above programs or classes, please call the AE Office at SCC's Beatrice Campus, 402-228-8236; 800-233-5027, ext. 1236; or ljensby@southeast.edu.

VOLUNTEER TUTORS NEEDED

Volunteer tutors are an important part of SCC's AE/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 the AE Volunteer Coordinator at 402-228-8236 or 800-233-5027, ext. 1236.

BUSINESS & TECHNOLOGY

BUSINESS

Create a Small Business Web Site: Intermediate to Advance Level Class

Why should you limit your business to local customers? Creating a functional, professional-looking Web site is easy and can be affordable. In this class you will gain the basic tools and knowledge to create a smart-looking Web site to promote and sell your products. Students will use an email account to create and edit basic Web pages (no technical programming and knowledge needed). You will learn how to add/delete pages and other skills to keep your Web site design updated, including uploading photos and video. Strategies to optimize your Web site will make it easy to find and maximize your business marketing potential.

Students must have a working knowledge of searching the Internet and have skills of word processing for this class. There is a $5 fee associated with this course payable at the first class.

Oct. 3-10 M 6:30-8:30 p.m.
Auburn, AHS Stutheit $35
INFO-3160-CSCA Business

Oct. 7-14 F 6:30-8:30 p.m.
Auburn, AHS Stutheit $35
INFO-3160-CSCB Business

Nebraska Sales & Use Tax

This class will cover the basics of sales and use tax. Discussion will included when you are required to collect sales tax, how to get licensed, AND exempt sales. We will show you how to file your sales tax return. The presentation includes an in depth discussion of use tax, when it is owed, and how to report it. There will be plenty of time for questions and problem solving. This class will benefit anyone who is starting a business, running a business or performing accounting services for a business.

No materials are provided. Attendees may print a copy of the presentation by going to this Web site ***www.revenue.ne.gov*** *and clicking on the Education link.*

Oct. 11 T 8:30 a.m.-Noon
Auburn, Wheeler Inn Drzaic $19
ACCT-3141-CSCA Tax

Nebraska Sales Tax: Micro Enterprise Tax Credit & Nonprofit Organizations

Micro Enterprise Tax Credit: At this session you'll learn how to qualify for a $10,000 refundable individual income tax credit if you are a micro business.

Nonprofit Organizations: This seminar will benefit officers and members of all organizations and retailers who make sales to organizations that have received a non-profit designation (501C) from the IRS. It will also be helpful for preparers who work for these entities. Topics covered will include:

- Exempt status for income tax purposes vs. exempt status for sales tax purposes
- Sales and Use tax consequences for purchases made by exempt entities and their members
- Donations to the exempt entity
- Sales made by exempt organizations, including auctions
- Special events and fundraisers There will be time for attendees to discuss their questions with the presenter

Attendees may print a copy of the presentation by going to this Web site ***www.revenue.ne.gov*** *and clicking on the Education link.*

Oct. 11 T 1-4 p.m.
Auburn, Wheeler Inn Drzaic $19
ACCT-3170-CSCA Tax

Combined: Nebraska Sales & Use Tax & Nebraska Sales Tax: Micro Enterprise Tax Credit & Nonprofit as outlined above.

Take both courses and save!

Oct. 11 T 8:30 a.m.-4 p.m.
Auburn, Wheeler Inn Drzaic $35
ACCT-3171-CSCA Tax

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Online Registration Key Word

COMPUTERS & TECHNOLOGY

Word 2003 Level 1

Learn the basic functions of the MS Word 2003 software in this hands-on class. Topics may include creating and navigating documents, editing and formatting text and page layouts, proofing, printing, using graphics and tables, and using the Help function.

Quick reference guide included in tuition. NOTE: Sec. CSLA: Class will be held at Morton James Public Library.

Sept. 26-Oct. 17	*M*	*6-8 p.m.*
Falls City, HS	*Rech*	*$45*
OFFT-3620-CSGA		*Word*
Nov. 14-17	*M, T, W, Th*	*5:30-7:30 p.m.*
NE City, See Desc.	*Girard*	*$45*
OFFT-3620-CSLA		*Word*

Word 2003 Level 2

Students will review techniques learned in Level 1 and move on to cover illustrating documents with graphics, working with themes and building blocks and merging Word documents. Students will learn the fundamentals of WordArt, SmartArt, mail merge, creating labels, and how to save a document as a Web page.

Oct. 24-Nov. 14	*M*	*6-8 p.m.*
Falls City, HS	*Rech*	*$45*
OFFT-3621-CSGA		*Word*

Excel 2007 Level 1

Students will learn the basics of the MS Excel 2007 spreadsheet. Topics may include spreadsheet terminology, entering and editing data by creating a worksheet, modifying and formatting using simple formulas, sorting lists, working with graphics, and using the Help feature.

Quick reference guide included in tuition.

Sept. 28-Oct. 19	*W*	*6-8 p.m.*
Falls City, HS	*Rech*	*$45*
OFFT-3650-CSGA		*Excel*

Dynamic PowerPoint Presentations

PowerPoint is designed to give you easy access to every command and feature of the software. Learn the basic functions of PowerPoint and how to create dynamic presentations.

Quick reference guide included in tuition.

Oct. 26-Nov. 16	*W*	*6-8 p.m.*
Falls City, HS	*Rech*	*$45*
OFFT-3661-CSGA		*PowerPoint*

INTERNET TRAINING

Computer Internet & Email

Looking to discover what the world of www and the Internet is all about? This class will cover how to navigate the World Wide Web so you can understand and use the terms: browsing, bookmarks, search engines, and downloading files. You will learn how to set up an email account, create your contact lists, send and receive messages, and use the attachment option.

Oct. 18-20	*T, Th*	*6:30-8:30 p.m.*
Johnson, JBPS	*Washowiak*	*$29*
ACSX-2246-CSCA		*Internet*
Oct. 25-27	*T, Th*	*6:30-8:30 p.m.*
Auburn, HS	*Washowiak*	*$29*
ACSX-2246-CSCB		*Internet*

Beginning Internet

Want to learn what all the Internet fuss is about? This class will introduce you to the World Wide Web using MS Internet Explorer. Topics include browsing, using bookmarks, choosing different search engines, creating folders for downloading files, and setting up an email account.

Class will be held at Morton James Public Library.

