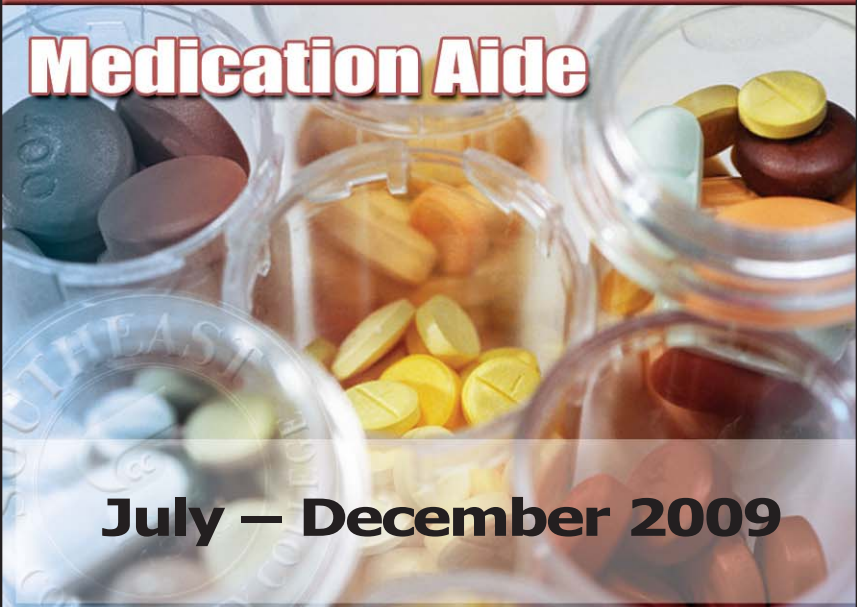


SCC CONTINUING EDUCATION

Nursing Assistant



Medication Aide



July – December 2009

Southeast community college

www.southeast.edu

Welcome to Southeast Community College Continuing Education Health Classes!

SCC offers a comprehensive package of courses—both credit and non-credit—to people throughout southeast Nebraska. Whether you are interested in pursuing a new career or upgrading your skills, SCC makes the options available to you.

Non-credit courses are designed to enhance workforce skills or upgrade your skills. Course offerings are based on community interest, need and demand. Each quarter, new specialty classes appear and new academic and technical courses are added. Classes are small and instructors are attuned to the needs of adult learners.

ADA Reasonable Accommodations: SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office at 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu. Please refer to the SCC College Catalog for policy information.

Limitations of Schedule: This schedule should not be considered a contract between SCC and any prospective student. The Board of Governors of SCC reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation during the life of the schedule and without notice.

Minimum Age Guidelines: SCC's primary mission is to serve adults. However, youth are allowed to take classes under the following guidelines:

- a. Individuals 16 years or older are eligible to enroll in courses provided they meet any stated prerequisites.
- b. Some classes are specifically designed for youth under 16 years of age, and/or for youth under 16 and adults in which both register and attend the class. Check course descriptions for details.
- c. Children not enrolled in class may not accompany adults to class or wait in the building unsupervised.

SCC Board of Governors: Nancy A. Seim, Chair, Lincoln; Lynn Schluckebier, Vice Chair, Seward; Robert J. Feit, Secretary, Pickrell; Jacki Allensworth, Treasurer, Lincoln; Darryl Baker, Beatrice; Kathy Boellstorff, Johnson; James J. Garver, Lincoln; Helen E. Griffin, Lincoln; Ed C. Heiden, Sterling; Carl R. Humphrey, Waverly; Ruth M. Johnson, Lincoln; Steve Ottmann, Faculty Representative, Lincoln (1/09)

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación - La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.

Nursing Assistant

*This course teaches basic nursing skills such as bathing, feeding, ambulating, transferring and toileting. This course is approved by the Nebraska Department of Health and Human Services Regulation and Licensure. **Successful completion of this course allows the student to be placed on the Nebraska Nurse Aide Registry.** Nursing Assistants may work in long-term care facilities, hospitals, home health care, hospice or mental health facilities. High school completion or GED is not required.*

ATTENDANCE

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

Instructor reserves the right to adjust class schedule as necessary.

CLINICAL

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

FINAL EXAM

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

NEBRASKA NURSE AIDE REGISTRY

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

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

REGULATIONS, STANDARDS & RECIPROCITY

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

If English is not your first language, we highly recommend that you take a free confidential English language assessment before registering for these classes. You can call 402-437-2701 to schedule an appointment for the English as a Second Language Placement test.

