



LPN-CERTIFIED IV COURSE ONLINE

SPRING 2012

Questions:
If you have questions or wish more information, please contact: Jeanette Walsh, Director of Health SCC-Continuing Education Division
402-437-2706 • 800-828-0072, ext. 2706
jwalsh@southeast.edu • FAX: 402-437-2704

This state-approved certification course prepares the LPN to perform activities of a Licenced Practical Nurse-Certified. Upon successful completion of this course, the LPN will be eligible for examination for certification by the Bureau of Examining Boards, Department of Health, state of Nebraska.

April 4 – June 7, 2012

Cost: \$455 (cost does not include textbooks)
Hours: 70 contact hours

You must have access to a computer and the Internet. This class will meet for an introduction session on April 4 from 6-8 p.m. at the SCC Beatrice Campus, 4771 W. Scott Road, Jackson Hall Room 200.

The theory portion will be online. The clinical portion locations, dates and times will be determined after class has begun.

Registration Deadline: March 26, 2012

Must pass pre-registration entrance exam.* Must have current LPN license.

Required book may be purchased online, in person at the SCC Bookstore, or by phone.

- **SCC-Lincoln**, 8800 O St. - www.sccbookstore.com - 402-437-2560 or 800-642-4075, ext. 2560
- **SCC-Beatrice**, 4771 W. Scott Road - 402-228-8267 or 800-233-5027, ext. 1267 (Mon.-Fri. 8 a.m.-4:30 p.m.)

Students wishing to take the LPN-C course must pass an entrance exam with a minimum 75% **before registering for this course. The entrance exam is free. To register for the exam, contact Jeanette Walsh at 402-437-2706 or 800-828-0072, ext. 2706.*

Southeast community college
www.southeast.edu/continuing

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

Include credit card information or Letter of Authorization for third-party billing. 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

2012 QUARTER	
<input type="checkbox"/> SUMMER	<input type="checkbox"/> WINTER
<input type="checkbox"/> FALL	<input checked="" type="checkbox"/> SPRING

Social Security Number		Name: Last		First	Middle Initial	Email Address	
Residence Mailing Address			City	State	Zip	County #	<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (select one or more): <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska	Home Phone

COURSE NUMBER	SECTION	TITLE	START DATE	LOCATION	TIME	COST
L P N S 3 0 1 5	H B S A	LPN-Certified IV Course Online	April 4	Jac, 200	6 p.m.	\$455

SIGNATURE _____

Check Cash Mastercard AMEX Discover VISA V Code _____

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 e-mail this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

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.

SCC Staff Tuition Waiver	()
TOTAL DUE	

FOR OFFICE USE ONLY

DE _____	ID# _____
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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>

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