

# **SCC** CONTINUING EDUCATION

**January - June 2012**

***Nursing  
Assistant***



***Medication  
Aide***

Registration will begin  
**Nov. 8, 2011 at 8 a.m.**  
at the SCC Continuing Education Center  
301 S. 68th St. Place, Lincoln

***Southeast community college***  
[www.southeast.edu/continuing/Health](http://www.southeast.edu/continuing/Health)

# Welcome to Southeast Community College Continuing Education Health Classes!

SCC 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 or upgrading your skills, SCC makes the options available to you.

Non-credit courses are designed to enhance workforce skills or upgrade your skills. 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.

**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](mailto:jsoto@southeast.edu). Please refer to the SCC College Catalog for policy information.

**Limitations of Schedule:** This schedule should not be considered a contract between SCC and any prospective student. The Board of Governors of SCC 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.

**Minimum 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.

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](mailto: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 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](mailto: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)

# Nursing Assistant



This course teaches basic nursing skills such as bathing, feeding, ambulating, transferring, and toileting. This course is approved by the Nebraska Department of Health and Human Services Regulation and Licensure. **Successful completion of this course allows the student to be placed on the Nebraska Nurse Aide Registry.** Nursing Assistants may work in long-term care facilities, hospitals, home health care, hospice or mental health facilities.

High school completion or GED is not required.

Nursing Assistant students **MUST** be 16 by the start date of the class.

## ATTENDANCE

The first session of class is mandatory. Only register for a section in which you can attend EVERY class. Attendance is required in this intensive course. The Nursing Assistant course consists of 100 contact hours of lecture, clinical and lab instruction. All the material covered is necessary to meet the state requirements and enable you to pass the state-approved exams. Absences exceeding 12 hours for any reason may result in failure of this course. No-shows will no longer receive an automatic refund.

## CLINICAL

Clinicals for Lincoln classes are held at long-term care facilities or a hospital the last few weeks of class. White clothing and white shoes are required for clinicals and will be discussed in class. Area sites provide clinicals at the facility housing classes. Appropriate attire will be discussed in class. NO JEANS. Bending and lifting are required for successful completion of certain skills.

## FINAL EXAM

You must receive a minimum 70 percent on the final course exam to pass this course. Upon successful completion of this course, you will be eligible to take the written and clinical state competency exams. Successful completion of these exams will allow your name to be placed on the Nebraska Nursing Assistant Registry.

## NEBRASKA NURSE AIDE REGISTRY

To be placed on the Nebraska Nurse Aide Registry, the state of Nebraska requires that individuals must meet the following requirements:

- 1) *Must be at least 16 years of age.*
- 2) *Must have no convictions of crime involving moral turpitude.*
- 3) *Must be able to speak and understand the English language or a language understood by a substantial portion of the health care facility population.*
- 4) *Must successfully complete a basic course of training and competency evaluation program for Nursing Assistants approved by the Nebraska Department of Health and Human Services.*



For a list of sites that have been added, please check our Website at  
[www.southeast.edu/continuing/Health/NursingAssistant.aspx](http://www.southeast.edu/continuing/Health/NursingAssistant.aspx)  
or call 402-437-2700 or 800-828-0072.

# Nursing Assistant (continued)

## REGULATIONS, STANDARDS & RECIPROCITY

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Questions about regulations, standards and reciprocity should be directed to the Nebraska Department of Health and Human Services at 402-471-4364.

If English is not your first language, we highly recommend that you take a confidential English language assessment before registering for these classes. There is a \$20 (cash or money order) non-refundable registration fee. To register for the ESL Orientation, please visit SCC, 8800 O St., Room J-2.

## CRIMINAL BACKGROUND CHECKS

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SCC requires criminal background checks on students taking courses that include experience in patient care settings.

At the first class you will be required to complete an "Authorization and Disclosure Form" and "Abuse Registry Form." **You will be asked to provide a current picture ID, which includes your date of birth (i.e. drivers license, state I.D.).**

If your criminal background check indicates that you have a criminal history, you may be prohibited from participating in the course. A fee of \$45 for the CBC has been included in the cost of the course.

## REGISTRATION

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**Registrations are accepted by mail, fax, walk-in or online if you have previously taken classes at SCC. Registration begins Nov. 8, 2011, at 8 a.m. at the SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE.**

Students must be preregistered. **Confirmations are not mailed.**

(PLEASE PUT AN ALTERNATE SECTION NUMBER ON THE REGISTRATION FORM IN CASE THE SECTION YOU WANT IS ALREADY FULL. If we enroll you in an alternate course, you will be notified by the College.)

## CANCELLATIONS

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If you cannot attend the course section you registered for, you must fill out an "**Official Drop/Add form for Credit Classes.**" Please contact Continuing Education at 402-437-2700 or 800-828-0072 right away to receive an official drop/add form. Submit it to the Registration and Records office located in the Student Services office or at the Continuing Education Center or drop the class online using WebAdvisor. Once the form is received by the Registration and Records office, the drop/add form will be processed. "No-show" students will be held responsible for full payment of tuition and fees for classes they don't drop.

## COURSE INFORMATION

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**COURSE #:** NURA-1401      **CREDITS:** 6.5

**COST:** **Nebraska Resident:** \$331.50 (tuition) + \$58.13 (fees include insurance fee, background check fee and credit hour fee) = **\$389.63 (Total)**

**Non-Resident:** \$409.50 (tuition) + \$58.13 (fees include insurance fee, background check fee and credit hour fee) = **\$467.63 (Total)**

**Please note: This course does not qualify for Financial Aid.**

## BOOKS

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Students must have their books at the first class session. The approximate cost is \$53. Textbooks required for this course are available at the SCC Lincoln Bookstore, 8800 O St., Lincoln, NE, 800-642-4075, ext. 2560; 402-437-2560 open Monday-Thursday 7:30 a.m.-7:30 p.m., Friday 7:30 a.m.-5 p.m., and Saturday 8 a.m.-noon; [www.sccbookstore.com](http://www.sccbookstore.com); or SCC Beatrice Bookstore, 4771 W. Scott Road, Beatrice, NE, 800-233-5027, ext. 1267 or 402-228-8267 open Monday-Friday from 8:30 a.m.-4:30 p.m.

# Nursing Assistant (continued)

## CLASS SCHEDULE

Instructor reserves the right to adjust class days and times if necessary.