Nov. 8-9 T, W 5:30-7:30 p.m.
NE City, See Desc. Girard $24
ACSX-2227-CSLA Internet

Buying & Selling on eBay®

Join the electronic shopper crowd and learn to use eBay®, one of the most popular auction sites on the Web. Discover how to access eBay®, how to efficiently search for items, and how to place a bid successfully. You also will learn how to list items for sale and how to use PayPal to purchase items without disclosing personal information.

Having an email address is recommended.

Sept. 28-Oct. 12 W 6-9 p.m.
Falls City, HS Vrtiska $39
ACSX-2223-CSGA eBay

MONEY MANAGEMENT & PERSONAL INVESTING

Foundations of Investing Seminar

Join this workshop and discuss key features of bonds, stocks and mutual funds, asset allocation, and the impact of inflation.

Oct. 19 W 6:30-8 p.m.
Auburn, Edward Jones Bishop $9
ACSX-2807-CSCA Business

Rules of the Road Seminar

Learn the fundamental concepts of investing and potential strategies to help build wealth.

Nov. 1 T 6:30-8 p.m.
Auburn, Edward Jones Bishop $9
ACSX-2808-CSCA Rules

PROFESSIONAL DEVELOPMENT

Managing Difficult People

Working with a difficult or problematic coworker, employee or boss makes everyone miserable. It not only wastes your time, it brings you down, drains your morale, and makes you unproductive and ineffective. A difficult relationship costs you and the company or your business money. In this class you will understand the types of difficult people and how to deal with them. You will learn strategies that will equip you with skills on how to work with them effectively to get the job done.

Oct. 11-13 T, Th 6:30-8:30 p.m.
Auburn, AHS Stutheit $35
BSAD-3501-CSCA Difficult

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.

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Online Registration Key Word

HEALTH / MEDICAL

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. Sec. LN01: 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. Sec. BE11: Class is held at SCC Beatrice Campus, 4771 W. Scott Road, Jackson Hall Room 207. Saturday classes will be held on Oct. 29 and Nov. 12. 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	*9 a.m.-4 p.m.*
Lincoln, See Desc.	*Brown/Roker*	*$311.25*
EMTL-1301-LN01		
Oct 4-Dec 15	*T, Th*	*7-10 p.m.*
	S	*9 a.m.-4 p.m.*
Beatrice, See Desc.	*Kopf*	*$311.25*
EMTL-1301-BE11		

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, 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, 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, call 402-437-2700 or 800-828-0072.*

Course Number: NURS-3001 Tuition: $195

Medication

INDUSTRIAL, TECHNICAL & VOCATIONAL TRADES

Basic Welding

This is a class in which adults can learn the concepts, procedures and safety of oxyacetylene and arc welding through demonstration on specific welding machines. The class will focus on developing skills by demonstrating and practicing them in the shop.

There is a $35 fee associated with this course payable at the first class.

Sept. 26-Oct. 24	*M*	*6-8:30 p.m.*
Falls City, HS	*Miller*	*$50*
WELD-4001-CSGA		*Welding*

Intermediate Welding

Develop skills in the Metal Inert Gas Welding (mig) and Tungsten Gas Welding (tig), as well as learn the safety precautions of these processes. This class will focus on developing skills by demonstrating and practicing them in the shop.

There is a $35 fee associated with this course payable at the first class.

Oct. 31-Nov. 28	*M*	*6-8:30 p.m.*
Falls City, HS	*Miller*	*$50*
WELD-4002-CSGA		*Welding*

PERSONAL INTEREST

ARTS & CRAFTS

Decorative Mirror

Make a unique wall hanging for yourself, or to give as a gift. You will embellish a 12 inch by 16 inch mirror with colored pieces of mirror, stained glass, and other items of interest.

No experience necessary. All materials and use of tools are covered in the tuition. Class will be held at the Kimmel Harding Nelson Center for the Arts, 801 Third Corso.

Oct. 29	*S*	*1-3 p.m.*
NE City, See Desc.	*Story*	*$89*
ACSX-6274-CSLA		*Mirror*

Basic Watercolor

Class members will work with basic watercolor techniques at his/her level.

Youth 12 and up accepted. There is a $25 fee associated with this course payable at the first class, or you can contact the instructor, Amy Sadle, at 402-580-8425 for a list of supplies that you can purchase on your own. Please bring a water container to class. NOTE: Sec. CSLA: Class will be held at the Amy Sadle Gallery, 307 Fifth St.

Oct. 19-Nov. 16	*W*	*7-10 p.m.*
Auburn, HS Art Room	*Sadle*	*$69*
ACSX-5315-CSCA		*Watercolor*
Oct. 22-Nov. 19	*S*	*9 a.m.-12 p.m.*
Syracuse, See Desc.	*Sadle*	*$69*
ACSX-5315-CSLA		*Watercolor*

Basic Oil Painting

This class is for the beginning oil painting student or for someone who would like to brush up on their skills. The class will focus on mixing colors and paint application, as well as composition.

There is a $25 fee associated with this course payable at the first class, or you can contact the instructor, Amy Sadle, at 402-580-8425 for a list of supplies that you can purchase on your own. NOTE: Sec. CSLA: Class will be held at the Amy Sadle Gallery, 307 Fifth St.

Oct. 17-Nov. 14	*M*	*2-5 p.m.*
Brownville, BTH	*Sadle*	*$69*
ACSX-5295-CSCA		*Painting*
Oct. 22-Nov. 19	*S*	*1-4 p.m.*
Syracuse, See Desc.	*Sadle*	*$69*
ACSX-5295-CSLA		*Painting*

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Online Registration Key Word

Creating Designer Fall & Winter Wreaths

Are you looking to update your fall and winter wreaths with a professional, high-end look? Learn how to design and develop your own personal style using tips that make your decorations stand out. To give your home that designer look, companion pieces to complement wreaths also will be shown at The first class you will view examples of designer pieces, decide on a decorating theme and develop a list of materials they will need to create their own designs at the second class. By the end of the second class, you will put your collected items together to add that designer look to your home for the holidays and beyond.

There is a $5 fee associated with this course payable at the first class.

