

Chapter 7

STUDENT SERVICES



ACADEMIC SUPPORT.....176

Career Advising Services

- Academic Advising
- Disability Services
- Placement & Assessment Center
- Non-Traditional Students
- Personal Counseling
- Student Retention and Success
- Testing and Assessment
- Makeup Testing (LINCOLN)
- Test Proctoring
- Tutoring Services

Placement Services

- Alumni
- Employment

TRIO Student Support Services

TRIO Upward Bound

CAMPUS/STUDENT LIFE177

Announcements & Cancellations

Athletics

- Intercollegiate Athletics
- Intramural Athletics

Bookstore

Bus Service

Cafeteria/Food Service

Calendar

Child Care

Clubs & Organizations

- Student Organizations
- Student Organization Guidelines

College Colors

Commons Areas

- Student Centers
- Wellness/Fitness Center

Employment

Facilities Use

Fax

Fees

First Aid

Food and Drinks

Government & Leadership

- Student Ambassadors
- Student Senate
- Residence Hall Assistants
- Student Representative on the Board of Governors

Housing

I.D. cards

Law Enforcement Contact

Learning Resource Centers - Library and Media Services

Mail

Messages

Newspapers

Notary

Performing Arts (BEATRICE)

Photocopy

Radio Station KQIQ-FM

Solicitation on Campus

Telephones

Tools

Web Tools

ACADEMIC SUPPORT

CAREER ADVISING SERVICES

Career advising services are available to students, alumni and the general public. The planning process includes assistance in matching students to potential careers that merge values, interests and abilities and help in researching academic and career paths.

The Career Advising Center at each campus can provide the following services:

ACADEMIC ADVISING

Most academic advising is provided by campus faculty, program chairs or deans. Advisors discuss requirements of the programs and offer guidance to students in planning a schedule which fits individual needs. Each campus Career Advising Center offers academic advising to undeclared students or students who are contemplating changing majors.

DISABILITY SERVICES

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. Failure to do so may result in a delay in determining whether a student has a documented disability and whether accommodations may be granted and put in place. This may delay entrance into some classes that require extensive accommodations. Information regarding accommodations for students with disabilities is available from:

BEATRICE


Career Advising Center, Jackson Hall

LINCOLN

Career Advising Center, Learning Resource Center

MILFORD

Placement & Assessment Center

 SCC also has a TDD (Telecommunication Device for the Deaf). The phone number is 402-437-2702. Contact the Student Services Office for more information.

NON-TRADITIONAL STUDENTS

Career Advising Services assist older students, single parents or students entering gender nontraditional programs to be successful.

PERSONAL COUNSELING

Personal counseling or therapy is not available through the Career Advising Centers in Beatrice, Lincoln, or Milford. Students are welcome to visit with SCC advisors about personal concerns to ascertain whether a referral to outside professional mental health services is advisable. Staff will assist students to locate professional resources appropriate to their needs.

STUDENT RETENTION AND SUCCESS

The Student Retention Specialist on each campus assists students who are experiencing academic difficulty by assisting them develop plans for success. The Retention Specialist also has many resources on a variety of topics related to student success, including improving study skills, improving testing skills, and improving time management skills.

TESTING AND ASSESSMENT

Students who wish to take certain college level English and mathematics classes must offer evidence that they are academically ready to be successful in these courses. SCC administers the Asset/Compass tests on site at each campus to evaluate initial academic readiness. The test administration is provided at no charge but retesting costs \$15. Contact the Career Advising Center on each campus for details. (See "Steps for Admission into a Program of Study" section III.)

Makeup Testing (LINCOLN) - The Testing Center provides makeup testing services for students who cannot attend their regularly scheduled testing date due to circumstances beyond their control. It also provides distance learning class testing. The instructor will complete and attach a "Makeup Test" cover slip to each test submitted. The following procedures are implemented to ensure proper authorization for testing and identification of each examinee:

1. All tests must have a makeup test form properly completed and attached.
2. Students referred for testing must know the title or name of the test, know the instructor's name, and present a picture ID or positive identification by SCC personnel.
3. It is very important that the test be available in the testing center once permission has been given for the student to test.
4. Instructors are responsible for picking up the completed tests.

Note: Reviewing previous tests in preparation for current tests is not appropriate in the testing center.

Test Proctoring - There will be a \$15 test-proctoring fee per test for students taking a test from another school. Contact the campus Testing Center for information and scheduling.

TUTORING SERVICES

Career Advising Services provides free tutorial services in many subject areas to students taking credit classes. Tutoring services depend on the availability of tutors. See the locations listed below to obtain information about tutoring availability, times, and locations.

BEATRICE

Student Retention/Multicultural Recruitment Office

LINCOLN


Multi-Academic Center located in the Learning Resource Center Room L1 and the Academic Transfer Office, Suite 100 at the downtown Energy Square (ESQ) location. Tutors are professional staff and qualified SCC students.

MILFORD

Math tutor is available for students on the second floor of the Eicher Technical Center, Monday through Thursday, 4-5 p.m. Some programs have peer tutors. Check with your program chairperson or instructor for tutor availability, times and locations.

PLACEMENT SERVICES


Placement services for alumni and current students include

- career advising
- posting of job listings on campus or online at  (<https://placement.southeast.edu>)
- job referrals
- resume assistance
- interviewing techniques
- on-campus interviews
- career fairs

ALUMNI

The Alumni Offices of SCC cultivate ongoing relationships with alumni. The College invites alumni to open houses, homecoming and other College events and publishes newsletters highlighting College events, programs and opportunities.