\*\* The Nursing Assistant classes that meet every day for eight hours are intense and accelerated. Students will be expected to be prepared for class and to grasp the information quickly and perform skills in a fast paced environment. Missing a class or lab session may cause a student to fall behind and unable to complete the requirements within the time frame of the class. Our attendance policy will be strictly enforced.

**Registration begins on Nov. 8, 2011, at 8 a.m. at the  
SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE**

**Course Number: NURA-1401**

|   |   |  |
|---|---|--|
| <b>BEATRICE</b>   | <b>Dates:</b> Jan. 4-Mar. 16  | <b>Section:</b> BEW2   |
|   | <b>Days:</b> Wed. & Fri.  | <b>Time:</b> 8 a.m.-12:30 p.m. (Clinical dates & times will be determined in class.) |
|   | <b>Location:</b> SCC Beatrice Campus<br>4771 W. Scott Road, Jackson Hall Room 215 |  |
|   | <b>Dates:</b> Mar. 28-May 29 (No class May 28)                                    | <b>Section:</b> BES2   |
|   | <b>Days:</b> Mon., Tues., Wed. & Thurs.   | <b>Time:</b> 5:30-8:30 p.m. (Clinical dates & times will be determined in class.)    |
| <b>Location:</b> SCC Beatrice Campus<br>4771 W. Scott Road, Jackson Hall Room 215 |   |  |
| <b>Dates:</b> Apr. 2-May 9  | <b>Section:</b> BES3  |  |
| <b>Days:</b> Mon., Wed. & Fri.  | <b>Time:</b> 10 a.m.-4 p.m. (Clinical dates & times will be determined in class.) |  |
| <b>Location:</b> SCC Beatrice Campus<br>4771 W. Scott Road, Jackson Hall Room 215 |   |  |
| <b>Dates:</b> June 11-27  | <b>Section:</b> BES4  |  |
| <b>Days:</b> Mon., Tues., Wed., Thurs. & Fri.                                     | <b>Time:</b> 9 a.m.-5 p.m. (Clinical dates & times will be determined in class.)  |  |
| <b>Location:</b> SCC Beatrice Campus<br>4771 W. Scott Road, Jackson Hall Room 215 |   |  |

|  |  |                               |
|--|--|-------------------------------|
| <b>CRETE</b>   | <b>Dates:</b> Jan. 9-Feb. 25 (No class Jan. 16)                | <b>Section:</b> OCW5          |
|  | <b>Days:</b> Sat. & Mon.                                       | <b>Time:</b> 8 a.m.-4:30 p.m. |
|  | <b>Location:</b> Tabitha Health Care Services, 1540 Grove Ave. |                               |
| <b>Dates:</b> Mar. 29-May 10                                   | <b>Section:</b> OCS6   |                               |
| <b>Days:</b> Tues. & Thurs.                                    | <b>Time:</b> 8 a.m.-4:30 p.m.                                  |                               |
| <b>Location:</b> Tabitha Health Care Services, 1540 Grove Ave. |  |                               |

|                   |   |                             |
|-------------------|---|-----------------------------|
| <b>FALLS CITY</b> | <b>Dates:</b> Mar. 28-May 23                            | <b>Section:</b> OCS5        |
|                   | <b>Days:</b> Mon., Wed. & Fri.                          | <b>Time:</b> 3:30-7:45 p.m. |
|                   | <b>Location:</b> Falls City Care Center, 2800 Towle St. |                             |

|               |   |   |
|---------------|---|---|
| <b>GENEVA</b> | <b>Dates/Time:</b> May 21, 22, 23, 24, 25,<br>29, 30, 31, and June 1 from<br>8 a.m.-5:30 p.m., and June 4, 5,<br>6, and 7 from 8 a.m.-4:30 p.m. | <b>Section:</b> OCS9  |
|               |   | <b>Location:</b> First class will be held at Geneva State Bank, 896 G St. All other classes will be held at Heritage Crossings, 501 N. 13th St. |

**For a list of sites that have been added,  
please check our Website at  
[www.southeast.edu/continuing/Health/NursingAssistant.aspx](http://www.southeast.edu/continuing/Health/NursingAssistant.aspx)  
or call 402-437-2700 or 800-828-0072.**

# Nursing Assistant (continued)

Registration begins on Nov. 8, 2011, at 8 a.m. at the  
SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE

