



RN / LPN REFRESHER COURSE

Feb. 28 – June 7, 2012

**Meets every Tuesday and every first & third Thursday of each month
5-9 p.m.**

SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE • Room TBA

This refresher course is for nurses who have let their licenses lapse or go inactive and wish to reactivate their license.

The course will be a general review of medical/surgical nursing. There will be lab time to brush up on nursing skills. A portion of this class will be delivered online. You will need to have access to Internet service to take this course. You will need skills at navigating the Internet and using email. SCC has computers with Internet access available for students at its 8800 O St. site.

Prior to registering for the course and clinicals, you must complete a questionnaire and meet with the director to discuss clinical requirements. RNs and LPNs must register for both course and clinical portions. Contact Jeanette Walsh at 402-437-2706; 800-828-0072, 2706; or jwalsh@southeast.edu for more information about the questionnaire and clinical requirements.

RN Refresher Course
Cost: \$800 (includes \$5 liability fee)
120 hours of classroom/lab

LPN Refresher Course
Cost: \$725 (includes \$5 liability fee)
110 hours of classroom/lab

Clinicals
Cost: \$300 (includes \$45 Criminal Background Check fee and \$5 insurance fee)
90 hours of clinical

Required books are available in the SCC Bookstore • 402-437-2560 or www.sccbookstore.com

SCC requires criminal background checks on students taking courses that include experience in patient care settings. At the beginning of class you will be required to complete an "Authorization and Disclosure Form" and "Abuse Registry Form." A fee of \$45 for the criminal background check has been included in the cost of the course. If your criminal background check indicates that you have a criminal history, you may be prohibited from participating in the course.

www.southeast.edu/continuing

REGISTRATION FORM - NON-CREDIT COURSE



Complete this form with payment information and send via FAX or mail to: **SCC Continuing Education Division**
4771 W. Scott Road, Beatrice, NE 68310
FAX: 402-228-2218

PLEASE PRINT
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.

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

RN/LPN Refresher • Feb. 28-June 7, 2012 **Please Check:** **RN Refresher & Clinical • \$1,100** **LPN Refresher & Clinical • \$1,025**
CEC, 301 S. 68th St. Place, Lincoln, NE • 5-9 p.m. **NURS-3044-CEWA & NURS-3045-OCWA** **LPNS-3014-CEWA & NURS-3045-OCWA**

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# _____



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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