EMPLOYMENT

Current SCC students interested in off-campus employment opportunities should visit and register with the online Placement Web tool at  www.southeast.edu or contact the Placement Office on campus. Click on Placement Center then click on Online Employment Services.

SCC graduates are offered **lifetime** placement services to assist in their employment search.

TRIO STUDENT SUPPORT SERVICES

TRIO Student Support Services is a federally funded program that helps first-generation, low income, and students with disabilities with demonstrated academic need to overcome class, social and cultural barriers to higher education. The goal of the program is to increase retention, graduation and transfer rates from two-year to four-year institutions of eligible students. TRIO/SSS is available to 160 SCC students who have applied and have been accepted each year.

To qualify students must meet at least one of the following criteria:

- Be a first-generation student (neither parent is a four-year college graduate)
- Be within the Federal TRIO Program low-income guidelines
- Be a qualified individual with a documented disability
- Demonstrate academic need

As a TRIO/SSS student, you will be assigned an academic counselor to help you succeed in college.

- You and your counselor will jointly develop an Individual Success Plan.
- TRIO/SSS students have access to intensive academic advising, personal counseling, mentoring, laptop computers, the textbook lending programs, and assistance with transferring to four-year colleges.
- TRIO/SSS students benefit from personal assistance in applying for and managing financial aid, as well as TRIO/SSS grant aid to those that qualify.
- TRIO/SSS students have the opportunity to participate in guided career exploration and job shadowing.
- TRIO/SSS students have the opportunity to take part in special off-campus cultural activities, leadership and campus visits with other TRIO/SSS students.
- Special topics in SSS workshops:
 - Study skills
 - Stress management
 - Leadership

- Time management
- Recognizing and developing your strengths
- Money management
- Developing a resume

For more information visit the TRIO Student Support Services offices on your campus.

Beatrice – Hoover Hall

Lincoln – Media Center, H1

ESQ – By appointment only

Milford – Eicher Technical Center-100Q

TRIO UPWARD BOUND

TRIO Upward Bound is a grant-funded program awarded to SCC by the U.S. Department of Education. The goals of Upward Bound are to help academically at-risk students in grades 9 through 12 stay in school, graduate and prepare to enter and succeed in college. The program targets low-income, first-generation students.

First-generation students are those whose parents have not graduated from a four-year college.

The SCC Upward Bound program began Sept. 1, 2003 and is located on the Beatrice Campus. The College partners with three southeast Nebraska high schools to serve 50 eligible students. Participating high schools are Beatrice, Fairbury and Southern (Wymore-Blue Springs).

The SCC Upward Bound program provides intensive support to participants including ongoing advising, counseling, tutoring, supplemental education, skills development, career and college exploration and a six-week summer instructional program which includes an out of state trip for qualifying students. Upward Bound participants who graduate from high school have the opportunity to participate in the Bridge Academy – a college transition program that gives students the opportunity to live on campus, take an SCC class, and adjust to becoming a successful college student. For more information visit The Upward Bound staff - Hoover Hall.

CAMPUS/STUDENT LIFE

ANNOUNCEMENTS & CANCELLATIONS

IN BEATRICE

Posted Announcements - A bulletin board located in the Kennedy Center is available for students to advertise items for sale. The Administrative Office must approve all posted announcements and notices.

Cancellations - When classes are cancelled, every effort is made to contact the media by 7 a.m. or earlier. The following media will be notified if classes are cancelled:

Television:

Channel 10-11 KOLN-KGIN TV (Lincoln)

Channel 8 KLKN TV (Lincoln)

Radio:

KWBE 1450 AM, KGMT 1310 AM, KUTT 99.5 FM, KZKX (96-KX) 96.9 FM, KTGL (THE EAGLE) 92.9 FM, KNDY 1570 AM, 103.1 FM, or 105.5 Translater/Beatrice, KBRZ 102.7 FM (THE BREEZE), KFGE 98.1 FM, KFRX 106.3 FM

Web: See my.southeast.edu for inclement weather and closing information.

Hazardous driving conditions do not automatically mean classes will be cancelled. However, travel for students is not recommended or encouraged if there is a question of being able to reach the campus safely.

IN LINCOLN

Posted Announcements - Information concerning College matters is posted in each program area and on bulletin boards located throughout the building. A bulletin board is located in the student center for student use. All announcements for posting must be approved by the student activities coordinator and posted only on this bulletin board.

Cancellations - Only the Campus Director or a designated representative can authorize the cancellation of College programs and activities or announce the cancellation to the news media. It can be assumed that campus programs, classes and services will be held as scheduled if no announcement is made through the news media. The campus feels adequate provisions have been established to eliminate calling College personnel regarding cancellations.

Telephone: 402-437-2405 – a recorded message will update you on the status of classes.

When individual Continuing Education classes are cancelled, the decision will be made with the approval of the Continuing Education dean or the division dean. If an individual class is cancelled, the instructor will notify students. Makeup or rescheduling of individual classes or programs will require the approval of the Continuing Education dean or division dean. Hazardous driving conditions do not automatically mean that classes will be cancelled. Students should use good judgment in making travel decisions.

When weather or other conditions necessitate cancellation, the following procedure is followed:

Daytime programs and services - a decision will be made and announced to the news media by 5 a.m.