## Course Number: NURA-1401

|   |   |
|---|---|
| <b>Dates:</b> Jan. 3-23 (No class Jan. 16.)   | <b>Section:</b> ENWA  |
| <b>Days:</b> Mon., Tues., Wed., Thurs. & Fri.   | <b>Time:</b> 8:30 a.m.-4:30 p.m.                                    |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 111             |   |
| ** Intense Accelerated Class (see the beginning of Nursing Assistant classes for details) |   |
| <b>Dates:</b> Jan. 4-Mar. 7 (No class Jan. 16.)   | <b>Section:</b> ENWB  |
| <b>Days:</b> Mon., Wed. & Fri.  | <b>Time:</b> 8:30 a.m.-12:30 p.m.                                   |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A            |   |
| <b>Dates:</b> Jan. 4-Apr. 9 (No class Jan. 16.)   | <b>Section:</b> ENWD  |
| <b>Days:</b> Mon. & Wed.  | <b>Time:</b> 6-10 p.m. (Clinical times will be discussed in class.) |
| <b>Location:</b> SCC Entrepreneurship Center<br>285 S. 68th St. Place, Room 109A          |   |
| <b>Dates:</b> Jan. 14-Apr. 21 (No class Apr. 7)   | <b>Section:</b> ENWF  |
| <b>Days:</b> Sat.   | <b>Time:</b> 8:30 a.m.-4:30 p.m.                                    |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A            |   |
| <b>Dates:</b> Jan. 31-Mar. 15   | <b>Section:</b> ENWG  |
| <b>Days:</b> Tues. & Thurs.   | <b>Time:</b> 8:30 a.m.-4:30 p.m.                                    |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A            |   |
| <b>Dates:</b> Feb. 6-23   | <b>Section:</b> ENWH  |
| <b>Days:</b> Mon., Tues., Wed., Thurs. & Fri.   | <b>Time:</b> 8:30 a.m.-4:30 p.m.                                    |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 111             |   |
| ** Intense Accelerated Class (see the beginning of Nursing Assistant classes for details) |   |
| <b>Dates:</b> Mar. 5-22   | <b>Section:</b> ENWI  |
| <b>Days:</b> Mon., Tues., Wed., Thurs. & Fri.   | <b>Time:</b> 8:30 a.m.-4:30 p.m.                                    |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 111             |   |
| ** Intense Accelerated Class (see the beginning of Nursing Assistant classes for details) |   |
| <b>Dates:</b> Mar. 28-Apr. 16   | <b>Section:</b> ENSC  |
| <b>Days:</b> Mon., Tues., Wed., Thurs. & Fri.   | <b>Time:</b> 8:30 a.m.-4:30 p.m.                                    |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 111             |   |
| ** Intense Accelerated Class (see the beginning of Nursing Assistant classes for details) |   |
| <b>Dates:</b> Mar. 29-May 17  | <b>Section:</b> ENSD  |
| <b>Days:</b> Tues. & Thurs.   | <b>Time:</b> 8:30 a.m.-4:30 p.m.                                    |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A            |   |
| <b>Dates:</b> Apr. 2-June 4 (No class May 28 & June 1.)                                   | <b>Section:</b> ENSE  |
| <b>Days:</b> Mon., Wed. & Fri.  | <b>Time:</b> 8:30 a.m.-12:30 p.m.                                   |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A            |   |
| <b>Dates:</b> Apr. 4-July 11 (No class May 28 & July 4.)                                  | <b>Section:</b> ENSF  |
| <b>Days:</b> Mon. & Wed.  | <b>Time:</b> 6-10 p.m. (Clinical times will be discussed in class.) |
| <b>Location:</b> SCC Entrepreneurship Center<br>285 S. 68th St. Place, Room 109A          |   |
| <b>Dates:</b> May 14-June 1 (No class May 28.)  | <b>Section:</b> ENSH  |
| <b>Days:</b> Mon., Tues., Wed., Thurs. & Fri.   | <b>Time:</b> 8:30 a.m.-4:30 p.m.                                    |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A            |   |
| ** Intense Accelerated Class (see the beginning of Nursing Assistant classes for details) |   |
| <b>Dates:</b> June 11-28  | <b>Section:</b> ENSI  |
| <b>Days:</b> Mon., Tues., Wed., Thurs. & Fri.   | <b>Time:</b> 8:30 a.m.-4:30 p.m.                                    |
| <b>Location:</b> SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A            |   |
| ** Intense Accelerated Class (see the beginning of Nursing Assistant classes for details) |   |

# Nursing Assistant (continued)

Registration begins on Nov. 8, 2011, at 8 a.m. at the  
SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE

Course Number: NURA-1401

## ONLINE WITH LAB IN LINCOLN

**Dates:** Jan. 4-Mar. 2 **Section:** HBWC  
**Lab/Clinical Dates & Time:** Jan. 13, 20, 27, Feb. 3, 10, 17, 24, Mar. 2 from  
8 a.m.-4:30 p.m.  
**Lab/Clinical Location:** SCC Entrepreneurship Center  
285 S. 68th St. Place, Room 110

**Dates:** Jan. 5-Mar. 1 **Section:** HBWE  
**Lab/Clinical Dates & Time:** Jan. 12, 17, 19, 24, 26, 31, Feb. 2, 7, 9, 14, 16,  
21, 23, 28 & Mar. 1 from 6-10 p.m. (Clinical times may vary and will be discussed  
in class.)  
**Lab/Clinical Location:** SCC Entrepreneurship Center  
285 S. 68th St. Place, Room 109B

**Dates:** Mar. 28-May 25 **Section:** HBSA  
**Lab/Clinical Dates & Time:** Apr. 6, 13, 20, 27, May 4, 11, 18, 25  
from 8 a.m.-4:30 p.m.  
**Lab/Clinical Location:** SCC Entrepreneurship Center  
285 S. 68th St. Place, Room 110

**Dates:** Mar. 29-May 24 **Section:** HBSB  
**Lab/Clinical Dates & Time:** Apr. 5, 10, 12, 17, 19, 24, 26, May 3, 8, 10, 15, 17,  
22 and 24 from 6-10 p.m. (Clinical times may vary and will be discussed in class.)  
**Lab/Clinical Location:** SCC Entrepreneurship Center  
285 S. 68th St. Place, Room 109B

**Dates:** May 4-July 14 **Section:** HBSG  
**Lab/Clinical Dates & Time:** May 12, 19, June 2, 9, 16, 23, 30, July 7 and 14  
from 8 a.m.-4:30 p.m.  
**Lab/Clinical Location:** SCC Entrepreneurship Center  
285 S. 68th St. Place, Room 111

NEBRASKA CITY

**Dates:** Jan. 5-Feb. 27 **Section:** OCW6  
**Days/Time:** Mon. & Thurs. from 6-9:30 p.m. & Sat. (Jan. 7, 14, 28, Feb. 11, 18 &  
25) from 6 a.m.-2 p.m.  
**Location:** Duffs, 1104 Third Ave.

**Dates:** Mar. 29-May 21 **Section:** OCS7  
**Days/Time:** Mon. & Thurs. from 6-9:30 p.m. & Sat. (Mar. 31, Apr. 14, 21, 28,  
May 12 & 19) from 6 a.m.-2 p.m.  
**Location:** Duffs, 1104 Third Ave.

WAHOO

**Dates:** Jan. 4-Mar. 8 (Clinical dates  
& times will be determined in class.) **Section:** OCW4  
**Location:** South Haven, 1400 Mark Dr. **Days:** Tues., Wed. & Thurs.  
**Time:** 5-9 p.m.

**Dates:** Mar. 29-June 5 (Clinical dates  
& times will be determined in class.) **Section:** OCS8  
**Location:** South Haven, 1400 Mark Dr. **Days:** Tues., Wed. & Thurs.  
**Time:** 5-9 p.m.

# Medication Aide

This course meets the requirements of the 40-hour course that prepares participants to assume the role of a Medication Aide in long-term care, assisted living or ICF-MR home.

**NOTE:** Medication Aide students **MUST** be 18 by the start date of the class. You must be 18 years of age or older to be employed as a Medication Aide in the state of Nebraska. **The first session of this course is mandatory.** Attendance is required in this **intensive course**. Absences exceeding eight hours for any reason may result in failure of this course. You will be responsible for the additional cost charged by the state of Nebraska to complete your licensure.