Oct. 3-10	*M*	*1-3 p.m.*
Brownville, BTH	*Gerdes*	*$19*
ACSX-5399-CSCA		*Wreaths*
Oct. 4-11	*T*	*7-9 p.m.*
Auburn, SC	*Gerdes*	*$19*
ACSX-5399-CSCB		*Wreaths*

Flower Arranging

Students will learn easy tips on arranging live and artificial flowers, either grown in a garden or purchased from a garden center for home, church, and flower show competition. There will be lots of information on proper balance, size, and color for flower lovers. Four nights of hands-on instruction and sharing of ideas, helping you make your own beautiful arrangements.

There is a $35 fee associated with this course payable at the first class.

Sept. 28-Oct. 19	*W*	*6:30-8:30 p.m.*
Humboldt, HS	*Williamson*	*$32*
ACSX-9320-CSGA		*Flower*

Jewelry Making

Make a basic necklace! You will learn how to string on beading wire, attach clasps, and make crimps. Beads and supplies will be provided, as will the tools you'll need to make your necklace. Learn to use the tools and discover what you'll need to continue this new hobby!

Class will be held at Mary's Emporium, 211 Atlantic St. There is a $10 fee associated with this course payable in class.

Oct. 3	*M*	*6:30-8:30 p.m.*	
Brownville, See Desc.		*Lauber*	*$19*
ACSX-5494-CSCA		*Jewelry*	

Kiln-Fired Dichroic Glass Jewelry

Make the same designer glass jewelry that you see at art shows! You will learn the art of layering glass, stringers, and dichroic glass to make eight to 10 one-of-a-kind pieces that you can take home. Pendants, earrings, pins, and even bottle stoppers are all created in this class. They make great gifts!

All materials and use of tools are covered in the tuition. Class will be held at the Kimmel Harding Nelson Center for the Arts, 801 Third Corso.

Oct. 29	*S*	*10 a.m.-Noon*	
NE City, See Desc.		*Story*	*$89*
ACSX-0600-CSLA		*Kiln*	

BOB ROSS PAINTING

This class is designed for painters of all abilities, including beginners. Enjoy a relaxing time painting. It is an excellent stress reliever and offers a wonderful sense of accomplishment. 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: Evening Tide

A moon sheds light on a secluded beach at high tide.

There is a $20 fee associated with this course payable in class. There is a 30-minute lunch break on your own. Class will be held at the Kimmel Harding Nelson Center for the Arts, 801 Third Corso.

Oct. 22	*S*	*9:30 a.m.-3:30 p.m.*	
NE City, See Desc.		*Belik*	*$29*
ACSX-1625-CSLA		*Ross*	

Bob Ross: Compact Rose Group

Roses painted in a cluster of leaves and daisies.

There is a $20 fee associated with this course payable in class. There is a 30-minute lunch break on your own. Class will be held at the Kimmel Harding Nelson Center for the Arts, 801 Third Corso.

Nov. 12	*S*	*9:30 a.m.-3:30 p.m.*
NE City, See Desc.	*Belik*	*$29*
ACSX-1625-CSLB		*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.		*$40*
ECED-4000-CEUG		*Parenting*
Oct. 3	*M*	*5:30-8:30 p.m.*
Lincoln, See Desc.		*$40*
ECED-4000-CEFA		*Parenting*
Nov. 5	*S*	*9 a.m.-Noon*
Lincoln, See Desc.		*$40*
ECED-4000-CEFB		*Parenting*
Nov. 7	*M*	*5:30-8:30 p.m.*
Lincoln, See Desc.		*$40*
ECED-4000-CEFC		*Parenting*
Dec. 3	*S*	*9 a.m.-Noon*
Lincoln, See Desc.		*$40*
ECED-4000-CEFD		*Parenting*
Dec. 5	*M*	*5:30-8:30 p.m.*
Lincoln, See Desc.		*$40*
ECED-4000-CEFE		*Parenting*

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

FOODS

Basic Fruit Pies

Our very own local legendary pie baker, Chris Gress, will teach you how to make basic fruit pie filling, pie dough, and the art of rolling it out during this hands-on workshop. End the evening with a piece of pie and a cup of coffee, plus a fresh baked pie that you created to take home.

Bring a rolling pin to class. There is a $15 fee associated with this course payable in class. This workshop will be held at Chris' Cuisine, 816 Central Ave.

Nov. 1	*T*	*5-8 p.m.*
NE City, See Desc.	*Gress*	*$19*
ACSX-9102-CSLA		*Pies*

Fondue Party

Enjoy a fondue meal and learn from co-teachers how to host a gathering that your friends will find pleasing and out of the ordinary. Become skilled at experimenting with the multitude of fondue dishes to embrace a wide variety of scrumptious foods! From its origins in Switzerland, you will want to come to experience today's updated palate of fondue foods that can be swished through the simmering broth…yummmmm, it is so easy! Learn tips to make fondue fun, safe, and delicious. Be sure to come hungry.

There is an additional $10 fee associated with this course payable in class.

Oct. 6	*Th*	*6-9 p.m.*
Auburn, Bohls	*Gfeller/Washowiak*	*$19*
ACSX-6153-CSCA		*Fondue*

Online Registration Key Word

Creative Cakes

Learn fantastic techniques for cake decorating. The instructor will guide you through borders, flowers, lettering, shapes, specialty cakes, and more. Real cakes, baked by you, will be used. Learn tricks to make frosting and tips on how to bake a better cake. Be ready to amaze your friends and family with your unique masterpieces for any occasion.

Students will receive a complete supply list the first night of class.

Sept. 27-Nov. 1 — T — 6:30-8:30 p.m.
Auburn, LC — Ehmke — $39
FSDT-3500-CSCA — Cakes

MUSIC

Beginning Guitar

If you have always wanted to learn to play guitar, this is your opportunity. You will learn the basic chords, several styles of strumming, some tablature, and some notes.

A guitar is required. There is a $5 fee associated with this course payable at the first class.

Sept. 27-Nov. 29 — T — 7-8 p.m.
Falls City, MS — Deckinger — $40
ACSX-4812-CSGA — Guitar

Guitar II

If you have taken Beginning Guitar or have basic guitar knowledge, this is an opportunity to move to the next level. A quick review and then on to some more advanced chords, styles of strumming, tablature, and notes will be the focus of this class.

A guitar is required. There is a $5 fee associated with this course payable at the first class.

