

Southeast Community College

Key Academic Resources, Information, and Contacts.

Southeast Community College has a number of services to help a student succeed. If you have a problem or just a simple question, it is helpful to be aware of what services and resources are available. Main campus telephone numbers are:

Beatrice Campus: 1-800-233-5027 or 402-228-3468

Lincoln Campus: 1-800-642-4075 or 402-471-3333

Milford Campus: 1-800-933-7223 or 402-761-213

Career Advising/Planning Services

Career services are available to students, alumni, and the general public. The planning process includes assistance in matching students to potential career or academic paths that merge values, interests, and abilities. To find out more information or to make an appointment In Beatrice, call 402-228-8242 or 402-228-8208. In Lincoln, call 402-437-2620. In Milford, call 402-761-8202.

Reasonable Accommodations for Students with Disability

Southeast Community College provides services for students with disabilities. Students who are requesting an accommodation based on a documented disability are advised to make the request known as soon as possible to ensure timely service. Certain accommodations may be available to students depending on the nature of their disability. To find out more information or to make an appointment to see a career advisor, please give them a call. In Beatrice, call 402-228-8242 or 402-228-8208. In Lincoln, call 402-437-2620. In Milford, call 402-761-8202.

Learning Resource Center (LRC)-Library and Media Services

Each campus at Southeast Community College provides access to a variety of materials through Learning Resource Centers. These LRCs provide access to books, magazines, journals and on-line journals for use in studying and research. Students are encouraged to visit the campus LRC and learn more about the collections and services offered. In Beatrice, the learning Resource Center is in the Kennedy Center and can be reached at 402-228-8224. In Lincoln, the LRC is located in section "L" and can be reached at 402-437-2585. In Milford, the LRC is located in the Eicher Technical Center and can be reached at 402-761-8245.

FREE TUTORING

Tutoring is offered at each campus at no charge to students. Help is available from professional staff, qualified students or graduates. On the Lincoln campus, tutoring is provided at the Multi Academic Center (MAC) in the LRC. The MAC is located on the lower level of the Learning Resource Center (L5) and at Energy Square room 109D. The MAC Coordinator can be contacted at 402-437-2628 for questions. In Beatrice, students should call the retention specialist at 402-228-3468 ext. 1351. In Milford, students should contact the Career Advisor at 402-761-8202.

Academic Advising

A student must be accepted to a program of study before they are assigned an academic advisor. Most academic advising is provided by campus faculty, program chairs, or deans. Advisors discuss requirements of the program and offer guidance to students in planning a schedule which fits individual needs. If you are in a program and don't know for sure who your advisor is, please contact the program's office and they will assist you in finding out this information. It is important for you and your advisor to know each other. Your advisor is the "go to" person if you have a question or problem. To contact your program, call the campus operator on each campus and ask to be connected to the program office. *See top of page.*

Web Advisor

Southeast Community College's web-advisor allows a student access to grades, to determine financial aid status, view and print class schedules, view and request transcripts, register for classes, drop and add classes, review student accounts and pay online, view mid-term grades (If below a C average), and update personal info (address, phone number, email). A student must login with a userID and password to gain access.

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.

Password: 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.

Financial Aid

Southeast Community College participates in federal and state aid programs, as well as institutional financial aid to help qualified students defray educational expenses. For more information about the financial aid programs that SCC participates in, please refer to the SCC catalog. For questions about aid or deadlines, contact financial aid at 402-437-2610.

Part Time Jobs

Each campus has opportunities for part time work for students. Some positions are financial aid related and some are not. Besides the Work Study program (below) which is handled through each campus Placement Office, each campus assists current students with finding part time work and assists graduates to find career related positions. In Beatrice, the Placement office is reached at 402-228-8216 or 402-228-8252. In Lincoln, the Placement Office is reached at 402-437-2622 or 402-437-2621. In Milford, the Placement Office is reached at 402-761-8242 or 402-761-8233.

Work-Study

Southeast Community College participates in the Federal Work-Study Program. Funds are awarded to students on the basis of financial need eligibility. For more information on this program, contact a campus Placement Office. *See above.*

TRIO Student Support Services

TRIO/ Student Support Services is a federally funded program for a selected 160 students. Staff is dedicated to students' academic success and available resources include financial, academic and personal advising, as well as access to an educational resource lending library. Students must meet federal guidelines to be admitted to this grant funded service. For questions, please contact the Directors office in Lincoln at 402-437-2766. This office provides coordination for the program area wide and directly serves the Lincoln Campus. In Beatrice, call 402-228-8228. In Milford, call 402-761-8235.

Student Activities, Clubs, & Organizations

Each campus offers students many different activities, clubs, and organizations that provide opportunities to build leadership skills and friendships. For a list of clubs and organizations that are offered, please refer to pages regarding Student SCC catalog. For questions, contact the student activities coordinator on each campus. In Beatrice, call 402-228-3468 Ext. 1353. In Lincoln, call 402-437-2630. In Milford, call 402-761-8227.

Student Center

Southeast Community College provides campus student centers where students can meet to relax, socialize with other students, or participate in scheduled activities. The student centers provides a lounge area, snack area, TV, vending machines, and wireless internet access.

Wellness/Fitness Center

Each campus has a wellness/fitness center that offers students classes, information, and free use of exercise equipment that is designed to help students achieve a healthy lifestyle. The center is located in the back of the gym. For questions, contact a student activities coordinator. For Beatrice, call 402-228-3468 Ext. 1353. In Lincoln, call student activities at 402-437-2634 or the Wellness office at 402-437-2630. In Milford, call 402-761-8227.

Student Success Classes

The following classes will provide a student the opportunity to adopt techniques and strategies to enhance academic, personal, and career success. A description of each class can be found in the Southeast Community College catalog.

ACFS 0840 COLLEGIATE STUDY SKILLS	ENGL 0250 SPELLING IMPROVEMENT
ACFS 0860 STUDENT SUCCESS	ENGL 0350 VOCABULARY FOUNDATIONS
ACFS 1010 ACAD & CAREER DEVELOPMENT	ENGL 0810 GRAMMAR REVIEW
ACFS 1020 ACAD & CAREER SKILLS FOR SUCCESS	ENGL 0830 READING SKILLS TUNE-UP
ACFS 2020 CAREER DEVELOPMENT	ENGL 0840 LANGUAGE SKILLS TUNE-UP
	ENGL 0850 READING STRATEGIES I

Student Tips for Success

Go to class- Good class attendance, sitting near the front and taking notes correlates with good grades.

Be on time to class- Walking in late is distracting, and you miss learning opportunities.

Ask for help- Your instructors and student services staff will be glad to problem-solve with you and guide you towards helpful college services.

Plan ahead- College typically operates on a "first come, first serve" basis. Deadlines are important for class assignments, registration, and financial aid applications. Refer to your student handbook calendar for important information.

Do your work- If you keep up with your assigned work, it greatly increases your chances of success. Falling behind is the largest contributing factor to student failure.

Set measurable academic and personal goals- A major difference between students who do well and those who do not is that students who succeed have clearly defined goals.