## COURSE INFORMATION

COURSE #: NURS-3001      COST: \$195

## BOOKS

Students must have their book at the first class session. The approximate cost is \$34. The textbook required for this course is available at the SCC Lincoln Bookstore, 8800 O St., Lincoln, NE, 800-642-4075, ext. 2560; 402-437-2560 open Monday-Thursday 7:30 a.m.-7:30 p.m., Friday 7:30 a.m.-5 p.m., and Saturday 8 a.m.-noon; [www.sccbookstore.com](http://www.sccbookstore.com); or SCC Beatrice Bookstore, 4771 W. Scott Road, Beatrice, NE, 800-233-5027, ext. 1267 or 402-228-8267 open Monday-Friday from 8:30 a.m.-4:30 p.m.

## CLASS SCHEDULE

Instructor reserves the right to adjust class days and times if necessary.

**Registration begins on Nov. 8, 2011, at 8 a.m. at the  
SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE**

**Course Number: NURS-3001**

|            |   |                               |
|------------|---|-------------------------------|
| BEATRICE   | <b>Dates:</b> Jan. 5-Feb. 23  | <b>Section:</b> BEW2          |
|            | <b>Days:</b> Tues. & Thurs.   | <b>Time:</b> 8 a.m.-Noon      |
|            | <b>Location:</b> SCC Beatrice Campus, 4771 W. Scott Road, Jackson Hall Room 215   |                               |
|            | <b>Dates:</b> Apr. 24-May 17  | <b>Section:</b> BES2          |
|            | <b>Days:</b> Tues. & Thurs.   | <b>Time:</b> 8 a.m.-4 p.m.    |
|            | <b>Location:</b> SCC Beatrice Campus, 4771 W. Scott Road, Jackson Hall Room 215   |                               |
| CRETE      | <b>Dates:</b> Apr. 2-30   | <b>Section:</b> OCS3          |
|            | <b>Days/Time:</b> Mon. & Sat.   | <b>Time:</b> 8 a.m.-4:30 p.m. |
|            | <b>Location:</b> Tabitha Health Care Services, 1540 Grove Ave.                    |                               |
| FALLS CITY | <b>Dates:</b> Jan. 26-Mar. 15   | <b>Section:</b> OCW3          |
|            | <b>Days:</b> Tues. & Thurs.   | <b>Time:</b> 3:30-7:45 p.m.   |
|            | <b>Location:</b> Falls City Care Center, 2800 Towle St.                           |                               |
|            | <b>Dates:</b> Jan. 4-Feb. 27 (No class Jan. 16.)                                  | <b>Section:</b> CEWA          |
|            | <b>Days:</b> Mon. & Wed.  | <b>Time:</b> 8 a.m.-Noon      |
|            | <b>Location:</b> SCC Continuing Education Center, 285 S. 68th St. Place, Room TBA |                               |
| LINCOLN    | <b>Dates:</b> Jan. 4-Feb. 27 (No class Jan. 16.)                                  | <b>Section:</b> CEWB          |
|            | <b>Days:</b> Mon. & Wed.  | <b>Time:</b> 5-9 p.m.         |
|            | <b>Location:</b> SCC Continuing Education Center, 285 S. 68th St. Place, Room TBA |                               |
|            | <b>Dates:</b> Jan. 5-Feb. 23  | <b>Section:</b> CEWC          |
|            | <b>Days:</b> Tues. & Thurs.   | <b>Time:</b> 8 a.m.-Noon      |
|            | <b>Location:</b> SCC Continuing Education Center, 301 S. 68th St. Place, Room TBA |                               |

# Medication Aide (continued)

Registration begins on Nov. 8, 2011, at 8 a.m. at the  
SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE

Course Number: NURS-3001

LINCOLN

**Dates:** Mar. 28-May 16                      **Section:** CESA  
**Days:** Mon. & Wed.                      **Time:** 8 a.m.-Noon  
**Location:** SCC Continuing Education Center, 285 S. 68th St. Place, Room TBA

**Dates:** Mar. 28-May 16                      **Section:** CESB  
**Days:** Mon. & Wed.                      **Time:** 5-9 p.m.  
**Location:** SCC Continuing Education Center, 285 S. 68th St. Place, Room TBA

**Dates:** Mar. 29-May 17                      **Section:** CESC  
**Days:** Tues. & Thurs.                      **Time:** 8 a.m.-Noon  
**Location:** SCC Continuing Education Center, 301 S. 68th St. Place, Room TBA

WAHOO

**Dates:** Apr. 2-June 25                      **Section:** OCS4  
**Days/Time:** Mon.                      **Time:** 4-9 p.m.  
**Location:** South Haven, 1400 Mark Dr.

## Nursing Assistant & Medication Aide Frequently Asked Questions

### How do I register for Nursing Assistant and Medication Aide classes?

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- See the "How to Register" on page 15 of this booklet.
- You may access a schedule by checking the SCC Web site at [www.southeast.edu/continuing/Health/NursingAssistant.aspx](http://www.southeast.edu/continuing/Health/NursingAssistant.aspx) OR [www.southeast.edu/continuing/Health/medaide.aspx](http://www.southeast.edu/continuing/Health/medaide.aspx) and click on the **Nursing Assistant/Medication Aide Class Schedule**. This will give you a complete listing of the classes we have available for the quarters listed.

### What if a third party is paying for me to take the class?

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- A letter of authorization on company letterhead must accompany your registration form.
- This letter must include the individual student's full name, Social Security number and state the amount of money agreed to pay for tuition, fees and book (if applicable).

### When do you have classes?

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- See the class schedule in this booklet. NOTE: City, Location, Section, Dates, Days and Time
- You may access a schedule by checking the SCC Web site at [www.southeast.edu/continuing/Health/NursingAssistant.aspx](http://www.southeast.edu/continuing/Health/NursingAssistant.aspx) OR [www.southeast.edu/continuing/Health/medaide.aspx](http://www.southeast.edu/continuing/Health/medaide.aspx) and click on the **Nursing Assistant/Medication Aide Class Schedule**. This will give you a complete listing of the classes we have available for the quarters listed.

### Do you have job placement?

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- The SCC Placement Center has a Web site, <https://placement.southeast.edu>, that will link SCC students and alumni with employers.
- You may contact the SCC Placement office.  
Lynn Willey at 402-437-2622 or [lwilley@southeast.edu](mailto:lwilley@southeast.edu) (Lincoln)  
Sara Hunter at 402-437-2621 or [shunter@southeast.edu](mailto:shunter@southeast.edu) (Lincoln)  
Shirley Huttenmaier at 402-228-8216 or [shuttenm@southeast.edu](mailto:shuttenm@southeast.edu) (Beatrice)

# Nursing Assistant & Medication Aide Frequently Asked Questions (continued)

## Do I need to have my high school diploma or GED in order to take the Nursing Assistant class?

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- No. You must be at least 16 years of age by the **start date** of the class you plan to enroll.

