

Chapter 3

ENROLLMENT



To have a successful college experience at SCC, admissions

representatives and career advisors are available to help you decide on a program of study. To further assist you, please schedule a visit to the campuses to see our exceptional instructional labs and classrooms and to visit with instructors for first-hand information about the programs.

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PRE-ADMISSION ADVISING AND TESTING

All applicants for admission are provided opportunities for pre-admission basic skills assessment/placement testing, advising and career planning. Applicants who desire pre-admission basic academic skills testing and/or career advising should contact the appropriate Admissions Office for arrangements. Southeast Community College promotes the philosophy that all applicants should possess certain levels of academic ability in order to succeed in their selected program of study.

Applicants required to complete COMPASS/ASSET basic skills testing will be notified by the appropriate campus. Students may be required to complete developmental course work before advancing to certain program courses. Specific information about developmental course work is available through campus Admissions and Career Advising staff.

ADMISSION REQUIREMENTS

All students who are accepted for admission to a program of study must demonstrate the "ability to benefit" from instruction by having graduated from an accredited or approved high school or college, or having completed the requirements for a GED certificate.

The student who has not graduated from high school or who does not have a GED certificate must take an independently administered assessment/placement test and must achieve specified test scores in order to demonstrate an "ability to benefit." This is required by federal regulation governing Title IV programs. The ASSET/COMPASS assessment/placement used by SCC is one of these tests approved by the U.S. Department of Education to determine a student's ability to benefit.

Transcript and/or testing requirements may be waived under certain circumstances. Contact the College Admissions Office for more information.

Any person 16 years of age or older who is not enrolled in a regular secondary school program is eligible to enroll in SCC classes provided they meet any stated class prerequisites. Eligible high school students in good standing may enroll in college credit classes with written permission from their high school principal or counselor. Students under 16 years of age will not be accepted for admission into programs of study. Students under 16 may enroll in credit classes with special permission from the College campus Dean of Student Services. Contact an SCC Student Services Office to obtain a permission form.

Students under 16 years of age may enroll in special non-credit classes which are offered by the Continuing Education division. These special classes usually are designed for youth and adults who register and attend classes together. Other special enrollment opportunities for students under 16 will be identified in the course description and/or advertisement.

High school students enrolling in distance learning classes must meet all of the College course prerequisites prior to the start of class. Contact the campus Registration and Records Office for additional information.

Some programs offered by the College may require completion of **prerequisite** courses, physical examinations and other special requirements such as CPR training or a certified copy of their driving record. Additional program requirements are determined by staff within the program.

Some programs of study will require a **criminal background check**.

All special requirements for admission are available in the campus Admissions Offices.

Developmental course work and high school equivalency programs are available at SCC to students who do not meet College admission requirements.

All requests for information regarding admission to any program and all completed application forms should be obtained from and submitted to the Admissions Office of the campus selected by the student. SCC has the right to deny admission or continued enrollment to persons who have misrepresented their credentials or background.

RE-ADMISSION STEPS

Former SCC students who were declared and enrolled in a program of study, and who have not been enrolled for one or more years, must reapply for admission to be eligible to register for program classes. Returning former students must complete an **APPLICATION FOR RE-ADMISSION** form and submit the completed application to the appropriate campus Admissions Office.

Readmission is subject to available space and current requirements established by the College and the program of study.

APPLICATION FOR ADMISSION

All new students seeking admission to a program of study at SCC must complete an Application for Admission. Students need to complete only one **APPLICATION FOR ADMISSION** form to attend classes at any SCC campus location. There is no Application for Admission fee. Forms are available in the Student Services Offices on each campus and at  www.southeast.edu.

BASIC STEPS FOR ADMISSION INTO A PROGRAM OF STUDY

- I. COMPLETE AND SUBMIT AN APPLICATION FORM
- II. SUBMIT TRANSCRIPTS
- III. COMPLETE AN ASSESSMENT/PLACEMENT TEST*
- IV. SUBMIT ANY ADDITIONAL INFORMATION REQUIRED FOR YOUR CHOSEN PROGRAM OF STUDY.