Evening programs and services - a decision will be made and announced to the news media by 4 p.m.

Announcements of cancellation of College programs and services will be made to the following area media:

Television:

Channel 10-11 KOLN-KGIN TV (Lincoln)

Channel 8 KLKN TV (Lincoln)

Radio:

KBBK 107.3 FM, KFGF 98.1 FM, KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KBRZ 102.7 FM (THE BREEZE), KKUL 105.3 FM, KLIN 1400 AM, KLMS 1480 AM, KRKR 95.1 FM, KTGL (THE EAGLE) 92.9 FM, KZKX 96.9 FM, KFAB 1110 AM

Web: See my.southeast.edu for inclement weather and closing information.

IN MILFORD

Posted Announcements - Information concerning College matters is posted daily in each program area and on first floor bulletin boards of the Eicher Technical Center. All announcements and notices posted must be approved by the Student Services Office and hung only on bulletin boards.

Public Address System - Announcements of extreme importance are broadcast over the College P.A. system at 7:55 a.m. Emergency announcements are made when necessary.

Cancellations - When classes are cancelled, every effort is made to contact the media by 6 a.m. or earlier. The following media are notified if classes are cancelled:

Television:

Channel 10-11 KOLN-KGIN TV (Lincoln)

Channel 8 KLKN TV (Lincoln)

Radio:

KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KZKX (96-KX) 96.9 FM, KFGF 98.1 FM, KTGL (THE EAGLE) 92.9 FM, KQKQ 98.5

Web: See my.southeast.edu for inclement weather and closing information.

Telephone: 402-761-8400 – a recorded message will update you on the status of classes.

Hazardous driving conditions do not automatically mean classes will be cancelled. However, travel for students is not recommended or encouraged if there is a question of being able to reach the campus safely. Students should use good judgment in making travel decisions. Students can call the campus to check for cancellation.

General-Purpose-Bulletin-Boards and the Posting/Distribution of Informational Material

Each campus may provide general-purpose-bulletin-boards which are clearly identified as such. College general-purpose-bulletin-boards are available for use by recognized student groups if scheduled and supervised in accordance with campus rules and regulations. Requests and approvals for use of College general-purpose-bulletin-boards are processed by the Campus Director's Office or designee. The College reserves the right to require any organization requesting use of College general-purpose-bulletin-boards to provide proof of adequate liability insurance which includes SCC as an additional named insured.

The specific use shall observe these rules:

1. No posting for commercial or business purposes.
2. Only one poster/announcement per activity.
3. No poster larger than 11 by 17 inches.
4. Posted material is to be removed on the day following the event. No material posted for more than 14 days. Bulletin boards are to be completely cleared at the end of the academic term.
5. Posters, notices, or announcements may not be posted anywhere except on designated general-purpose-bulletin-boards without prior permission of the Campus Director.

Costs incurred for removal of **items posted in violation** of this regulation shall be billed to the organization, business, or individual found responsible.

Informational material may be distributed in College buildings by student organizations recognized by the College, but only with the permission of the Campus Director. Such material may be distributed on College property outside of the buildings by individuals or organizations, regardless of whether they are recognized by the College, provided that the Campus Director shall establish guidelines relating to time, location, and manner of such distribution, and that the Campus Director has given permission for the distribution.

Materials may not be distributed so as to interfere with pedestrian or vehicular traffic, or the educational program of the College, or to create a problem of litter. Flyers may not be placed on windshields of vehicles on College property. Costs incurred in removal of any items distributed in violation of these regulations will be billed to the individuals or organizations found responsible.

ATHLETICS

INTERCOLLEGIATE ATHLETICS

SCC is a member of the Nebraska Community College Athletic Conference and the National Junior College Athletic Association. SCC-Beatrice competes at the intercollegiate level in men's and women's basketball, men's golf and baseball, and women's volleyball and softball. The campus mascot is the Storm.

To compete in intercollegiate athletics, students must maintain the required scholastic level and conduct themselves on and off campus in a manner which brings credit to themselves, to teammates and to the College.

SCC's athletic participation is governed by the eligibility rules of the NJCAA.

INTRAMURAL ATHLETICS

Each campus of SCC offers intramural sports/recreational activities for any full- or part-time student enrolled in credit division courses. Intramural sports are arranged by the Campus Activities Office and may include flag football, basketball, volleyball, softball, golf, tennis and racquetball. Each campus also has tennis courts and a gymnasium available for student use. For additional information about the intramurals on campus, contact the Student Activities Office on campus.

BOOKSTORE

The College operates and manages a campus bookstore on each campus. A full range of new and used textbooks, supplies, educational aids, gift items and personal items is available. The bookstore offers a buy back program for used textbooks, generally at the end of the term. Bookstore hours are compatible with most class schedules. The bookstore accepts cash, checks, MasterCard, VISA, and Discover credit cards. Books also are available online at www.sccbookstore.com.

BUS SERVICE

The Lincoln campus is served by the Lincoln Public Works Department. Bus service is provided at the main entrance (east) of the building. For bus schedules and information about pickup and delivery points and fees, contact the Lincoln Transportation System.

CAFETERIA/FOOD SERVICE

The College provides food service on each campus. Vending machines also are available.

BEATRICE

The campus operates a snack bar located in Kennedy Center. It is open to students, staff, and the general public, and serves breakfast, lunch, and snacks Monday through Friday.