## What are the prerequisites for taking the Medication Aide class?

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- Students must be at least 18 years of age by the **start date** of the class you plan to enroll.

## Do I need to take the Nursing Assistant class prior to taking the Medication Aide class?

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- No, it is not required, but it is highly recommended. The Medication Aide class builds on much of the material covered in the Nursing Assistant class, and students are more likely to be successful in the Medication Aide class if they have successfully completed the Nursing Assistant class.

## What do I wear to class/lab/clinical?

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- The first class session, please wear street clothes. Subsequent classroom attire will be discussed by your instructor the first day of class.

## What books do I need? Will the books be available at the class site?

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- Students must have their books at the first class session. The textbooks required for these courses are available at the SCC Lincoln Bookstore, 8800 O St., Lincoln, NE, 800-642-4075, ext. 2560; 402-437-2560 open Monday-Thursday 7:30 a.m.-7:30 p.m., Friday 7:30 a.m.-5 p.m., and Saturday 8 a.m.-noon; [www.sccbookstore.com](http://www.sccbookstore.com); or SCC Beatrice Bookstore, 4771 W. Scott Road, Beatrice, NE, 800-233-5027, ext. 1267 or 402-228-8267 open Monday-Friday from 8:30 a.m.-4:30 p.m.
- Books will not be available at the classroom site. You must purchase them through the bookstore listed above and bring them with you the first class session.

## What is the difference between Nursing Assistant and CNA?

---

- Even though CNA is a commonly used term to refer to Nursing Assistants, the state of Nebraska does not “certify” Nursing Assistants. Your title is “Approved Nursing Assistant.” SCC will report to the state of Nebraska all of the names of students who have successfully completed our Nursing Assistant course.

## How do I check my status on the Nebraska Registry?

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- The state Web site for Nursing Assistants is: [www.dhhs.ne.gov/crl/nursing/na/na.htm](http://www.dhhs.ne.gov/crl/nursing/na/na.htm)
- The state Web site for Medication Aides is: [www.dhhs.ne.gov/crl/nursing/ma/ma.htm](http://www.dhhs.ne.gov/crl/nursing/ma/ma.htm)
- Call the state at 402-471-0537

## How do I reactivate my status on the Registry if it is lapsed?

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- Nursing Assistants who have let their registry status lapse do not usually need to retake the 76-hour Nursing Assistant course. To reactivate their Nebraska Nurse Assistant registry status, they must take both **a written and a clinical competency exam** and pass each exam with a minimum of a 70 percent. They may repeat the exams up to three (3) times. If unsuccessful after three (3) attempts, they must retake the course to be able to work as a Nursing Assistant.

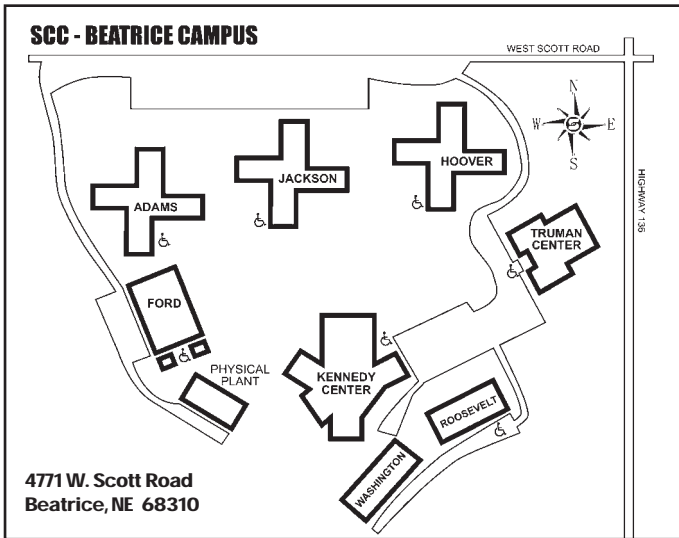
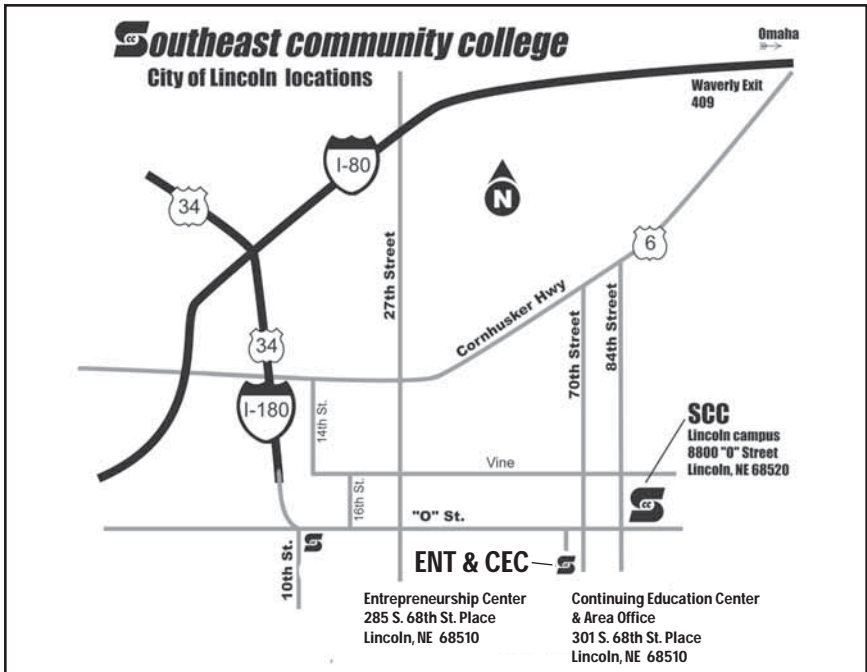
## How long will my Nursing Assistant status remain active on the State Registry?

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- Registry status lapses if you have not worked as a Nursing Assistant during the past two (2) years. You can retest at an approved testing site, such as SCC, for a minimal fee.



# Southeast Community College Maps



# Nursing Assistant Competency Testing Review Lab

This course is offered to prepare Nursing Assistants for the state clinical competency exam. The course will include skills review and practice time. Instructors will be available to assist you.