*Testing/Assessment Center

Beatrice	402-228-8242 or 800-233-5027 x1242
Lincoln	402-437-2715 or 800-462-4075 x2715
Milford	402-761-8202 or 800-933-7223 x8202

STUDENT STATUS


Full time =	12 or more credit hours per term
Part time =	fewer than 12 credit hours per term
3/4 time =	9 through 11.5 credit hours per term
1/2 time =	6 through 8.5 credit hours per term
Less than 1/2 time =	Fewer than 6 credit hours per term

Contact the campus Registration and Records Office for questions about student status for terms other than quarter (summer sessions, short courses, or others.)

STEPS FOR ADMISSION INTO A PROGRAM OF STUDY

I. COMPLETE AND SUBMIT AN APPLICATION FORM

A. APPLICATION FORM

1. All students seeking admission to a program of study at SCC must complete an Application for Admission form indicating the campus to which they are applying.
2. Application for Admission forms are available in the Student Services Offices on each campus and at  www.southeast.edu.

B. STUDENTS APPLYING FOR ADMISSION TO MORE THAN ONE PROGRAM OF STUDY

1. LIKE PROGRAMS OFFERED ON MORE THAN ONE CAMPUS
 - a. For like programs offered on more than one campus (i.e. Welding, LPN, Academic Transfer), a student can only be admitted to the program at one location for a given year and term.
 - b. Current students desiring to transfer from their current program of study on one campus to the same program on a different campus must contact the program chair at the second location to determine if an opening is available. If an opening is available, the program chair will grant permission for the student to transfer and register. If an opening is not available, the student must complete the steps for admission to a program of study in order to reserve a place for a future term in the program at the second location.

2. DIFFERENT PROGRAMS IN SAME YEAR AND TERM

Unless there is a conflict in scheduling, a student can be admitted into two different programs on the same or different campuses for the same year and term. (Contact the campus Admissions Office for additional information.)

3. DIFFERENT PROGRAMS IN DIFFERENT YEARS AND/OR TERMS

A student can be admitted into two or more different programs in different years and terms. (Contact the campus Admissions Office for additional information.)

C. EFFECTS ON FINANCIAL AID IF APPLYING FOR ADMISSION TO MORE THAN ONE PROGRAM OF STUDY

Students planning/expecting to receive financial aid are subject to federal restrictions that may limit their options.

To receive financial aid, federal regulations require that a student:

- Be enrolled in a program of study leading to the completion of a diploma or Associate degree at SCC
- Has received aid for no more than one program of study at a time
- Can receive financial aid only for a limited period of time
- Make satisfactory academic progress toward completing a program of study
- Intends to complete his/her program of study
- Register only for courses required for the completion of their declared program of study at SCC. (Contact the campus Financial Aid Office for additional information.)

II. SUBMIT TRANSCRIPTS

A. HIGH SCHOOL OR GED TRANSCRIPTS

1. Request that a copy of your high school, GED or College transcript be sent directly to the SCC Admissions Office at the appropriate campus.
2. High school transcripts provide evidence of high school graduation and credit by participation in Tech Prep. High school transcripts and College transcripts identify specific

courses taken in high school and college that may affect the courses that students register for in their SCC college program of study.

3. Prior to entering a program of study, students who have NOT completed a high school diploma or a GED program must demonstrate the ability to benefit from college classes by achieving a minimum score on the SCC assessment/placement exam, which is required by federal regulation governing Title IV programs.

The ASSET/COMPASS assessment/placement used by SCC is approved by the U.S. Department of Education to determine a student's ability to benefit. (Contact the campus Testing and Assessment Office for additional information.)