Sept. 27-Nov. 29 — T — 8-9 p.m.
Falls City, MS — Deckinger — $40
ACSX-4813-CSGA — Guitar

NEEDLEWORK & SEWING

Learn to Knit

This is a basic course specifically designed for the beginning knitter. Students will knit a scarf/neck warmer collar (needles and yarn will be provided).

There is a $10 fee associated with this course payable in the first class. Class will be held at Mary's Emporium, 211 Atlantic St.

Oct. 17-24 — M — 6:30-8:30 p.m.
Brownville, See Desc. — Lauber — $29
ACSX-6494-CSCA — Knit

Quilting Basic Skills

Learn the basics of piecing and quilting while you make a small project. Participate in a new, fun activity!

You will need to contact the instructor, Margaret Om, at 402-274-2429 prior to the first class for a list of sewing items needed. NOTE: No class Oct. 8.

Sept. 24-Nov. 5 — S — 9 a.m.-Noon
Auburn, LC — Om — $59
ACSX-7510-CSCA — Quilting

Basic Sewing Skills

The beginner sewer will want this class prior to taking other sewing classes. This is the class for you if you have little or no sewing experience or just a desire to refresh basic techniques. Basic sewing terms and techniques will be learned through the creation of a beginning project. Basic sewing skills also will be covered.

All sewing will be done in class. You will need to contact the instructor, Margaret Om, at 402-274-2429 prior to the first class for a list of sewing items needed. NOTE: No class Oct. 8.

Sept. 24-Oct. 15 — S — 1-4 p.m.
Auburn, LC — Om — $39
ACSX-9630-CSCA — Sewing

Sewing Easy Kids Outfits

Prerequisite: Beginning Sewing experience and knowledge of the use of your sewing machine

This course will help you understand, interpret and follow a commercial pattern guide. A child's garment (pattern selected by the instructor) will be constructed with demonstrations and supervision by the instructor.

Bring sewing machine, material, and thread to first class. You will need to contact the instructor, Margaret Om, at 402-274-2429 prior to the first class for a list of sewing items needed.

Oct. 22-Nov. 5	*S*	*1-4 p.m.*
Auburn, LC	*Om*	*$39*
ACSX-9629-CSCA		*Sewing*

Beginners Quilting & Beyond

You will learn basic quilting techniques: pattern selection, rotary cutting, fabric choices, stitching, and pressing. The instructor will then guide you through the finishing of the project. There are many choices for your project, including a baby quilt, a table runner or a special comfort quilt. This class will include instruction and demonstration. You will work on your individual projects outside of class. The last two sessions will include some advanced patterns and techniques, as well as exploring art quilts.

Class will be held at the Kimmel Harding Nelson Center for the Arts, 801 Third Corso.

Sept. 29-Oct. 20	*Th*	*6-8:30 p.m.*
NE City, See Desc.	*Friedli*	*$79*
ACSX-9626-CSLA		*Quilting*

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PERSONAL DEVELOPMENT

Granny's Silver Coins

Granny has a stash of silver coins and old pennies in her jewelry box, but are they worth anything? This class will help you determine if you have any value hidden among the rhinestones! Learn what books are reliable and how to utilize Internet sources. Learn how to display them if you want to keep them and hand them down to another generation. Grannies held great stock in those small pieces of silver. Find out why.

This is an introductory course. Students may bring a few coins to class for evaluation.

Sept. 27	*T*	*7-9 p.m.*
Auburn, HS	*Armstrong*	*$9*
ACSX-0713-CSCA		*Coins*
Sept. 29	*Th*	*7-9 p.m.*
Auburn, HS	*Armstrong*	*$9*
ACSX-0713-CSCB		*Coins*
Oct. 11	*T*	*7-9 p.m.*
Auburn, HS	*Armstrong*	*$9*
ACSX-0713-CSCC		*Coins*
Oct. 13	*Th*	*7-9 p.m.*
Auburn, HS	*Armstrong*	*$9*
ACSX-0713-CSCD		*Coins*

Principles of Feng Shui

Feng Shui is the oriental art of placement. Join us for a fun-filled day as we study a 5,000-year-old tradition with relevance today. Feng Shui principles of environmental engineering help us create spaces in which we thrive. Instructor Pat Flodman read an article in a magazine in 1991 that sparked her interest in Feng Shui. Since then, Pat has been to four international Feng Shui conferences and went to China with the Feng Shui Guild. This has fueled her passion for this life-changing tradition. Pat is thrilled to clear clutter and will assist you to do the same.

An hour lunch break is on your own. Class held at the Nebraska City Center for Children and Families, 917 Wildwood Lane, SCC Room.

Oct. 22	*S*	*9 a.m.-3 p.m.*
NE City, See Desc.	*Flodman*	*$59*
ACSX-0737-CSLA		*Principles*

Online Registration Key Word

Are You Prepared for Retirement?

What will you do after retirement? Staying mentally and physically active is key. Retirement is a joyful place to be. We all wait for the freedom of retirement during all those long working years. Then we retire, and guess what? We often don't know WHAT to do with all that free time! What types of retirement activities might appeal to you? What will you DO all day? Most people at age 65, the typical age of retirement, are hardly ready for the rocking chair these days. Retirement can be a time to do all the things you didn't have time to do when you were working, such as playing a daily round of golf, traveling, enjoying hobbies you could never make time for, or even volunteering. Other topics of discussion will be eating "brain food," staying connected, medical plans, where do you want to retire and at what age.

This three-session class is intended for people 30-55 years of age, but anyone is welcome. Class will be held at the Nebraska City Center for Children and Families, 917 Wildwood Lane, SCC Room (old Elk's building).

Oct. 10-17	*M, Th*	*6:30-8:30 p.m.*
NE City, See Desc.	*Moore*	*$39*
ACSX-8963-CSLA		*Retirement*

Intro to Astrology

Astrology can show you why people, places and things are in your life, and then help you see alternatives to the directions you take. Astrology can give you:

- A sense of direction and purpose in life
- Understanding and help remove the blame and guilt we assume
- Information to various problems and how to work with them
- New insights into hidden talents or how to work smarter, not harder
- Relationships and their purpose in our evolution

A well-done chart can open doors, give support, direction and encouragement.