Nursing Assistants who have let their registry status lapse do not usually need to retake the 76-hour Nursing Assistant course. To reactivate their Nebraska Nurse Assistant Registry status, they must take both a written and a clinical competency exam and pass each exam with a minimum of a 70 percent. They may repeat the exams up to three times. If unsuccessful after three attempts, they must retake the course to be able to work as a Nursing Assistant.

To verify your status on the Nebraska Nursing Assistant Registry, you may call 402-471-0537 or use [www.dhhs.ne.gov/crl/nursing/na/na.htm](http://www.dhhs.ne.gov/crl/nursing/na/na.htm).

Registry status lapses if you have not worked as a nursing assistant during the past two years. You can retest at an approved testing site for a minimal fee.



## BOOKS

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**SKILL PACKETS are required** and may be purchased from the SCC Bookstore. The approximate cost is \$5. The skills packet required for this course is available at the SCC Lincoln Bookstore, 8800 O St., Lincoln, NE, 800-642-4075, ext. 2560; 402-437-2560 open Monday-Thursday 7:30 a.m.-7:30 p.m., Friday 7:30 a.m.-5 p.m., and Saturday 8 a.m.-noon; [www.sccbookstore.com](http://www.sccbookstore.com); or SCC Beatrice Bookstore, 4771 W. Scott Road, Beatrice, NE, 800-233-5027, ext. 1267 or 402-228-8267 open Monday-Friday from 8:30 a.m.-4:30 p.m.

## CLASS SCHEDULE • Registration begins on Nov. 8, 2011, at 8 a.m.

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**Location:** SCC Entrepreneurship Center, 285 S. 68th St. Place • Room 109B

**Course Number:** HLTH-3000

**Cost:** \$30 (includes \$5 liability fee)

**Day:** Saturday

**Time:** 8 a.m.-Noon

**Date:** Jan. 21.....**Section:** ENWA

**Date:** Apr. 14 ..... **Section:** ENSA

**Date:** Feb. 18 .....**Section:** ENWB

**Date:** May 19 ..... **Section:** ENSB

**Date:** Mar. 17 .....**Section:** ENWC

**Date:** June 16 ..... **Section:** ENSC

# Nursing Assistant Competency Testing

## SCC TESTING GUIDELINES

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1. It is beneficial to review before taking these exams. There is a copy of the current Nursing Assistant training manual on reserve at the SCC Lincoln Campus Learning Resource Center or it can be purchased at the SCC Bookstore. You may purchase a skills packet at the SCC Bookstore for approximately \$5.
2. If you are unable to test, you must call the Continuing Education Office at 402-437-2700 or 800-828-0072 prior to drop date deadline (one week before testing) to receive a full refund.
3. WE WILL NOT TEST ANYONE WITHOUT PROPER IDENTIFICATION. You must bring a photo ID with you to take these exams.
4. You must be on time for your clinical exam or risk not being tested. If you are late, you will have to re-register and re-pay. Please report to the SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A, 15 minutes before your scheduled testing time.
5. You may take the written exam any time between 9 a.m. and 4 p.m. on the day of the exam at the SCC Lincoln Campus, 8800 O St., Testing Center, Room L-3.
6. If you choose to take the written exam before your clinical exam, allow enough time to complete the written exam and be available to start your clinical test at the time you are scheduled. You are given one (1) hour to complete the written exam.
7. You need a minimum 70 percent to pass the written exam. The exams will be corrected within a week of testing. Grades will be available to you the following week. You must call 402-437-2707 for results. You may take the exam a maximum of three (3) times, but only one (1) time the day of testing.
8. Clinical exams are pass/fail. You must achieve a 70 percent minimum grade on each of the six (6) skills to pass. You will be given test results at the time of your test. You may take the clinical exam the maximum of three (3) times but only one (1) time the day of testing.
9. Upon successful completion of both the written and clinical exams, your name will be submitted to the state of Nebraska Nursing Assistant Registry to reactivate your status.

## QUESTIONS

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Questions about regulations, standards and reciprocity should be directed to the Nebraska Department of Health and Human Services at 402-471-4364.

If English is not your first language, we highly recommend that you take a confidential English language assessment before registering for these classes. There is a \$20 (cash or money order) non-refundable registration fee. To register for the ESL Orientation, please visit SCC, 8800 O St., Room J-2.

## COMPETENCY TESTING SCHEDULE

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Southeast Community College is an approved testing site and offers monthly competency testing.

# Nursing Assistant Competency Testing (continued)

## Locations:

- The **written exam** is administered at the SCC Lincoln Campus Testing Center, Room L-3, 8800 O St.
- The **clinical exam** is administered at the SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109B.

**Cost: Written exam – \$15** (50 multiple choice question exam must achieve 70 percent to pass.)

**Cost: Clinical exam – \$30** (Must perform 6 randomly selected skills and achieve a 70 percent to pass.)

## JAN. 25, 2012

**Last Day to Register or Drop: Jan. 18**

**Written Exam: Section: LNWA**

### Clinical Exam

|                      |                    |
|----------------------|--------------------|
| <b>Section: ENWA</b> | Time: 9-10 a.m.    |
| <b>Section: ENWB</b> | Time: 10-11 a.m.   |
| <b>Section: ENWC</b> | Time: 11 a.m.-Noon |
| <b>Section: ENWD</b> | Time: Noon-1 p.m.  |
| <b>Section: ENWE</b> | Time: 1-2 p.m.     |
| <b>Section: ENWF</b> | Time: 2-3 p.m.     |
| <b>Section: ENWG</b> | Time: 3-4 p.m.     |
| <b>Section: ENWH</b> | Time: 4-5 p.m.     |

## FEB. 22, 2012

**Last Day to Register or Drop: Feb. 15**

**Written Exam: Section: LNWB**

### Clinical Exam

|                      |                    |
|----------------------|--------------------|
| <b>Section: ENWI</b> | Time: 9-10 a.m.    |
| <b>Section: ENWJ</b> | Time: 10-11 a.m.   |
| <b>Section: ENWK</b> | Time: 11 a.m.-Noon |
| <b>Section: ENWL</b> | Time: Noon-1 p.m.  |
| <b>Section: ENWM</b> | Time: 1-2 p.m.     |
| <b>Section: ENWN</b> | Time: 2-3 p.m.     |
| <b>Section: ENWO</b> | Time: 3-4 p.m.     |
| <b>Section: ENWP</b> | Time: 4-5 p.m.     |