CRIMINAL BACKGROUND CHECKS

Southeast Community College is now requiring criminal background checks on students taking courses that include experience in patient care settings. At the first class you will be required to complete an "Authorization and Disclosure Form" and "Abuse Registry Form." A non-refundable fee of \$45 for the criminal background check has been added to the cost of the course. If your criminal background check indicates that you have a criminal history, you may be prohibited from participating in the course. If you decide to drop this course, the \$45 fee is not refundable. If you have questions regarding background checks, please call (402) 437-2707.

REGISTRATION

Registrations are accepted by **mail, fax, walk-in** or **online** if you have taken classes at SCC before. Registration begins **May 11, 2009**. No-shows will no longer receive an automatic refund. Students must be preregistered. **Confirmations are not mailed.**

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

Please visit us at www.southeast.edu for other Nursing Assistant class offerings. Click on the Continuing Education link, then look for health classes.

Nursing Assistant (continued)

CANCELLATIONS

If you cannot attend the course section you registered for, you must fill out an official drop form. Please contact Continuing Education right away so that the paperwork can begin and you can be officially dropped from the class. You will be responsible for paying the tuition if you do not drop the course before it starts.

COURSE INFORMATION

COURSE #: NURA-1401 CREDITS: 6.5

TOTAL COST: \$362* (* Tuition includes \$5 liability fee plus \$45 non-refundable background check fee for Nebraska Residents.) For non-resident tuition call (402) 437-2558. **Please note: This course does not qualify for Financial Aid.**

BOOKS

Students must have their books at the first class session. The textbooks required for this course are available at the SCC-Lincoln Bookstore, 8800 "O" Street, Lincoln, NE, (800) 642-4075, ext. 2560; (402) 437-2560 or www.sccbookstore.com or SCC-Beatrice Bookstore, 4771 W. Scott Rd., Beatrice, NE, (800) 223-5027, ext. 1267 or (402) 228-8267 open Monday-Friday from 8:30 a.m.-4:30 p.m.

CLASS SCHEDULE

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

BEATRICE, NE

Section: BEU3 **Dates:** July 15–Aug. 12 (Clinical dates and times will be determined in class.)

Days: Mon., Wed. & Fri. **Time:** 9 a.m.–5 p.m.
Location: SCC-Beatrice Campus, 4771 W. Scott Rd., Jackson Hall Room 215

Section: BEU4 **Dates:** July 20–Sept. 16 (No class Sept. 7)
Days: Mon., Tues., Wed. & Thurs. **Time:** 5:30–8:30 p.m.

Location: SCC-Beatrice Campus, 4771 W. Scott Rd., Jackson Hall Room 215

Section: BEF3 **Dates:** Oct. 6–Nov. 17 (Clinical dates and times will be determined in class.)

Days: Tues. & Thurs. **Time:** 9 a.m.–5 p.m.
Location: SCC-Beatrice Campus, 4771 W. Scott Rd., Jackson Hall Room 215

Section: BEF4 **Dates:** Oct. 5–Dec. 7 (No class Nov. 25 and 26)
Days: Mon., Tues., Wed. & Thurs. **Time:** 5:30–8:30 p.m.

Location: SCC-Beatrice Campus, 4771 W. Scott Rd., Jackson Hall Room 215

FALLS CITY, NE

Section: OCU14 **Dates:** Oct. 1–Nov. 30 (No class Nov. 26)

Days: Mon., Tues. & Thurs. **Time:** 3:30–7:45 p.m.

Location: Falls City Care Center, 2800 Towle St.

GENEVA, NE

Section: OCF9 **Dates:** Sept. 10, 12, 15, 17, 24, 26, 29, Oct. 1, 3, 8, 13, 15, 17, 22, 29, 31, Nov. 5, 12 & 14

Days/Time: Tues. & Thurs. from 5–10 p.m. and Sat. from 8 a.m.–5 p.m.

Location: Heritage Crossings, 501 N. 13th St.