4. Students must have a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.
5. A GED program is available at SCC for students who have not graduated from high school and who do not have a GED certificate. (Contact the Continuing Education Division for additional information.)
6. Home-schooled students must submit a typed transcript of all courses completed, signed by the school administrator **and** a copy of the letter from the Nebraska State Department of Education that confirms your school has filed the appropriate paperwork to be recognized with 'exempt status.'

B. POSTSECONDARY TRANSFER CREDIT

Copies of official transcripts from all postsecondary institutions must be sent directly from the institution to the College Admissions Office at the appropriate campus.

III. COMPLETE AN ASSESSMENT/ PLACEMENT TEST

Applicants for admission will complete placement testing to assess readiness in basic reading, written expression and mathematics to determine whether their skill level is consistent with program requirements. Applicants can request help from the career advising staff to determine the entrance requirements for specific programs.

Students may be required to complete developmental course work before advancing to certain program courses. Specific information about developmental course work is available through campus Admissions and Career Advising staff.

A. INITIAL ASSESSMENT/PLACEMENT TESTING REQUIRED

All students entering SCC programs MUST demonstrate readiness through at least one of the following basic skill assessment/ placement tests:

1. **Achieve appropriate ACT scores** in each of the areas of language, reading and math as required by a specific program. These scores may be sent directly by ACT to SCC, be reported on the high school transcript, be brought in by the student); OR
2. **Provide evidence of three (3) hours or more** of transfer credit from an accredited postsecondary institution with a grade of "C" or better in each of the areas of English, math and a course which indicates reading ability, e.g., social studies, psychology; OR
3. **Achieve COMPASS/ASSET placement scores** as required by the specific program of study for which the individual is applying. The first COMPASS/ASSET basic skills assessment/placement is available at each campus free of charge. Retests are available for \$15 per test.

Individuals who present a high school or college transcript indicating they have taken a class that fully meets a program

INTERNATIONAL STUDENTS

The following requirements apply for students applying to SCC requesting an I-20 (F-1 Visa).

1. Completed Application for Admission.
2. Certified copies of academic records, plus English translations where necessary.
3. International version of TOEFL (Test of English as a Foreign Language) with a total score of 500 or higher if paper based, 173 if computer-based, or 61 for Internet version. Scores must be sent directly to the College by using institutional code 6795. The TOEFL requirement may be waived by the Dean of Students when the international student comes from a predominantly English-speaking country.
4. Signed Financial Resource Statement showing resources sufficient to cover course of study and transportation expenses to and from the home country. A minimum of \$10,000 for one year is required.

Contact the Admissions Office at the campus where you are applying for admission for specific information assistance and required forms.

F-1 Visa students authorized to attend another college can register for concurrent classes at SCC. Tuition is non-resident rate. Enrollment status is with the school the student is authorized to attend. Check with your authorized school to remain in status.

UNDECLARED STUDENTS

Students may take courses at the College in an undeclared status. There are two categories of undeclared students:

1. Those waiting acceptance into a program of study, and
2. Those not planning to pursue a program of study but who are taking credit classes for transfer, job advancement, or other purposes.

Undeclared students may register for classes during general registration. College staff are available for assistance.

Undeclared students may not register for more than 20 credits in a term unless permission is granted by the Dean of Student Services.

REGISTRATION PROCEDURES

It is recommended that prior to registration, students consult with advisors or instructors. Registration dates are published and available in the Student Services Office prior to each registration period. Additional information also will be made available by faculty and program advisors.

General registration information is distributed each term by the Registration and Records Office on each campus. It is each student's responsibility to become familiar with registration schedules, deadlines, completion of registration forms, and any required signatures. Students who are declared in a program of study are allowed to register before general registration.

THE COLLEGE REQUIRES A STUDENT'S SOCIAL SECURITY NUMBER AS A CONDITION FOR ENROLLMENT for all students registering for classes at SCC (See Family Educational Rights and Privacy Act - FERPA) with the exception of individuals who are documented to be "lawfully admitted aliens." For those registering students who are documented as "lawfully admitted aliens," independent of their eligibility to obtain a Social Security number, an alternate number will be assigned to distinguish their student records from others.