## MAR. 21, 2012

**Last Day to Register or Drop: Mar. 14**

**Written Exam: Section: LNWC**

### Clinical Exam

|                      |                    |
|----------------------|--------------------|
| <b>Section: ENWQ</b> | Time: 9-10 a.m.    |
| <b>Section: ENWR</b> | Time: 10-11 a.m.   |
| <b>Section: ENWS</b> | Time: 11 a.m.-Noon |
| <b>Section: ENWT</b> | Time: Noon-1 p.m.  |
| <b>Section: ENWV</b> | Time: 1-2 p.m.     |
| <b>Section: ENWW</b> | Time: 2-3 p.m.     |
| <b>Section: ENWX</b> | Time: 3-4 p.m.     |
| <b>Section: ENWY</b> | Time: 4-5 p.m.     |

## APR. 18, 2012

**Last Day to Register or Drop: Apr. 11**

**Written Exam: Section: LNVA**

### Clinical Exam

|                      |                    |
|----------------------|--------------------|
| <b>Section: ENSA</b> | Time: 9-10 a.m.    |
| <b>Section: ENSB</b> | Time: 10-11 a.m.   |
| <b>Section: ENSC</b> | Time: 11 a.m.-Noon |
| <b>Section: ENSD</b> | Time: Noon-1 p.m.  |
| <b>Section: ENSE</b> | Time: 1-2 p.m.     |
| <b>Section: ENSF</b> | Time: 2-3 p.m.     |
| <b>Section: ENSG</b> | Time: 3-4 p.m.     |
| <b>Section: ENSH</b> | Time: 4-5 p.m.     |

## MAY 23, 2012

**Last Day to Register or Drop: May 16**

**Written Exam: Section: LNVA**

### Clinical Exam

|                      |                    |
|----------------------|--------------------|
| <b>Section: ENSI</b> | Time: 9-10 a.m.    |
| <b>Section: ENSJ</b> | Time: 10-11 a.m.   |
| <b>Section: ENSK</b> | Time: 11 a.m.-Noon |
| <b>Section: ENSL</b> | Time: Noon-1 p.m.  |
| <b>Section: ENSM</b> | Time: 1-2 p.m.     |
| <b>Section: ENSN</b> | Time: 2-3 p.m.     |
| <b>Section: ENSO</b> | Time: 3-4 p.m.     |
| <b>Section: ENSP</b> | Time: 4-5 p.m.     |

## JUNE 20, 2012

**Last Day to Register or Drop: June 13**

**Written Exam: Section: LNVA**

### Clinical Exam

|                      |                    |
|----------------------|--------------------|
| <b>Section: ENSQ</b> | Time: 9-10 a.m.    |
| <b>Section: ENSR</b> | Time: 10-11 a.m.   |
| <b>Section: ENSS</b> | Time: 11 a.m.-Noon |
| <b>Section: ENST</b> | Time: Noon-1 p.m.  |
| <b>Section: ENSV</b> | Time: 1-2 p.m.     |
| <b>Section: ENSW</b> | Time: 2-3 p.m.     |
| <b>Section: ENSX</b> | Time: 3-4 p.m.     |
| <b>Section: ENSY</b> | Time: 4-5 p.m.     |

# Abuse & Neglect for Nursing Assistants

In order to be placed on the Nebraska Nurse Aide Registry, the state of Nebraska may require some Nursing Assistants to complete this one-hour course. The course involves observing a video, reading material on patient rights, dignity, respect and quality of life. This material covers privacy and confidentiality, communication with others and restraint and abuse. A quiz is given over the material that was read and the video that was observed. Discussion is held on how to report suspected abuse to the proper authorities, both in a facility and in the community. Once the student has completed the one-hour in-service, the state is notified by fax that the student has completed the course and the student receives a copy of this documentation.

**This course begins promptly at 9 a.m. If you are late, you will need to re-register and re-pay.**

**COMING SOON!!! Offering online, call 402-437-2707 or email [slarsen@southeast.edu](mailto:slarsen@southeast.edu) for more information.**

## **CLASS SCHEDULE • Registration begins on Nov. 8, 2011, at 8 a.m.**

**Course Number:** LLHX-1001    **Cost:** \$15

**Location:** SCC Continuing Education Center, 301 S. 68th St. Place, Room TBA

**Time:** 9-10 a.m.

|                      |                       |                      |
|----------------------|-----------------------|----------------------|
| <b>Date:</b> Jan. 25 | <b>Day:</b> Wednesday | <b>Section:</b> CEWA |
| <b>Date:</b> Feb. 22 | <b>Day:</b> Wednesday | <b>Section:</b> CEWB |
| <b>Date:</b> Mar. 21 | <b>Day:</b> Wednesday | <b>Section:</b> CEWC |
| <b>Date:</b> Apr. 18 | <b>Day:</b> Wednesday | <b>Section:</b> CESA |
| <b>Date:</b> May 23  | <b>Day:</b> Wednesday | <b>Section:</b> CESB |
| <b>Date:</b> June 20 | <b>Day:</b> Wednesday | <b>Section:</b> CESC |

# Free ESL Nursing Assistant Classes

The ESL Nursing Assistant course is designed to teach the language of the Nursing Assistant job, as well as introduce the student to health care system in the United States. This is NOT a "certification" course. It is an introduction to the field of Nursing Assistant. This course is designed to be an intermediate level class. Therefore, to enroll for this class, students must be at ESL Level 5 or above.

Morning and evening classes are available. Classes begin each quarter and last 10 weeks. Required materials can be purchased in the SCC Bookstore, 8800 O St., Lincoln, NE.

**Please note: If you are not in an SCC ESL class, please visit SCC, 8800 O St., Room J-2, to register for the ESL Orientation. There is a \$20 (cash or money order) non-refundable registration fee for the orientation.**

SCC requires a Social Security number or Tax Identification number for everyone who registers for a class and is eligible to obtain one of these numbers. If you are not able to obtain one of these numbers, please call Yolanda Gomez at 402-437-2821.

The Newcomers Education Center services are funded by the Cooper Foundation, EducationQuest Foundation and Woods Charitable Fund, Inc. The Newcomers Education Center courses offer opportunities for students to explore careers and college programs, develop specialized technical vocabulary and become familiar with college faculty, facilities, services, and academic expectations.