Students eating in the snack bar are requested to be considerate of others. Reasonable cleanliness and appearance in dress are expected. Snack bar customers are to bus their own dishes and leave the table clean for the next person.

Vending machines and microwave also are available in the snack bar area. Catering service is available by special arrangements.

LINCOLN

The campus operates a cafeteria located in the main hallway near the front entrance and is open to SCC students, personnel and the general public. The cafeteria serves breakfast and lunch, and a snack menu throughout the afternoon and evening hours. Vending machines and a microwave also are available in the cafeteria area. Catering service is available by special arrangements.

All cafeteria customers are to bus their own dishes and leave the table clean for the next person.

Students are asked to use the Student Center to study or socialize during the busiest dining time— 9:45 a.m.–1 p.m.

MILFORD

Contract food service is provided at the campus cafeteria. Non-contract meals for visitors and guests also are available. The cafeteria is closed on Friday evenings and on weekends.

The cafeteria is located in the G. Alan Dunlap Center. All students living in Nebraska and Cornhusker residence halls must contract to eat meals in the cafeteria. Room and board contracts are signed for each term. Contracts are considered to be in effect until expired or terminated. A registered, full-time student whose course of study requires the majority of time to be spent off campus during meal time, may request a waiver of this cafeteria contract from the Dean of Student Services. Cafeteria contracts are available for students living off campus.

Students eating in the cafeteria are requested to be considerate of others. Cafeteria customers are to bus their own dishes and leave the table clean for the next person. Reasonable cleanliness and appearance in dress are expected, and it is requested that shoes be worn, shirts buttoned and dirty gym clothes covered with a jacket or shirt.

The cafeteria is operated by a private contractor, and is managed by their personnel. The manager has the right to refuse service to individuals who ignore or fail to comply with established standards of good health, conduct, appearance and dress.

A cafeteria committee comprised of students, the manager and the Dean of Student Services, meets regularly to discuss mutual problems. All comments and concerns about the cafeteria are handled through this committee. Special meetings are called when needed. The cafeteria contract is on a declining balance. When you purchase food, the amount will be subtracted from your account. You cannot carry over credit to the next term.

CALENDAR

The Student Activities Office prepares a calendar of activities and events scheduled on campus. The calendars are available to students free of charge from the Student Activities Office.

A College calendar with each campus beginning, ending, registration, and graduation dates is available on the College Web site, www.southeast.edu.

CHILD CARE

BEATRICE

The Beatrice campus provides information to those needing day care services. Contact Student Services for more information. A part-time preschool program is available in Adams Hall for eligible students. The program accepts children ages 3-5. Space is limited. Applications are available in the TRIO Office or the Parents of All Ages Office.

LINCOLN

The Child Development Center located on the Lincoln campus provides SCC-Lincoln students with priority status for developmental child care. A professional staff provides care and education for the center's children. Since children are enrolled on a first-come, first-served basis according to age groups, early contact is advised. Services are available for children aged six weeks to kindergarten. The Center offers full-time and part-time options.

The U.S. Department of Education CCAMPIS grant provides a limited number of scholarships for eligible students for the following child care services.

Summer Day-camps are available June-August for children ages 6-11.

Adventure Mini-Camps for K-5th grade children are available during the school year for specified days that the Lincoln Public Schools are not in session. Applications for both programs are available in the Child Development Center, Room C-1.

Additional information may be obtained by contacting the Child Development Center director on the Lincoln campus.

MILFORD

The Milford campus assists those needing day care services to locate services available in the community. Contact Student Services for more information.

CLUBS & ORGANIZATIONS

STUDENT ORGANIZATIONS

SCC believes that an important part of an educational program for students includes the opportunity to participate in extracurricular activities. Each campus provides an organized activities program for students. The goal is to encourage the social, cultural and/or physical development of students. Leadership and participation in activities are looked upon favorably by future employers. Students gain a sense of satisfaction and accomplishment as well.

STUDENT ORGANIZATION GUIDELINES

SCC recognizes student organizations which will contribute to the intellectual development of students. In order for a student organization to gain recognition from the College, it must have an approved constitution, a faculty member as advisor and be approved by the Student Senate and the campus administration. For the process of establishing a new organization, information about a specific organization or how you can join, contact the Student Activities Coordinator.

Fund-raising activities by recognized student organizations or other non-profit organizations may only be conducted with the permission of the Campus Director.

BEATRICE

AGRICULTURE CLUB: The Agriculture program has a club with several "interest areas" for members. It includes divisions for Agribusiness, Agronomy, Crops judging, and Horticulture. See listings below...

Agribusiness - Agribusiness students develop leadership skills by participating in activities which improves their qualifications for professional employment. The members and officers of the Agribusiness Club will learn the skill of "involvement" which is highly sought by employers who seek to motivate their current workforce and increase productivity.

Agronomy - Agronomy students learn expert crop judging. Members participate in the annual NACTA Crops Judging contests and sponsor students in the annual fall Collegiate Crops Judging Contest in Kansas City and Chicago. Invaluable experience is gained in grain grading, seed analysis, identification and general agronomic knowledge by participating on these teams.

Horticulture - Horticulture students participate in activities such as community landscaping projects, the annual bedding plant sale, and the annual golf tournament. Students are able to further their professional development by improving their leadership and teamwork skills. Members will participate in various conferences and trade shows related to their field of study such as the NNLA (Nebraska Nursery & Landscape Association), and GCSAA (Golf Course Superintendents Association of America) annual conference and trade show.