Registration forms are processed by the Registration and Records Office. The office is responsible for collecting and maintaining all student records and grades, is in charge of registrations, and receives all drop/add forms.

After registering, payment of tuition and fees must be made to the campus Business Office within the established payment deadline. Failure to meet established payment deadlines will result in debt collection activity. The student is responsible for all unpaid balances. All balances must be paid before a student can register for courses on any SCC campus.

Students may enroll in the eCashier monthly payment plan. (See Payment Policy - Financial Planning)

COURSE REPEAT PROCEDURE

Students may not take an academic/vocational course more than two times, whether to improve a passing grade or to repeat a course in which the grade was "W," "I," "U," "AU," without prior approval. Prior to a student registering for a course for the third time, a plan of action (repeat course form) must be completed and approved by the student's advisor and Program Chair of the course.

Declared students must meet with a program advisor. Undeclared students must meet with a Career Advisor. If a student retakes an academic/vocational course, the highest grade earned will be used in the computation of the cumulative grade-point average and for satisfying degree requirements. Any request to take a course more than three times must be documented and presented to the Program Chair and Division Dean for their approval. Appeals to this policy must follow the established grievance policy and procedures. The Vice President for Instruction's decision shall be final on this matter. (Other Federal/Program Guidelines may supersede this policy.)

Note: Financial aid recipients can receive aid for a class twice. The third time the student must pay for the course on their own.

PREREQUISITES

A student may be prohibited from registering for some programs/courses which have specific program prerequisites if the student fails to meet those program/course prerequisites.

Arranged and Independent Study Classes - Students who register for any arranged classes or independent study classes must report to the instructor for each class on the first day of class, at the beginning of the term. Students who register for any arranged or independent study classes after the term begins (adding classes with drop/add form) must report within five (5) days, not including Saturdays, Sundays and holidays.

STUDENT CRIMINAL BACKGROUND CHECKS

If a Criminal Background Check or a student's self-disclosure indicates that the student has a criminal history, he or she may be prohibited from participating in designated programs of study.

For purposes of this procedure, a student has a criminal history if he or she:

- (a) has been convicted of a criminal offense;
- (b) has pled guilty to a criminal offense;
- (c) has entered a plea of no contest to a criminal offense;
- (d) has entered into a program of pre-trial diversion; or
- (e) has criminal charges pending.

The existence of a criminal history will not automatically disqualify a student from participating in a designated program of study. A criminal history which involves one or more felony offenses will generally be disqualifying.

A criminal history which involves only misdemeanor offenses will generally be disqualifying only if the offense(s) involve a crime of violence; sexual assault; the abuse of a child, elderly person with a disability, or person under the care of the student in any type of medical or mental health setting; the unlawful use, possession or sale of narcotics or controlled substances; or if the offenses are so

numerous or of such a character to indicate that the student may pose a threat to the employees, clients, or property of the designated program or the College.

Subject to the foregoing, the following criteria will be considered in determining whether an affected student will be permitted to participate in a designated program:

1. The date, nature and number of arrests and convictions;
2. The relationship which the arrest or conviction bears to the duties and responsibilities of the affected student in a clinical setting;
3. Successful efforts toward rehabilitation;
4. Rules and regulations of the clinical program;
5. Whether the criminal history is likely to prevent the student from obtaining necessary licensing or other credentials needed to obtain employment in his or her chosen field; and
6. Other criteria which are determined by College administrators to be relevant.