LINCOLN, NE

Section: ENUA **Dates:** July 2–Sept. 29

Days: Tues. & Thurs. **Time:** 5:30–9:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA

Section: ENUB **Dates:** July 15–Sept. 18 (No class Sept. 4 and 7)

Days: Mon., Wed. & Fri. **Time:** 8:30 a.m.–12:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A

Section: ENUC **Dates:** July 15–Sept. 18 (No class Sept. 4 and 7)

Days: Mon., Wed. & Fri. **Time:** 12:30–4:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A

Nursing Assistant (continued)

LINCOLN, NE (continued)

- Section:** ENUD **Dates:** July 21–Sept. 3
Days: Tues. & Thurs. **Time:** 8:30 a.m.–4:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A
- Section:** ENUE **Dates:** July 22–Sept. 23 (No class Sept. 7.)
Days: Mon., Tues. & Wed. **Time:** 5:30–9:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A
- Section:** ENUF **Dates:** Aug. 8–Nov. 16 (No class Sept. 5.)
Days: Sat. **Time:** 8:30 a.m.–4:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A
- Section:** ENUG **Dates:** Sept. 10–Dec. 17 (No class Nov. 26.)
Days: Tues. & Thurs. **Time:** 5:30–9:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA
- Section:** ENUH **Dates:** Sept. 28–Dec. 1 (No class Nov. 24 and 25.)
Days: Mon., Tues. & Wed. **Time:** 5:30–9:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room TBA
- Section:** OCU6 **Dates:** July 13–30
Days: Mon., Tues., Wed., Thurs. & Fri. **Time:** 8:30 a.m.–4:30 p.m.
Location: Tabitha Health Care Services, 4720 Randolph
- Section:** OCU7 **Dates:** Sept. 14–30
Days: Mon., Tues., Wed., Thurs. & Fri. **Time:** 8:30 a.m.–4:30 p.m.
Location: Tabitha Health Care Services, 4720 Randolph
- Section:** ENFA **Dates:** Oct. 5–Dec. 11 (No class Nov. 25 and 27.)
Days: Mon., Wed. & Fri. **Time:** 8:30 a.m.–12:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A
- Section:** ENFB **Dates:** Oct. 5–Dec. 11 (No class Nov. 25 and 27.)
Days: Mon., Wed. & Fri. **Time:** 12:30–4:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A
- Section:** ENFC **Dates:** Oct. 6–Nov. 19
Days: Tues. & Thurs. **Time:** 8:30 a.m.–4:30 p.m.
Location: SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A
- Section:** OCF5 **Dates:** Nov. 10–Dec. 2 (No class Nov. 25, 26 and 27.)
Days: Mon., Tues., Wed., Thurs. & Fri. **Time:** 8:30 a.m.–4:30 p.m.
Location: Tabitha Health Care Services, 4720 Randolph

NEBRASKA CITY, NE

- Section:** OCU8 **Dates:** July 15–Sept. 14 (No class Sept. 7.)
Days/Time: Mon. & Wed. from 6–9:30 p.m. & Sat. (July 25, Aug. 8, 22, 29 & Sept. 12) from 6 a.m.–2:30 p.m.
Location: Ambassador, 1800 14th Ave.
- Section:** OCF6 **Dates:** Oct. 5–Dec. 2 (No class Nov. 25.)
Days/Time: Mon. & Wed. from 6–9:30 p.m. & Sat. (Oct. 7, 31, Nov. 7, 14 & 21) from 6 a.m.–2:30 p.m.
Location: Ambassador, 1800 14th Ave.

TECUMSEH, NE

- Section:** OCU11 **Dates:** July 15–31
Days: Mon., Tues., Wed., Thurs. & Fri. **Time:** 8 a.m.–4 p.m.
Location: Belle Terrace, 1133 N. Third St.
- Section:** OCF7 **Dates:** Oct. 5–Nov. 2
Days: Mon., Tues., Wed., Thurs. & Fri. **Time:** 4–9 p.m.
Location: Belle Terrace, 1133 N. Third St.

Nursing Assistant (continued)

WAHOO, NE

Section: OCU9

Days: Tues., Wed. & Thurs.

Location: South Haven, 1400 Mark Dr.

Dates: July 15–Sept. 23 (Clinical dates and times will be determined in class.)

Time: 5–9 p.m.

Section: OCF8

Days: Tues., Wed. & Thurs.

Location: South Haven, 1400 Mark Dr.

Dates: Oct. 6–Dec. 17 (No class Nov. 25 and 26.) (Clinical dates and times will be determined in class.)

Time: 5–9 p.m.

WILBER, NE

Section: OCS13

Days: Tues. & Thurs.

Location: Wilber Care Center, 611 N. Main St.

Dates: June 23–Aug. 13

Time: 4–9:30 p.m.