Livestock Judging - Students learn leadership skills and gain an opportunity to participate in college level livestock judging competitions. Students will have an opportunity to travel and compete in contests throughout the Midwest including Louisville, Kansas City and Denver. To compete at livestock judging contests students must first enroll in Introduction to Livestock Evaluation and Advanced Livestock Evaluation classes. These courses are not required to become a club member. Expenses for travel are raised by the club through various activities. College scholarships are available to members of the Livestock Judging Club.

Rodeo/Horse Show - Students gain leadership skills and have opportunities to participate in Intercollegiate Rodeo and Intercollegiate Horse Show Association events. Membership is open to all SCC Students beginning each fall with new members welcomed throughout the year. The Rodeo participants affiliate with the Great Plains Section of the National Intercollegiate Rodeo Association (NIRA) and may compete in ten sanctioned Great Plains Rodeos each school year collecting points to qualify them for the National Finals held each June. The Horse Show participants affiliate with Zone 9, Region 3, of

the Intercollegiate Horse Shows Association, (IHSA) and may compete in ten sanctioned Region 3 Horse Shows each year collecting points to qualify them for Region, Zone, Super Zone and National Finals held in March, April and May. Other club activities include community service, support for horse events and involvement in college activities.

HUMANITIES CLUB- This club provides students with opportunities to experience the visual and performing arts at SCC and in eastern Nebraska. Student participants plan group trips to visit local art galleries, museums, plays, and musical performances. The purpose of Humanities Club is to promote student appreciation and understanding of the arts. This club is open to all interested students regardless of program major.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (IAAP) STUDENT CHAPTER- This organization is an affiliate program of the professional organization, International Association of Administrative Professionals. Membership is open to any student enrolled in at least one course in a business curriculum. The purpose is to provide information, support and networking to students who are interested in a business-related profession, more specifically in an administrative professional vocation. Members will be encouraged to participate in monthly meetings, educational programs, and community service projects throughout the school year. The program is designed to provide students an additional opportunity for educational and leadership training, community involvement, and personal and professional camaraderie.

LICENSED PRACTICAL NURSES ASSOCIATION OF NEBRASKA (LPNAN)-LPNAN is an organization for LPN students that provides members with leadership training and orientation to professional organizations. It serves as a network with other students throughout the state of Nebraska.

MULTI ETHNIC STUDENT ORGANIZATION (MESO)-This club provides opportunities for students to become more culturally sensitive to and aware of multicultural and human relations issues. The organization provides an avenue for students to gain skills to set and meet goals, improve their coping skills, increase their knowledge and skills on how to make the system work, and to experience greater involvement in the College.

PHI BETA LAMBDA-This group is a national business honorary for College business students. It is the college level equivalent of Future Business Leaders of America. Phi Beta Lambda promotes interest in business administration; accounting and secretarial education and helps members gain self-confidence and develop leadership skills.

PHI THETA KAPPA-ETA ALPHA CHAPTER-This national two-year college honorary organization is comparable to Phi Beta Kappa at a four-year college. It is open to students who have a cumulative grade point average of 3.5 or higher on a 4.0 scale. Students participate in an induction ceremony and must develop an "honors theme" each year. Members are involved as volunteers in a variety of campus and community service projects. They also are eligible to apply for transfer scholarships to four-year institutions. SCC-Beatrice has a thriving chapter composed of about 60 members.

LINCOLN

AMERICAN WELDING SOCIETY-The SCC Chapter is designed to advance the science and technology of welding and promote the educational opportunities for student members.

CAMPUS CRUSADE FOR CHRIST-This group is an interdenominational, primarily student, Christian organization seeking to provide a spiritual environment to study and discuss the Bible, worship, pray, encourage, and provide opportunities for Christian fellowship.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (IAAP) STUDENT CHAPTER- This organization is an affiliate program of the professional organization, International Association of Administrative Professionals. Membership is open to any student enrolled in at least one course in a business curriculum. The purpose is to provide information, support and networking to students who are interested in a business-related profession, more specifically in an administrative professional vocation. Members will be encouraged to participate in monthly meetings, educational programs, and community service projects throughout the school year. The program is designed to provide students an additional opportunity for educational and leadership training, community involvement, and personal and professional camaraderie.

KAPPA BETA DELTA-The purpose of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to human kind. It is organized exclusively for charitable and educational purposes.

KALEIDOSCOPE ALLIANCE-This group works to create a positive environment for gay, lesbian, bisexual, transgendered and questioning

students at SCC by increasing community awareness and understanding the needs of the GLBTQ community.

LICENSED PRACTICAL NURSES ASSOCIATION OF NEBRASKA (LPNAN)—LPNAN is an organization for LPN students that provides members with leadership training and orientation to professional organizations. It serves as a network with other students throughout the state of Nebraska.

LINUX USER GROUP—This group provides support for Linux and it's applications, connects Linux users in the area, and exposes others to alternative computing solutions they may not be aware of.

MULTI ETHNIC STUDENT ORGANIZATION (MESO)—This club provides opportunities for students to become more culturally sensitive to and aware of multicultural and human relations issues. The organization provides an avenue for students to gain skills to set and meet goals, improve their coping skills, increase their knowledge and skills on how to make the system work, and to experience greater involvement in the College.

NATIONAL STUDENT NURSES' ASSOCIATION (NSNA)—The SCC chapter assumes responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the whole person, the professional role and the responsibility for the health care of people in all walks of life.