A CBC WILL BE CONDUCTED FOR ALL STUDENTS DECLARED IN OR TAKING CLASSES IN THE FOLLOWING PROGRAMS:

- **All Health-Related classes and programs including:** Basic Nursing Assistant, Dental Assisting, Emergency Medical Services/Paramedic, Health Information Management, Medical Assisting, Medical Laboratory Technology, Nursing (PN and ADN), Pharmacy Technician, Physical Therapist Assistant, Radiology Technology, Respiratory Care, Surgical Technology

and

- **Criminal Justice**
- **Early Childhood Education**
- **Human Services**

Any student not continuously enrolled in the College will be required to have an additional CBC conducted. The CBC will be completed only once, if no more than one year elapses in enrollment. After the initial CBC, students will complete a self-disclosure statement annually.

LICENSURE REQUIREMENTS

Licensure is a requirement for employment after graduation from several College programs. Specific licensure requirements may be obtained from the agency or authority responsible for issuing licensure. The College does not grant licensure or ensure an individual's eligibility to obtain licensure after graduation. It is each student's responsibility to know and understand these requirements.

DROP/ADD/WITHDRAWAL

STUDENT-INITIATED DROP OR WITHDRAWAL

Students may initiate a drop or withdrawal from a class/es, prior to the deadline for dropping classes (see "Deadline for Dropping Class/es" below).

To drop or withdraw from classes, a student must

- a.) submit an **"Official Drop/Add Form For Credit Classes"** to the Registration and Records Office located in the Student Services Office **OR**
- b.) drop the class online using **WebAdvisor**.

Failure to attend classes does not constitute a drop or withdrawal. Students must submit an official drop form prior to the refund deadline to be eligible for a tuition refund. Failure to attend classes does not absolve the student from making complete payment for all tuition and fees associated with the student's registration.

IMPORTANT DEADLINE DATES

The date on which 12.499% of time has elapsed since the first day of the class will be

1. The last date a student is allowed to register for a class for that term.
2. The last date a student can drop a class to get a refund of tuition for that term. Specific dates for individual classes are included in the printed credit class schedule each term.
3. The date that all instructors are required to report students who have never attended class ("No Show" Students)

"No Show" students will be removed from the class rosters.

SPECIFIC DEADLINE DATES FOR EACH TERM WILL BE POSTED IN STUDENT SERVICES AT EACH CAMPUS LOCATION.

"NO SHOW" STUDENTS

1. Under federal rules, the College cannot pay financial aid to students who never attend class. Financial aid will not be distributed to students who have been reported as never having attended class ("No Show" students).
2. "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 with an **"Official Drop/Add Form For Credit Classes"** within the designated refund period. (See "Student-Initiated Drop or Withdrawal")
3. All students with a "hold" on their account (including "No Show" Students) will not be allowed to register for classes for the next term until the account is paid in full.

LAST DATE A STUDENT IS ALLOWED TO START A CLASS

If a student is registered for a class, the instructor must allow the student to start class prior to 12.499% of the time elapsed.

After 12.50% of the time has elapsed since the first day of class, the instructor may allow a student to start a class "ONLY" with special permission from the Program Chair and Division Dean.

All 12.499% and 12.500% time elapsed calculations are based on calendar days, including Saturdays, Sundays, holidays and weekdays, from the first day of the class.

Specific dates will be posted at the Student Services Office on each campus.

ADDING COURSES AFTER INITIAL REGISTRATION

To add a course(s) PRIOR to 12.499% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays, a student must:

1. Complete an "Official Drop/Add Form For Credit Classes"
2. Have the course instructor or program designee sign the form to approve the student adding the course
3. Submit the form to the Campus Registration and Records Office no later than 12.499% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays.

Courses that vary in length from the regular term dates identified in the schedule will follow the same procedures as listed above. Courses that vary in length can be added within the first 12.499% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays.

To add a course or courses AFTER the first 12.499% of time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays, a student must:

1. Complete an "Official Drop/Add Form For Credit Classes"
2. Have BOTH the Program Chair and Division Dean for the course sign the form
3. Submit the form to the Campus Registration and Records Office.