Sue Moon began the study of astrology at the Edgar Cayce School in Los Angeles in 1972. In 1979, she began studying with Genevieve Lewis Paulson, noted astrologer/author/lecturer. Currently, she has a busy and eclectic style of astrological teaching and consultations at her center in Ralston, NE, (www.brightspiritcenter.com). Class will be held at the Nebraska City Center for Children and Families, 917 Wildwood Lane, SCC Room (old Elk's building).

Oct. 1	*S*	*1-5 p.m.*
NE City, See Desc.	*Moon*	*$99*
ACSX-0094-CSLA		*Astrology*

Writing Your Life Story

Jean Tennant's "Writing Your Life Story" seminar and workshop is a practical guide to the challenges and thrills of writing true experiences, whether as shorter pieces for magazines, or as a full-length memoir. Topics to be presented include the popular nonfiction market, deciding what to include and what to leave out, writing with emotion, steering clear of common pitfalls, where to submit your work, and much more.

Author Jean Tennant has published several novels, as well as more than 200 short stories and newspaper articles. Her novels have been reprinted in several languages, and her short stories and articles have appeared in numerous internationally published periodicals. She has presented seminars and workshops throughout the Midwest for the past several years, and has been interviewed on television and radio. Participants of the Writing Your Life Story seminar will receive a great deal of useful information, as well as individualized guidance aimed at helping them realize their goal of publication. Pre-paid participants are invited to send up to 10 pages of text to Tennant, either through mail (P.O. Box 476, Everly, Iowa, 51338) or email (Jean@MidwestWriter.com) to be critiqued and returned on the day of the event. Class held at the Nebraska City Center for Children and Families, 917 Wildwood Lane, SCC Room (old Elk's building).

Nov. 5	*S*	*9 a.m.-1 p.m.*
NE City, See Desc.	*Tennant*	*$49*
ACSX-0699-CSLA		*Writing*

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

PHOTOGRAPHY

Basic Photography with Film & Digital Cameras

This class starts with a non-technical explanation of how modern cameras work and proceeds to develop the ways you can use your camera to consistently produce great images. The material is applicable to 35mm, medium format, movies, video and digital cameras. The similarities and differences between digital and film cameras will be explained. Take this class before you buy your next camera.

Sept. 29-Oct. 20 — Th — 7-9 p.m.
Humboldt, HS — Crispin — $32
ACSX-3602-CSGA — Photography

RECREATION, SPORTS & FITNESS

Water Aerobics

Why exercise in water? Water offers much more resistance than air, allowing for a terrific cardiovascular workout, enhancing flexibility, strengthening, and toning.

Swimming suits are required; water shoes are recommended. Weights will be provided.

Oct. 4-Nov. 3 — T, Th — 8:30-9:30 a.m.
NE City, AWC — Steinman — $49
ACSX-4345-CSLA — Water

Water Arthritis

This class is designed for people with mild to moderate arthritis, bursitis, knee problems, muscle or joint stiffness, high blood pressure, or diabetes. Participants take advantage of the buoyancy properties of the water for support and flexibility.

Participants do not need to be able to swim. Swimming suits are required, water shoes are recommended. Class will be held at Fitness Plus, 1579 Midland St.

Oct. 3-Nov. 9 — M, W — 10:35-11:30 a.m.
Syracuse, See Desc. — Janssen — $54
ACSX-4348-CSLA — Water

Water Walkers

Use the resistance of water to tone, shape, and burn fat. Class provides a total body workout, focusing on major muscle groups.

Participants do not need to be able to swim.

Oct. 6-Nov. 10 — Th — 5:15-6:15 p.m.
NE City, AWC — Robertson — $29
ACSX-4346-CSLA — Water

Yoga

This class includes gentle stretching exercises for flexibility, strength and longevity. You'll practice simple yoga poses and breathing exercises that will strengthen and stretch your body while relaxing and energizing your spirit.

Dress in appropriate attire: loose, comfortable clothing and comfortable shoes.

Sept. 26-Oct. 12 — M, W — 4:30-5:30 p.m.
Falls City, MS — Meyer — $29
ACSX-4306-CSGA — Yoga

Oct. 5-Nov. 9 — W — 4:30-5:30 p.m.
NE City, AWC — Carlson — $29
ACSX-4306-CSLA — Yoga

Vinyasa Yoga

Vinyasa Yoga is one of the rising forms of Hatha Yoga in the West. Known for its dynamic, meditative, and creative sequences, Hatha Vinyasa Yoga explores stillness within motion, strength within ease, and wisdom within action. The basic principle of Vinyasa is for asanas (poses) to be linked by the breath in an evolutionary flow that empowers each student to explore the full-range of their potential, wherever they find themselves. Through Vinyasa, people find their range of motion, inner strength, and a connection to life that yoga deepens authentically. This half-hour class is designed for any participant, whether beginner or experienced.

Dress in appropriate attire: loose, comfortable clothing. Shoes are not required. We offer the use of yoga mats, but you are welcome to bring your favorite yoga mat. Class will be held at Fitness Plus, 1579 Midland St.

Oct. 4-Nov. 10 — T, Th — 6:35-7:05 p.m.
Syracuse, See Desc. — Costello/Rumery — $39
ACSX-4313-CSLA — Yoga

Online Registration Key Word

Chair Yoga

This class is designed in the style of "Hatha Vinyasa," which is based on the movement of breath with an evolutionary flow of poses. This yoga format is presented in a gentle and calming manner learning modified yoga poses seated in a chair the entire time.

This class is designed for any participant, whether beginner or experienced. Come dressed in appropriate attire: loose, comfortable clothing and comfortable shoes. Class will be held at Fitness Plus, 1579 Midland St.

Oct. 6-Nov. 10	*Th*	*10:15-10:45 a.m.*	
Syracuse, See Desc.		*Costello*	*$24*
ACSX-4326-CSLA		*Yoga*	

Zumba®

This program fuses hypnotic Latin rhythms and easy-to-follow moves to create a one-of-a-kind fitness program that will blow you away.

Please wear loose comfortable clothing.

Oct. 1-29	*S*	*9:40-10:40 a.m.*
NE City, AWC	*Driskell*	*$49*
ACSX-7737-CSLA		*Zumba*
Oct. 5-Nov. 2	*W*	*8:30-9:30 a.m.*
NE City, AWC	*Driskell*	*$49*
ACSX-7737-CSLB		*Zumba*

BODYPUMP™

BODYPUMP™ is the fastest way to shape up and lose body fat. It's a toning and conditioning class with weights and is for anyone who wants to add strength and training into their aerobic workout. The simplicity of the class makes BODYPUMP™ a great starting point to develop strength and confidence. This is an intense class so make sure you are ready to BRING IT!