NEBRASKA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)—The purposes of the SCC student section of NAEYC Chapter of the Nebraska AEYC, Inc., shall be charitable and educational and, include but not be limited to serving and acting on behalf of the needs, rights, and well-being of all area young children and their families, with special emphasis on developmental and educational services and resources and fostering the growth and development of the membership in their work with, and on behalf of, young adults.

NEBRASKA SOCIETY FOR CLINICAL LABORATORY SCIENCE (NSCLS)—The society will work with the American Society for Clinical Laboratory Science in providing the opportunity to increase knowledge in scientific depth and in the advancement of the profession through continuing education. The goals of the society are: To assure patients and their physicians as well as those persons concerned with health and research; the highest quality laboratory services that modern science can provide. To encourage intelligent and capable individuals to enter the educational path that leads to service in this profession. To promote programs of continuing education, research and development. To encourage devotion to professional service.

PHI THETA KAPPA (PTK)—ALPHA PI LAMBDA CHAPTER—This group is an affiliate of Phi Theta Kappa International designed to promote scholarship, develop leadership and service, and to cultivate fellowship among qualified students of the College.

ROTARACT—The purpose of this group is to promote service above self, foster leadership and responsible citizenship, encourage high ethical standards in business and promote international understanding and peace.

SKILLSUSA—This club is an affiliate of the National SkillsUSA, an organization that prepares America's high performance workers. SkillsUSA is designed to provide quality education experiences in leadership, teamwork and character development. It builds and reinforces self-confidence, work attitudes and communication skills and emphasizes high-ethical standards, superior work skills and life-long education.

STUDENTS IN FREE ENTERPRISE (SIFE)—This organization has a mission to provide members the best opportunity to make a difference and develop leadership teamwork and communication skills through learning, practicing and teaching the principles of free enterprise.

SURGICAL TECH STUDENT ASSOCIATION—This organization has a purpose to establish and promote an atmosphere conducive to optimum learning and career preparation based on a sense of tradition, camaraderie and teamwork encompassing all students currently enrolled in the Surgical Technology program.

ZETA THETA TAU—Fire Society of SCC Their purpose is to promote Fire Societies as well as fellowship on campus. They will promote good will and harmonious relationship among student organizations and civic and university communities. The group provides programs and activities, both developmental and social, for all members to help improve their functioning and to provide common experiences that encourage cooperation and unity at SCC.

MILFORD

AMERICAN SOCIETY FOR NONDESTRUCTIVE TESTING—This group is an affiliate of the ASNT and open to all NDT students. ASNT is designed for the advancement of scientific, engineering and technical knowledge of NDT through planned group activities.

AMERICAN WELDING SOCIETY—This group is an affiliate of the American Welding Society and open to all Welding Technology students.

ASSOCIATED GENERAL CONTRACTORS — This group is a student chapter of the Associated General Contractors, Nebraska Building Chapter and is open to students enrolled in Architectural Engineering Technology and Building Construction Technology. The purpose of the organization is to increase student awareness of the commercial construction industry through the use of guest speakers, product demonstrations, and field trips; to provide students networking opportunities with other construction division students and construction professionals; to provide community service; and to develop leadership skills in the student members.

CAMPUS CRUSADE FOR CHRIST—This group is an interdenominational Christian student organization open to all students. Weekly meetings are held to help meet the spiritual needs of students through worship, music, Bible study, and fellowship. Evenings and weekend retreats are designed to provide interaction with students from other colleges.

INTERNATIONAL SOCIETY OF CERTIFIED ELECTRONIC TECHNICIANS (ISCET) — ISCET has helped train, prepare, and test technicians in the electronics and appliance service industry for over thirty years. The Certified Electronics Technician (CET) Program, founded in 1965, is designed to measure the degree of theoretical knowledge and technical proficiency of practicing technicians. The voluntary certification concept enables employers to separate knowledgeable job applicants from those with less training and skills. All of the instructors in the EST program are CET certified in at least one journeyman field of electronics. SCC is an authorized testing center for the CET exams. Most electronics students take and pass the test before graduating from SCC. The national average pass rate of the Associate level test is 43%. Pass rate for SCC students is over 70%.

NATIONAL ASSOCIATION OF HOME BUILDERS—This group is a student chapter of the National Home Builders Association sponsored by the Lincoln Home Builders Association and is open to students enrolled in any of the construction technology programs. NAHB is designed to enhance educational opportunities for students interested in careers related to residential/light commercial construction remodeling and provides professional growth beyond the classroom environment. The Milford Campus chapter was selected the nation's "outstanding chapter" for 1990, chosen over Texas A & M and Purdue University, who placed second and third respectively.

NATIONAL ELECTRONICS SERVICE DEALERS ASSOCIATION (NESDA) - For over fifty years, NESDA has been the premier association of, and for, professional servicers across the United States, with a number of members in foreign countries.

NATIONAL SYSTEMS CONTRACTORS ASSOCIATION (NSCA) - NSCA is the leading not-for-profit association representing the commercial electronic systems industry. With a slate of more than 2,500 member companies worldwide, the National Systems Contractors Association is a powerful advocate of all who work within the low-voltage industry, including systems contractors/integrators, product manufacturers, consultants, sales representatives, architects, specifying engineers and other allied professionals.