Some courses are taught on an individualized basis and offer continuous enrollment if space is available. If those courses are added after 12.499% of the time elapsed since the first day of the start of class, the signature of both the Program Chair and Division Dean are required prior to being submitted to the Campus Registration and Records Office.

REFUNDS

CALENDAR DAYS/AUTOMATIC COMPUTER CALCULATIONS

Calendar Days: All days are included in the computation of calendar days, including Saturdays, Sundays, holidays and weekdays.

Automatic Computer Calculations: Percent of time elapsed is automatically calculated by the College computer and based on calendar days from the first day of class.

A student is entitled to a REFUND computed on the following formula and tables:

Formula:

$$\frac{(\text{Drop Date}) - (\text{Course Start Date})}{(\text{Course End Date}) - (\text{Course Start Date})} = \% \text{ Elapsed}$$

Credit class Table:	<u>% elapsed</u>	<u>% of refund</u>
	0.000 - 12.499	..100
	12.5 and over	..0

Non-Credit class Table:	<u>% elapsed</u>	<u>% of refund</u>
	day before	..100
	start day or after	..0

All days are included in the computation, including Saturdays, Sundays, holidays and weekdays.

LAST DATE TO DROP A CREDIT CLASS AND RECEIVE A REFUND

The student is entitled to a 100% refund for any credit class officially dropped prior to 12.499% 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% of time has elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays. A student's transcript will not show any registration data if the student drops or withdraws prior to 12.499% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays.

Refunds are not automatic. To obtain a refund or adjustment on your account, you must

- a.) drop the class online using **WebAdvisor** or
- b.) submit an **"Official Drop/Add Form For Credit Classes"** prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines.

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.

ELECTRONIC REFUNDS

Electronic payment of refunds is the FASTEST, safest, and most convenient method for students to receive refunds.

Students can sign up on WebAdvisor for an electronic payment option. The College recommends that students sign up to have refunds transferred electronically to their existing bank account. If a student does not currently have a bank account, the College has made arrangements with Union Bank and Trust Company of Lincoln for the student to open a Simply Free Checking account or a Union Savings account. The student may start the process of opening a Union bank account via WebAdvisor or they may stop at any Union Bank branch office to open an account.

If a student does not sign up for electronic payment of refunds, a check will be processed at the same time that funds are electronically transferred to other students. Depending upon the day of the week, holidays, and the speed of the Post Office, paper checks may take up to 10 days or more to reach the student. Checks will be processed off site and will not be available for pickup by students. Paper checks will be mailed to the student's current address.

If you are having your check deposited electronically, please check your bank account online, if your bank provides online access, to verify when your refund was deposited.

If you are receiving your refund by paper check, please wait a week after paper checks are mailed before inquiring about your refund.

(Please refer to the Financial Planning section for further information on tuition and refunds.)

To determine a student's eligibility for a refund, all 12.499% and 12.500% time elapsed calculations are automatically calculated by the College computer and based on calendar days from the first day of the start of class, including Saturdays, Sundays, holidays and weekdays.

LAST DATE TO DROP A NON-CREDIT CLASS AND RECEIVE A REFUND

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.

DEADLINE FOR DROPPING CLASS(ES) AND RECEIVING A GRADE OF "W"

The deadline for dropping a class and receiving a grade of "W" is 75% of the elapsed time of the term. Student-initiated drop or withdrawals which occur between the 12.499% of the time elapsed since the first day of the class and prior to the 75% drop deadline will receive a grade of "W." Students may request an administrative-approved withdrawal (awarding of a grade of "W") after the 75% deadline for dropping classes, only if extenuating circumstances exist. Personal problems such as illness, job change or a move out of town may be considered by individual instructors and approved by the Division Dean. Withdrawals will not be processed for non-attendance. Non-attendance after the deadline for dropping usually results in the student receiving an unsatisfactory grade. "U."

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