Medication Aide

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

NOTE: You must be 18 years of age or older to be employed as a Medication Aide in the state of Nebraska. The first session of this course is mandatory. Attendance is required in this intensive course. Absences exceeding 8 hours for any reason may result in failure of this course. You will be responsible for the additional cost charged by the state of Nebraska to complete your licensure.

COURSE INFORMATION

COURSE #: NURS-3001

COST: \$195

CLASS SCHEDULE

BEATRICE, NE

Section: BEF3

Days: Mon., Wed. & Fri.

Location: SCC Beatrice campus, Jackson Hall Room 215, 4771 W. Scott Rd.

Dates: Oct. 28–Nov. 23 (No class Nov. 13 & 18.)

Time: 9 a.m.–3 p.m.

FALLS CITY, NE

Section: OCF5

Days: Mon., Tues. & Wed.

Location: Falls City Care Center, 2800 Towle St.

Dates: Nov. 2–Dec. 8 (No class Nov. 25.)

Time: 5–9 p.m.

LINCOLN, NE

Section: CEUA

Days: Mon. & Wed.

Location: SCC Continuing Education Center, 285 S. 68th St. Place, Room 103

Dates: July 15–Sept. 9 (No class Sept. 7)

Time: 5–9 p.m.

Section: CEUB

Days: Tues. & Thurs.

Location: SCC Continuing Education Center, 301 S. 68th St. Place, Room 102

Dates: July 21–Sept. 10

Time: 8 a.m.–Noon

Section: OCU5

Days: Mon., Wed. & Fri.

Location: Tabitha Health Care Services Education, 4720 Randolph

Dates: Aug. 10–Sept. 18 (No class Sept. 4 and 7.)

Time: 8:30 a.m.–12:30 p.m.

Section: OCU6

Days: Mon., Wed. & Fri.

Location: Tabitha Health Care Services Education, 4720 Randolph

Dates: Oct. 2–Nov. 9

Time: 8:30 a.m.–12:30 p.m.

Section: CEFA

Days: Mon. & Wed.

Location: SCC Continuing Education Center, 285 S. 68th St. Place, Room TBA

Dates: Oct. 5–Nov. 30 (No class Nov. 25)

Time: 5–9 p.m.

Section: CEFB

Days: Tues. & Thurs.

Location: SCC Continuing Education Center, 301 S. 68th St. Place, Room 102

Dates: Oct. 6–Dec. 1 (No class Nov. 26.)

Time: 8 a.m.–Noon

Medication Aide (continued)

NEBRASKA CITY, NE

Section: OCU8
Days: Mon. & Wed.
Location: Duffs, 1104 3rd Ave.

Dates: Aug. 17–Oct. 7 (No class Sept. 7.)
Time: 5–9 p.m.

WAHOO, NE

Section: OCU7
Days: Mon.
Location: South Haven, 1400 Mark Dr.

Dates: July 20–Nov. 2
Time: 5–9 p.m.

WILBER, NE

Section: OCF4
Days: Tues., Wed. & Thurs.
Location: Wilber Care Center, 611 N. Main St.

Dates: Oct. 6–28
Time: 4:30–9:30 p.m.

Nursing Assistant Competency Testing Review Lab

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

SKILL PACKETS are required and may be purchased from the SCC Bookstore.

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

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

Registry status lapses if you have not worked as a nursing assistant during the past two years. You can retest through the State Department of Health and Human Services for no fee, or at an approved testing site for a minimal fee.

CLASS SCHEDULE

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

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

Days/Time: Saturday from 8:30 a.m.–12:30 p.m.

Section: ENSC.....**Date:** June 27

Section: ENFA.....**Date:** Oct. 10

Section: ENUA.....**Date:** Aug. 8

Section: ENFB.....**Date:** Nov. 7

Section: ENUB.....**Date:** Aug. 29

Section: ENFC.....**Date:** Nov. 21

Nursing Assistant Competency Testing

SCC TESTING GUIDELINES

1. It is beneficial to review before taking these exams. There is a copy of the current Nursing Assistant training manual on reserve at the SCC Lincoln Campus Learning Resource Center (LRC) or it can be purchased at the SCC Bookstore. You may purchase a skills packet at the SCC Bookstore.
2. If you are unable to test, you must call 24 hours prior to testing date to receive a full refund.
3. WE WILL NOT TEST ANYONE WITHOUT PROPER IDENTIFICATION. You must bring a photo ID with you to take these exams.
4. You must be on time for your clinical exam or risk not being tested. If you are late you may have to reschedule or not be able to take the exam at all that day. Please report to the SCC Entrepreneurship Center, 285 S. 68th St. Place, Room 109A, 15 minutes before your scheduled testing time.
5. You may take the written exam any time between 9 a.m. and 4 p.m. on the day of the exam at the SCC-Lincoln campus, 8800 O St., Testing Center, Room L-3.