SCC AMATEUR RADIO CLUB - This is a Ham radio club that all students automatically become associated with when they enter into the communications classes on the Milford campus of SCC's Electronic Systems Technology program. We have an extensive set of radios and antenna systems with which we teach radio systems and enable students to get "on air" to communicated with other amateur radio enthusiasts around the world. Our call sign is KC0KCI.

SKILLSUSA—This club is an affiliate of the National SkillsUSA, an organization that prepares America's high performance workers. SkillsUSA is designed to provide quality education experiences in leadership, teamwork and character development. It builds and reinforces self-confidence, work attitudes and communication skills and emphasizes high-ethical standards, superior work skills and life-long education.

SOCIETY OF MANUFACTURING ENGINEERS S218—This group is a student affiliate of the Lincoln Senior Chapter 222 open to Manufacturing Engineering and Machine Tool students in other programs related to manufacturing. The organization is designed to promote higher levels of understanding in areas related to manufacturing, to provide an opportunity for professional association membership, and to allow students opportunities for professional development in the world of manufacturing.

STUDENT REPRESENTATIVE ON THE BOARD OF GOVERNORS

Students are represented on the SCC Board of Governors through a nonvoting student representative. The student Board member helps present students' issues and enables positive communication among the students, the administration and the Board of Governors. This position is shared by three students, each representing his/her respective campus.

HOUSING

The College provides on-campus housing at the Milford and Beatrice campuses. The College is not responsible for personal items which may be stolen or damaged. Students should carry personal property insurance for their belongings.

BEATRICE

Beatrice has traditional housing and apartment-style housing available. Priority for the newer, apartment-style housing is given to second year students in good standing. All apartment-style units have a kitchenette. For student convenience, all residence halls at Beatrice have local telephone service, cable TV and Internet access in each room. Housing on campus is available for single men and women. There is no food (Board) plan available on the Beatrice campus, but the Snack Bar is open Monday through Friday.

(For information on housing costs see the Tuition, Fees, & Housing Chart.)

Beatrice campus maintains off-campus housing for Parents of All Ages program participants.

LINCOLN

Lincoln campus does not provide student housing, but it will provide information for students seeking housing which includes apartment and home listings, city locator maps, prices and general information on independent living. Please contact the Student Services Office for more information.

MILFORD

Milford residence halls have local telephone service, cable TV, and Internet access. Housing is available for men, women, married couples and single parents. Housing contracts are signed prior to the beginning of each term on the Milford campus.

(For information on housing costs see the Tuition, Fees, & Housing Chart.)

I.D. CARDS

Free photo identification cards (IDs) are available for each student for use on campus in the LRC, Business Office, Bookstore, entry to College activities, etc. Photo IDs are not transferable. A \$5 fee is charged to replace lost cards lost in the current term. A new ID card would be issued without the \$5 replacement charge for students returning to school who have not taken classes for one or more terms. Students transferring to a different campus would be considered a new student and would not be charged for a replacement ID card. Photo times will be announced and taken at the following locations.

BEATRICE

Learning Resource Center

LINCOLN

Information Desk or Student Activities Office (section "O" by the gym) Please note: At the beginning of each term that students will be on campus, students need to bring a copy of their current class schedule and their ID card to the Student Activities Office or Information Desk. A sticker will be placed on the back of the ID card, validating its use for that term.

MILFORD

Assessment Center

LAW ENFORCEMENT CONTACT

In situations deemed to be non-emergency or not requiring special considerations (e.g., safety and security), the following procedures will be followed for routine law enforcement contacts at any SCC facility:


Initial Point of Contact - The initial point of contact for all law enforcement representatives will be the Campus Director (or designee) in the Campus Office. The Campus Director (or designee) will assume responsibility for assessing the law enforcement request, determining appropriate next steps, and documenting relevant details of the law enforcement contact.

Student Contact Request - If a duly authorized law enforcement representative on official business requests interaction with a SCC student, the Campus Director (or designee) will contact and involve the Dean of Student Services, who will coordinate and assist to effectuate the law enforcement contact with the student at a place, time, and in a manner that is deemed to be prudent and appropriate.

Privacy/Confidentiality - Law enforcement contacts of the nature described above do not obviate the College's responsibility to safeguard information and files that students or employees reasonably expect to be private/confidential (e.g., student records protected under FERPA, or employee personnel files).

LEARNING RESOURCE CENTERS - LIBRARY AND MEDIA SERVICES

The Learning Resource Centers of SCC operate to provide accessible learning environments for students and employees. By using both traditional and electronic resources, the LRCs meet the needs of students and employees at each campus while serving the College as a whole.

Hours of service, phone numbers and access to the LRCs' electronic resources are available at the LRCs' page  www.southeast.edu/academics/library.asp. Loan policies vary by location. A valid student identification card is required to check out materials. Overdue fees and replacement fees may be charged for late, lost or damaged materials. Passwords are needed for remote use of the databases. Students and employees should contact their campus LRC for passwords and training with the databases.

Media services are available through the LRCs. Although each campus LRC laminates materials and runs transparencies, the Media services differ by campus. If interested in media services, contact your campus LRC for additional information.

LOST AND FOUND

BEATRICE

Lost and found items may be reclaimed at the receptionist's desk in the Administration Office.

LINCOLN

The campus lost and found is located in the Student Services Office, room E-1. Report lost items and turn in found items to this location. Unclaimed items are donated to charity at the end of each term.

MILFORD

The lost and found department is located in the Student Services Office in the Eicher Technical Center. Items found should be turned in, and items lost should be reported. Unclaimed items will be donated to charity.