Please wear loose comfortable clothing.

Oct. 4-Nov. 1	*T*	*6:30-7:30 p.m.*
NE City, AWC	*Thompson*	*$49*
ACSX-4359-CSLA		*BODYPUMP*

Beginning Golf

Have a great season learning to play golf or how to take a few strokes off your existing game. This class includes basic instruction on rules, etiquette, terminology, playing techniques, and information on how to purchase clubs and other golf equipment. Topics include tips on using the correct clubs and equipment, as well as proper stance, grip, and swing.

Bring a putter to the first class. Tuition includes green fees. This class will be taught by Jon Casey, the head golf professional at Wildwood.

Sept. 24-Oct. 22	*S*	*10 a.m.-Noon*
NE City, WWGC	*Casey*	*$64*
ACSX-4394-CSLA		*Golf*

Exercise: Making It a Habit

I admit it, I'm a "SIT IN FRONT OF the ___ Addict" (the TV, the computer, the sewing machine.) What do You sit in front of? A new habit is needed…one of moving! Come join me to make exercise a habit! I'll need lots of variety to keep my interest, so we will be inside and out and mixing up the types of exercise from walking to tossing balls to discovering together exercise that is fun and makes us MOVE! Need a new habit? Let's form it together!

There is an additional $10 fee associated with this course payable at the first class.

Sept. 26-Oct. 24	*M*	*9:30-10:30 a.m.*
Auburn, WCNC	*Kruse*	*$19*
ACSX-7637-CSCA		*Exercise*
Sept. 27-Oct. 25	*T*	*10:30-11:30 a.m.*
Auburn, LC	*Kruse*	*$19*
ACSX-7637-CSCB		*Exercise*
Sept. 28-Oct. 26	*W*	*4-5 p.m.*
Auburn, WCNC	*Kruse*	*$19*
ACSX-7637-CSCC		*Exercise*
Sept. 29-Oct. 27	*Th*	*7:30-8:30 p.m.*
Auburn, HS	*Kruse*	*$19*
ACSX-7637-CSCD		*Exercise*
Sept. 30-Oct. 28	*F*	*1-2 p.m.*
Auburn, WCNC	*Kruse*	*$19*
ACSX-7637-CSCE		*Exercise*

SPECIAL EVENTS

A BROWNVILLE CHRISTMAS

Sunday, Dec. 11, 2011

Relax and let us do the driving to Historic Brownville, NE.

Founded in 1854, Brownville is a village where visitors step back in time to when life was simpler and friendlier. Stroll the banks of the Missouri River; celebrate the Village's standing as an International Book Town by visiting one of its four book shops. Don't forget to bring your appetite for charm while you shop, you'll need it while visiting the Village's galleries and boutiques that offer everything from handmade brooms, ice cream, fine art, Historical society, museums, arboretum and Quilted Kitty..Too quilt shop.

Lunch will be served at the Lyceum and includes a delicious meal, yummy pie and beverage. Just the perfect meal to warm your tummy!

The afternoon will include the Brownville Holiday concert. All Concerts Brownville favorite and consummate showman Eric Michael Gillett has conceived and cast this season's Brownville Christmas Gala and invited four singers from the world of Broadway and Cabaret to join him in ushering in the holiday season including T. Oliver Reid (Chicago), Raissa Katona Bennett (Phantom of the Opera), Jeff Cubeta (Carmina Burana) and Valerie Lemon (The Jane Froman Songbook). The Christmas Gala closes the concert season, is the largest production conceived and cast just for Brownville.

Special totes will be given to those that join us for this all day Bus Trip! Tuition includes; motor coach transportation, lunch, concert admission and special tote. Registration deadline is Nov. 22 or when enrollment limit is met. No refunds after Nov. 22. Staff tuition waiver does not apply.

BBBX-1658-BEFA $59 Bus

Bus Schedule

Departs

7:30 a.m.	*Lincoln, SCC Campus, 8800 O St., South Parking Lot*
8:30 a.m.	*Beatrice, Pamida, 123 N. 24th St., Parking Lot, East Side*
9:15 a.m.	*Tecumseh, Pizza Hut, 1425 Hwy. 136*

Returns (approximate times after concert)

4:45 p.m.	*Tecumseh, Pizza Hut*
5:15 p.m.	*Beatrice, Pamida*
6 p.m.	*Lincoln, SCC Campus*

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

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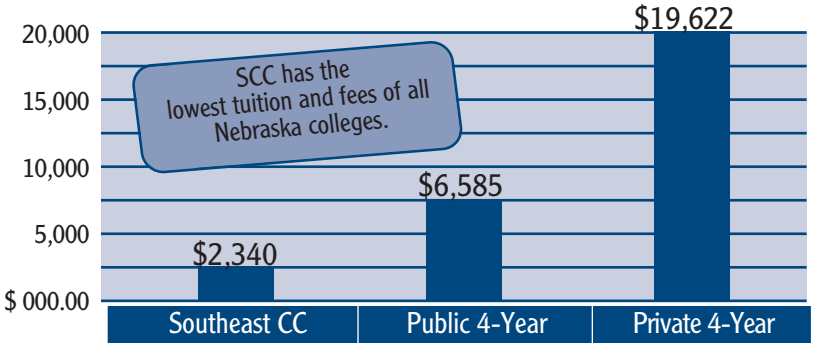
Leading Across the Nation

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.

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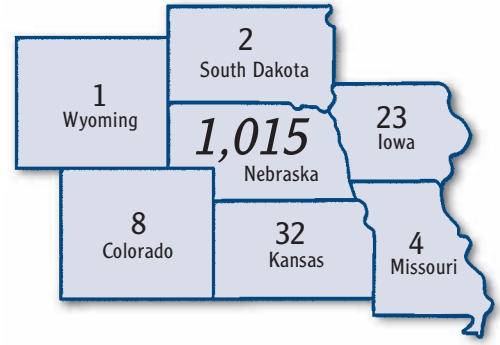
Graduate Information

2010 SCC placement figures:

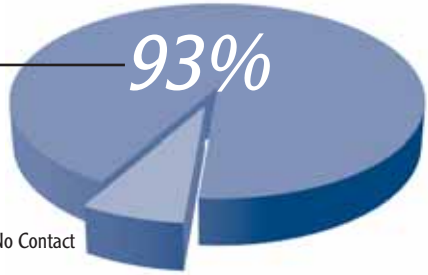
1,628 total graduates
1,128 graduates placed in careers
1,015 graduates found work in Nebraska
745 (73%) accepted jobs or continued education in one of the 15 counties of the SCC service area.