Nursing Assistant Competency Testing (continued)

6. If you choose to take the written exam before your clinical exam, allow enough time to complete the written exam and be available to start your clinical test at the time you are scheduled. You are given one (1) hour to complete the written exam.
7. You need a 70 percent to pass the written exam. The exams will be corrected within a week of testing. Grades will be available to you the following week. You must call 402-437-2707 for results. You may take the exam a maximum of three times, but only one time the day of testing.
8. Clinical exams are pass/fail. You must achieve a 70 percent minimum grade on each of the six (6) skills to pass. You will be informed at the time of your test if you passed or failed. You may take the clinical exam the maximum of three times but only one time the day of testing.
9. Upon successful completion of both the written and clinical exams, your name will be submitted to the State of Nebraska Nursing Assistant Registry to reactivate your status.

QUESTIONS

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

If English is not your first language, we highly recommend that you take a free confidential English language assessment before registering for these classes. You can call 402-437-2701 to schedule an appointment for the English as a Second Language Placement test.

COMPETENCY TESTING SCHEDULE

Southeast Community College is an approved testing site and offers monthly competency testing. Both exams are to be taken on the same day.

Location:

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

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

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

JULY 8, 2009

Written Exam: Section: LNUA

Clinical Exam

Section: ENUA	Time: 9–10 a.m.
Section: ENUB	Time: 10–11 a.m.
Section: ENUC	Time: 11 a.m.–Noon
Section: ENUD	Time: Noon–1 p.m.
Section: ENUE	Time: 1–2 p.m.
Section: ENUF	Time: 2–3 p.m.
Section: ENUG	Time: 3–4 p.m.
Section: ENUH	Time: 4–5 p.m.

SEPT. 2, 2009

Written Exam: Section: LNUC

Clinical Exam

Section: ENUC	Time: 9–10 a.m.
Section: ENUR	Time: 10–11 a.m.
Section: ENUS	Time: 11 a.m.–Noon
Section: ENUT	Time: Noon–1 p.m.
Section: ENUV	Time: 1–2 p.m.
Section: ENUW	Time: 2–3 p.m.
Section: ENUX	Time: 3–4 p.m.
Section: ENUY	Time: 4–5 p.m.

AUG. 12, 2009

Written Exam: Section: LNUB

Clinical Exam

Section: ENUI	Time: 9–10 a.m.
Section: ENUJ	Time: 10–11 a.m.
Section: ENUK	Time: 11 a.m.–Noon
Section: ENUL	Time: Noon–1 p.m.
Section: ENUM	Time: 1–2 p.m.
Section: ENUN	Time: 2–3 p.m.
Section: ENUO	Time: 3–4 p.m.
Section: ENUP	Time: 4–5 p.m.

OCT. 14, 2009

Written Exam: Section: LNFA

Clinical Exam

Section: ENFA	Time: 9–10 a.m.
Section: ENFB	Time: 10–11 a.m.
Section: ENFC	Time: 11 a.m.–Noon
Section: ENFD	Time: Noon–1 p.m.
Section: ENFE	Time: 1–2 p.m.
Section: ENFF	Time: 2–3 p.m.
Section: ENFG	Time: 3–4 p.m.
Section: ENFH	Time: 4–5 p.m.

Nursing Assistant Competency Testing (continued)

NOV. 11, 2009

Written Exam: Section: LNFB

Clinical Exam

Section: ENFI	Time: 9–10 a.m.
Section: ENFJ	Time: 10–11 a.m.
Section: ENFK	Time: 11 a.m.–Noon
Section: ENFL	Time: Noon–1 p.m.
Section: ENFM	Time: 1–2 p.m.
Section: ENFN	Time: 2–3 p.m.
Section: ENFO	Time: 3–4 p.m.
Section: ENFP	Time: 4–5 p.m.