**For more information, contact Yolanda Gomez at 402-437-2821; 800-642-4075, ext. 2821; or [ygomez@southeast.edu](mailto:ygomez@southeast.edu).**

# Registration begins Nov. 8, 2011 at 8 a.m. at the Continuing Education Center 301 S. 68th St. Place, Lincoln

## HOW TO REGISTER:



### REGISTER BY FAX OR MAIL

1. Complete the registration form. (Please Print Legibly) then either...

2a. **FAX** the registration form with credit card number or letter of authorization to 402-437-2703 **OR**

2b. **MAIL** the registration form with payment or letter of authorization to:  
SCC-Continuing Education Center  
301 S. 68th St. Place, Lincoln, NE 68510-2449

Report to class unless notified. **Confirmations are not mailed.**

WE  
ACCEPT



### REGISTER IN PERSON

WALK-IN to the **SCC-Continuing Education Center**,  
301 S. 68th St. Place, from 7:30 a.m.-7:30 p.m.  
Monday-Thursday; 7:30 a.m.-5 p.m. Friday; or  
7:30-11:30 a.m. Saturday.



### REGISTER ONLINE USING WEBADVISOR

1. You must have an **e-mail account** in order to register online.
2. Go to [www.southeast.edu](http://www.southeast.edu)
3. Click on WebAdvisor from the Quicklinks (top right corner).

#### Nursing Assistant Course

(You must be in our computer system in order to register online for this class)

4. Log in on WebAdvisor
5. Select "**Students**"
6. Under Registration, select "**Register for Sections**"
7. Choose "**Search and Register for Sections**"
8. Select the term either **Winter 2012** or **Spring 2012** and under Subject select "**NURA**" – click submit

#### All Other Courses

4. Select Continuing Education
5. Log in on WebAdvisor
6. Search for Classes
7. Register for Classes
8. Pay for Classes
  - a. You will not be officially registered until you submit your payment.
  - b. You will receive a confirmation screen. Print this for your records.
  - c. You will receive an e-mail confirmation of your registration.

9. Click the box in front of the class to select the course – click submit.

10. Choose the **action** you want to perform from the drop-down box – click submit.

## TUITION

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Payment of tuition and fees are requested at the time of registration. If a third party is paying, a billing authorization must:

- be sent with the registration form
- include the individual student's
  - a) full name
  - b) Social Security number
- be on company letterhead
- state the amount of money agreed to pay for tuition, fees and book (if applicable)

## BOOKS

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Students must have their books at the first class session. The textbooks required for this course are available at the SCC Lincoln Bookstore, 8800 O St., Lincoln, NE, 800-642-4075, ext. 2560; 402-437-2560 or [www.sccbookstore.com](http://www.sccbookstore.com) or SCC Beatrice Bookstore, 4771 W. Scott Road, Beatrice, NE, 800-233-5027, ext. 1267, or 402-228-8267 open Monday-Friday from 8:30 a.m.-4:30 p.m.

## QUESTIONS ABOUT REGISTRATION, AVAILABILITY OR DROPPING

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SCC Continuing Education Center • 402-437-2700 • 800-828-0072

## SCC REFUND POLICY

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Federal regulations require that an institution's refund/repayment policy be available to all students. The following information is provided in compliance with federal regulation 34CFR 682.606 (a) (2).

SCC reserves the right to cancel classes that do not have sufficient enrollment. 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.

### • CREDIT CLASSES (Nursing Assistant Classes)

The student is entitled to a 100 percent refund for any credit class officially dropped prior to 12.499 percent of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. "NO" refund is allowed after 12.500 percent of time has elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. Specific drop dates for refunds are included in the printed credit class schedule each term.

To obtain a refund or adjustment on your account for a CREDIT class, you must

- a) drop the class using WebAdvisor or
- b) submit an "**Official Drop/Add Form for Credit Classes**" to the Registration and Records Office located in the Student Services Office or at the Continuing Education Center prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines.

*Official Drop/Add Form for Credit Classes* are available at the Lincoln Campus, Room E-1, and the Continuing Education Center.

### • NON-CREDIT CLASSES (All Other Classes)

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

# REGISTRATION FORM - CONTINUING EDUCATION



Complete this form and send with payment to: SCC, Continuing Education Center, 301 S. 68th St. Place, Lincoln NE 68510-2449 or FAX completed form to 402-437-2703, include credit card information or Letter of Authorization (required 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.

**2012 Quarter**

\_\_\_ summer \_\_\_ winter  
\_\_\_ fall \_\_\_ spring

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

| Course Title & Number  | Choice     | Section # | Start Date | Time | Location | Cost  |
|--|------------|-----------|------------|------|----------|-------|
| <b>Nursing Assistant Testing Review Lab (LLTH-3000)</b>      | 1st Choice |           |            |      |          | \$-30 |
|  | 2nd Choice |           |            |      |          |       |
| <b>Nursing Assistant (LLHX-1002)</b>                         | 1st Choice |           |            |      |          | \$ 15 |
|  | 2nd Choice |           |            |      |          |       |
| <b>Competency Clinical Test (LLHX-1003)</b>                  | 1st Choice |           |            |      |          | \$-30 |
|  | 2nd Choice |           |            |      |          |       |
| <b>Abuse &amp; Neglect for Nursing Assistant (LLHX-1001)</b> | 1st Choice |           |            |      |          | \$ 15 |
|  | 2nd Choice |           |            |      |          |       |

- 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  Cash  Mastercard  AMEX  Discover  VISA (V Code \_\_\_\_\_)

Exp. Date \_\_\_\_\_ Credit card # \_\_\_\_\_

Name as it appears on 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.

402-325-9412, FAX 402-325-9420, v.jedrej@scclia.edu.

Submission of this form indicates that I understand: 1) that my registration is complete and I will be responsible for any fees due; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the Registrar's Office; 3) that I understand the refund policy of the College; 4) that I understand that I am responsible for any fees due; 5) that I understand that I am responsible for any fees due; 6) that I understand that I am responsible for any fees due; 7) that I understand that I am responsible for any fees due; 8) that I understand that I am responsible for any fees due; 9) that I understand that I am responsible for any fees due; 10) that I understand that I am responsible for any fees due.

SCC Staff Tuition Waiver ( \_\_\_\_\_ )

**TOTAL DUE** \_\_\_\_\_

FOR OFFICE USE ONLY:

ID \_\_\_\_\_ DE \_\_\_\_\_