MAIL

BEATRICE

Incoming - Mail for residents of student housing is placed in an assigned mailbox. The address for resident students is:

Student's Name
c/o SCC-Student Housing
Residence Hall name, and Box #
4771 W. Scott Rd.,
Beatrice, NE 68310-7042

Outgoing - A mailbox for outgoing mail is located in the Kennedy Center near the Administrative Office and in the mail room in Hoover Hall.

LINCOLN

Lincoln campus does not have incoming mail for students. An outgoing mail box is available in the campus Bookstore and stamps may be purchased there.

MILFORD

Incoming - Postal boxes for residence hall residents are located in Cornhusker Hall. Resident students are requested to use the following residence address:

Name
SCC-Milford
_____ Hall, Room # _____
611 State Street
Milford, NE 68405-8498

Outgoing - A mailbox for outgoing mail is located on campus by the Eicher Technical Center on the north side of the LRC.

MESSAGES

The campus will attempt to notify a student if an emergency message is received. However, the College cannot assume liability or responsibility for messages not successfully delivered. Non-emergency message service is not available.



NEWSPAPERS

BEATRICE

The Storm Warning is a weekly bulletin of current events and news that is produced by the student activities coordinator and is distributed on campus each Monday.

Students may work on the campus newspaper, The Challenge, in a variety of capacities if they have experience from high school, another college, or a commercial newspaper. Positions are open for reporters, photographers and page layout designers who are familiar with Pagemaker software. Students receive one hour of college credit.

LINCOLN

The Source is a weekly bulletin of current events and news that is produced by the Student Activities Coordinator and is distributed on campus each Monday as well as online. Deadline for submitting articles and news items is the preceding Thursday at noon. Items should be submitted to the Student Activities Office located in the Student Center. The activities coordinator prepares the publication and serves as editor.

Other publications (newsletters, newspapers, brochures, pamphlets) distributed on campus must have the approval of the Campus Director.

MILFORD

The Daily Announcements is a bulletin of current events and news that is distributed throughout the campus at designated locations.

NOTARY

BEATRICE

A notary public is located in the Administrative Office in the Kennedy Center. This service is free to SCC students and employees.

LINCOLN

Notary service is available free of charge in the following locations:

- Business Occupations T100
- Continuing Education Office J2
- Testing Center L3
- Financial Aid E1
- Campus Director's Office F1

MILFORD

Notary service is available free of charge in the Student Services Office and the Business Office.

PERFORMING ARTS—BEATRICE

COLLEGE CHORUS—The College Chorus performs a variety of musical styles in concerts on campus and for organizations in the community.

SHOWCASE SINGERS—The Showcase Singers is an auditioned small performance ensemble that performs a wide variety of choreographed music.

THEATRE—Theatre production classes are open to all interested students. Theatre students rehearse and perform two productions each school year.

COLLEGE/COMMUNITY BAND—This band is composed of SCC-Beatrice students, faculty, staff, and community members. The group presents fall, spring and holiday concerts that typically consist of light classical music. Auditions for group membership are not required.


PHOTOCOPY

Copy machines are available in each campus LRC for student use; some copiers are coin-operated. Copyright restrictions apply. For more information on copyright law, please contact the LRC staff.



RADIO STATION KQIQ-FM

Under the direction of a general manager, students operate SCC's on-campus radio station, KQIQ-FM, on the Beatrice Campus. Located at 88.3 on the FM dial, KQIQ serves as a training ground for students interested in careers in broadcasting. Students produce news programs and commercials, conduct interviews for talk-show segments, air public service announcements, and provide entertainment with a variety of music. Persons interested in more information about the station can send an e-mail to:

 kqiq@southeast.edu, call the station at (402) 228-8269, or call the general manager at (402) 228-3468 ext. 1354.

SOLICITATION ON CAMPUS

Solicitation on campus grounds, including Residence Halls or students residences, is prohibited. Commercial vendors, authorized by the Campus Director and invited by a designee of the College, are exempt and allowed to supply necessary items.

TELEPHONES

Pay phones are available in each campus building for student use. Office telephones on campus are for the use of College personnel.



TDD (Telecommunication Device for the Deaf) - The Lincoln campus has a TDD located in the main hallway by the "M" section. **(See also "Cell Phones" and "Electronic Devices.")**

TOOLS

The majority of the tools and equipment used by students in the programs are supplied by the College. However, students may want to purchase their own tools and equipment. Students in some programs are required to purchase hand tools. Students will want to own an electronic calculator.


Detailed tool lists for each program are available in the bookstore and/or the Student Services Office. Instructional staff in individual programs will offer guidance to enable students to purchase the most serviceable tools for the money. Tool companies visit the school throughout the school year and those dates are announced.

Students should carry insurance for their personally-owned equipment.

WEB TOOLS

Students, faculty, staff, alumni and the general public can access a variety of information about the College through our Web tools.

SCC HOMEPAGE

 www.southeast.edu


SCC STAFF AND STUDENT LINKS

 my.southeast.edu


PLACEMENT OFFICE EMPLOYMENT TOOL

 <https://placement.southeast.edu/>

ONLINE CLASS INFORMATION

 <http://online.southeast.edu/>

SOUTHEAST ON iTUNES

 <http://itunes.southeast.edu/>

WEBADVISOR HELP

 <http://helpdesk.southeast.edu/>