DEC. 2, 2009

Written Exam: Section: LNFC

Clinical Exam

Section: ENFQ	Time: 9–10 a.m.
Section: ENFR	Time: 10–11 a.m.
Section: ENFS	Time: 11 a.m.–Noon
Section: ENFT	Time: Noon–1 p.m.
Section: ENFV	Time: 1–2 p.m.
Section: ENFW	Time: 2–3 p.m.
Section: ENFX	Time: 3–4 p.m.
Section: ENFY	Time: 4–5 p.m.

Abuse & Neglect for Nursing Assistants

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

CLASS SCHEDULE

Course #: LLHX-1001

Cost: \$15

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

Time: 9–10 a.m.

Section: CEUA	Date: July 8, 2009	Day: Wednesday
Section: CEUB	Date: Aug. 12, 2009	Day: Wednesday
Section: CEUC	Date: Sept. 2, 2009	Day: Wednesday
Section: CEFA	Date: Oct. 14, 2009	Day: Wednesday
Section: CEFB	Date: Nov. 11, 2009	Day: Wednesday
Section: CEFC	Date: Dec. 2, 2009	Day: Wednesday

Free ESL Nursing Assistant Classes

The ESL-Nursing Assistant course is designed to teach the Language of the Nursing Assistant job as well to introduce the student to U.S.A. Health Care system. This is NOT a "certification" course. It is an introduction to the field of Nursing Assistant. This course is designed to be an intermediate level class. Therefore, to enroll for this class students must be at ESL level 5 or above.

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

Please note: If you are not in a SCC ESL class, please call 437-2701 to sign up for the ESL placement test.

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

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

For more information contact Yolanda Gomez at 402-437-2821; 1-800-642-4075, ext. 2821; or ygomez@southeast.edu.

HOW TO REGISTER:



REGISTER BY FAX OR MAIL

1. Complete the non-credit registration form. (Please Print) then either...
 - 2a. **FAX** the registration form *with credit card number or letter of authorization to 402-437-2703 OR*
 - 2b. **MAIL** the registration form with payment or letter of authorization to:
SCC-Continuing Education Center, 301 S. 68th Street Place, Lincoln, NE 68510-2449
- Report to class unless notified. **Confirmations are not mailed.**



REGISTER IN PERSON

WALK-IN to the the **SCC-Continuing Education Center**, 301 S. 68th St. Place, from 7:30 a.m.-7:30 p.m. Monday-Thursday; 7:30 a.m.-5 p.m. Friday; or 7:30-11:30 a.m. Saturday **OR Southeast Community College Room J-2**, 8800 O St., from 8 a.m.-5 p.m. Monday-Friday.



REGISTER ONLINE USING WEBADVISOR

1. You must have an **e-mail account** in order to register online.
 2. Go to www.southeast.edu
 3. Click on WebAdvisor from the Quicklinks (top right corner).
- Nursing Assistant Course**
(You must be in our computer system in order to register online for this class)
4. Log in on WebAdvisor
 5. Select **"Students"**
 6. Under Registration, select **"Register for Sections"**
 7. Choose **"Search and Register for Sections"**
 8. Select the term either **Summer 2009** or **Fall 2009** and under Subject select **"NURA"** – click submit
 9. Click the box in front of the class to select the course – click submit.
 10. Chose the **action** you want to perform from the drop down box – click submit.

All Other Courses

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

WE

ACCEPT



TUITION

Tuition must be paid at the time of registration. If a third party is paying, a billing authorization must:

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

BOOKS

Students must have their books at the first class session. The textbooks required for this course are available at the SCC-Lincoln Bookstore, 8800 "O" Street, Lincoln, NE, (800) 642-4075, ext. 2560; (402) 437-2560 or www.sccbookstore.com or SCC-Beatrice Bookstore, 4771 W. Scott Rd., Beatrice, NE, (800) 223-5027, ext. 1267, or (402) 228-8267 open Monday-Friday from 8:30 a.m.-4:30 p.m.

QUESTIONS ABOUT REGISTRATION, AVAILABILITY OR DROPPING

SCC Continuing Education Center • 402-437-2700 • 402-437-2701 • 1-800-828-0072

QUESTIONS ABOUT COURSE CONTENT

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

Susie Larsen, Assistant Director of Health Occupations
402-437-2707 • 1-800-828-0072, ext. 2707 • slarsen@southeast.edu

SCC REFUND POLICY

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

• CREDIT CLASSES (Nursing Assistant Classes)

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. Specific drop dates for refunds are included in the printed credit class schedule each term.

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

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

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

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.

• NON-CREDIT CLASSES (All Other Classes)

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.