The skills of SCC graduates help the southeast Nebraska economy.



2010 Graduate Placement for Nebraska and the surrounding states.

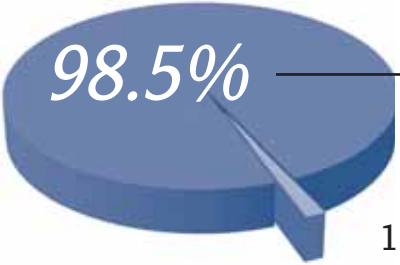
1,428 Career/Technical Graduates



Employed in Careers or Continued Education

7% Not Seeking, Continuing to Seek or No Contact

200 Academic Transfer Graduates



Continued Education or Employed in Careers

1.5% Not Seeking, Continuing to Seek or No Contact

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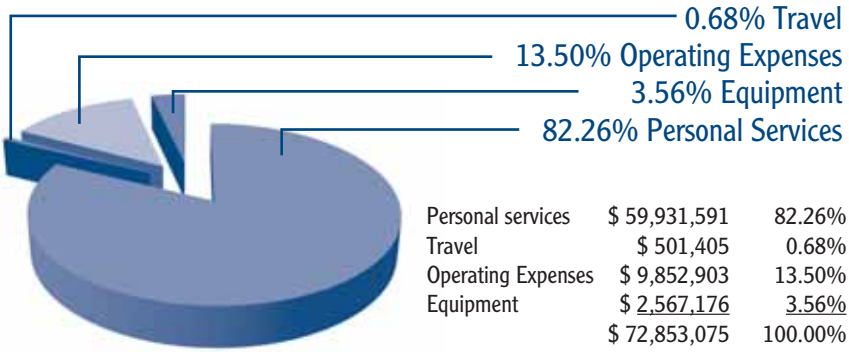
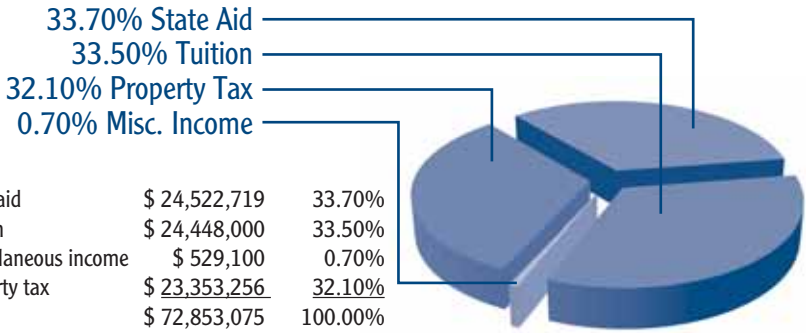
2011–2012 Expenditures



Personal services	$ 59,931,591	82.26%
Travel	$ 501,405	0.68%
Operating Expenses	$ 9,852,903	13.50%
Equipment	$ 2,567,176	3.56%
	$ 72,853,075	100.00%

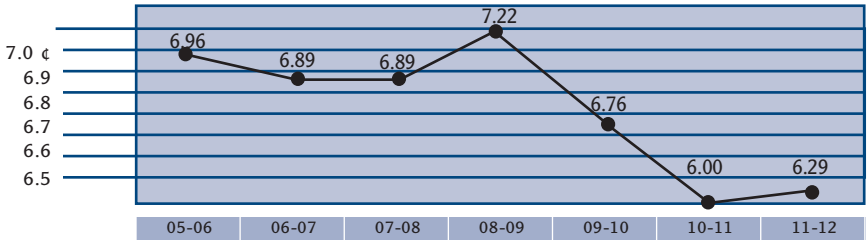
2011–2012 Revenue



State aid	$ 24,522,719	33.70%
Tuition	$ 24,448,000	33.50%
Miscellaneous income	$ 529,100	0.70%
Property tax	$ 23,353,256	32.10%
	$ 72,853,075	100.00%

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.

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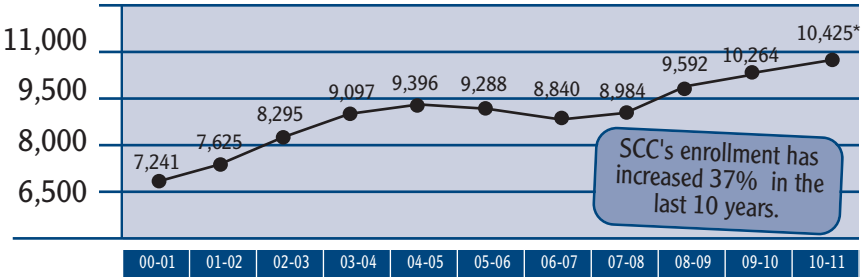
Enrollment



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)

www.southeast.edu
Southeast community college

REGISTRATION INFORMATION

REGISTER ONLINE USING WEBADVISOR

WE ACCEPT

VISA
MasterCard
DISCOVER
AMERICAN EXPRESS

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?

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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 23 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:

a.) Individuals 16 years or older are eligible to enroll in courses, provided they meet any stated prerequisites.

b.) 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.

c.) 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

GAGE, JOHNSON, NEMAHA, OTOE, PAWNEE & RICHARDSON

AREAS **LOCAL COORDINATORS**

JOHNSON/PAWNEE/GAGE:
Kelly Morgan, Beatrice, 402-228-8244, kmorgan@southeast.edu

NEMAHA: **Susan Kruse**, Auburn, 402-274-3803, skruse@southeast.edu

OTOE: **Cindy Meyer**, Nebraska City, 402-873-3196, cmeyer@southeast.edu

RICHARDSON:
Rick Johnson, Falls City, 402-245-3455 (day), 402-245-5162 (evening), rjohnson@southeast.edu

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2011–2012 SOUTHEAST COMMUNITY COLLEGE
-Programs of Study-

Program Name — Location & Award Offered

AGRICULTURE/FOOD/ NATURAL RESOURCES DIVISION

Agriculture Business & Management Technology(B)~AAS
- *Agribusiness focus*
- *Crops focus*
- *Diversified Agriculture focus*
- *Horticulture focus*
- *Golf Turfgrass Management focus*
- *Livestock focus*

Food Service/Hospitality (L) ~AAS/Dip/Cert
- *Culinary Arts focus*
- *Food Industry Manager*
- *Dietetic Technician focus*
- *Lodging focus*
- *Food Service Management focus*
- *Event Venue Operations Management*

Laboratory Science Technology (L) ~AAS/Dip

ARTS & SCIENCES DIVISION

Academic Transfer (B/L) ~AA/AS

BUSINESS DIVISION

Business Administration (all) ~AAS/Dip/Cert
- *Accounting focus*
- *Entrepreneurship focus*
- *Event Venue Operations Mgmt.*
- *Marketing focus*
- *Information Systems focus (L/M)*
- *Insurance/Financial Services focus*

Office Professional (B/L) ~AAS/Dip/Cert
- *Administrative Office focus*
- *General Office focus*
- *Legal Office focus*
- *Medical Office focus*
- *Medical Transcription focus*
- *Microsoft Office focus*

Parts Marketing & Management (M)~AAS/Dip

COMMUNICATIONS & INFORMATION TECHNOLOGY DIVISION

Computer Information Technology (L) ~AAS/Cert
- *Applications/Web Programmer focus*
- *Computer Support Specialist focus*
- *Network Manager focus*

Computer Programming Technology (M)~AAS

Graphic Design (M)~AAS

Visual Publications (L) ~AAS/Dip/Cert
- *Digital Publishing focus*
- *Offset Printing focus*

COMMUNITY SERVICES & RESOURCES DIVISION

Criminal Justice (B/L)~AAS
- *Nebraska Law Enforcement focus*

Early Childhood Education (L) ~AAS/Dip/Cert
- *In-Home Child Care focus*
- *Entrepreneurship focus*
- *Child Care Professional focus*
- *Home Visitor/Family Advocate*

Fire Protection Technology (L)~AAS/Cert

Human Services (L) ~AAS

Long Term Care Administration (L) ~AAS/Cert

CONSTRUCTION & ELECTRONICS DIVISION

Architectural-Engineering Technology (M)~AAS

Building Construction Technology (M)~AAS

Computer Aided Design Drafting (L)~AAS

Electrical & Electromechanical Technology (M)~AAS/Dip
- *Construction Electrician focus*
- *Electrical Systems focus*
- *Electromechanical Systems focus*

Electronic Systems Technology (L/M)~AAS
- *Computers, Automation and Networking Systems focus*
- *Electronic Systems Technician focus*
- *Military Electronic Systems focus*

Energy Generation Operations (M)~AAS
- *Biofuels focus*
- *Fossil Fuels focus*
- *Nuclear focus*
- *Wind Technology focus*

Heating, Ventilation, Air Conditioning & Refrigeration Technology (M)~AAS

IBEW Construction Electrician Option (M)~AAS

Land Surveying/Civil Engineering Technology (M)~AAS

Major Appliance Professional Technology (M)~Dip

HEALTH SCIENCES DIVISION

Associate Degree Nursing (L) ~AAS

Dental Assisting (L) ~Dip

Emergency Medical Services/Paramedic (L)~AAS

Medical Assisting (L) ~Dip

Medical Laboratory Technology (L)~AAS

Pharmacy Technician (B) ~Dip

Physical Therapist Assistant (L)~AAS

Polysomnographic Technology (L) ~Cert

Practical Nursing (B/L) ~Dip

Radiologic Technology (L) ~AAS

Respiratory Care (L) ~AAS

Surgical Technology (L) ~AAS

TRANSPORTATION & MANUFACTURING DIVISION

Auto Collision Repair Technology (M)~AAS

Automotive Technology (L/M)~AAS

Chrysler (CAP) (M)~AAS

Deere Construction & Forestry Equipment Tech (M)~AAS

Diesel-Ag Equipment Service Tech. (M)~AAS

Diesel Technology-Truck (M)~AAS

Ford (ASSET) (M)~AAS

General Motors (ASEP) (M)~AAS

John Deere Tech (M)~AAS

Machine Tool Technology (L/M)~AAS/Dip
- *Die Maker focus (M)*
- *Mold Maker focus (M)*
- *Tool and Die Maker focus (L)*
- *Intelligent Machine Integration*

Manufacturing Engineering Technology (M)~AAS/Cert
- *Intelligent Machine Integration*

Motorcycle, ATV & Personal Watercraft Technology(L)~Dip

Nondestructive Testing Technology (M)~AAS

Professional Truck Driver Training (L)~Cert

Welding Technology (L/M)~AAS/Dip/Cert

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, x8243, 402-761-8243

TDD: 402-437-2702 (for hearing impaired)

REGISTRATION FORM - NON-CREDIT COURSE

Southeast community college

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

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.

PLEASE PRINT

2011 QUARTER

__ SUMMER	__ WINTER
X FALL	__ SPRING

Social Security Number	Name: Last	First	Middle Initial	Email Address

Residence Mailing Address	Home Phone	Cell Phone	Business Phone

City	State	Zip	Birth Date	Ethnicity (select one):	Race (Select one or more):
			/ /	❑Hispanic or Latino ❑Not Hispanic or Latino	❑ White ❑ Asian ❑ American Indian/Alaska Native ❑ Native Hawaiian/Other Pacific Islander ❑ Black/African-American

Gender:	County #		Would you like to be added to our email mailing list? Please provide your email address above.
❑ Male ❑ Female		❑ Resident of Nebraska ❑ Non-Resident of Nebraska	❑ Basic Skills, GED, ESL & Citizenship ❑ Business & Technology ❑ Families, Finances & Home ❑ Health/EMS ❑ 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)

❑ MasterCard ❑ AMERICAN EXPRESS ❑ DISCOVER ❑ VISA 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.

SCC Staff Tuition Waiver	( )
TOTAL DUE	

FOR OFFICE USE ONLY	
DE _____	ID# _____

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 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.

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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.