



REGISTRATION FORM - NON-CREDIT COURSE

Complete this form with payment information and send via FAX or mail to:

SCC-Continuing Education Center
301 S. 68th Street Place, Lincoln, NE 68510
FAX: 402-437-2703

PLEASE PRINT

Today's Date: ____ / ____ / ____

Last Name: _____ First Name: _____ Middle Initial: _____

Residence Mailing Address: _____

City: _____ State: _____ Zip Code: _____ County Number: _____

Home Phone: _____ Cell Phone: _____ Business Phone: _____

SCC ID Number: _____ OR Social Security Number * : _____ - _____ - _____ Birth Date: ____/____/____

Email Address: _____

Gender: Male Female Residency: Resident of Nebraska Non-Resident of Nebraska

Ethnicity Hispanic or Latino
 (select one): Not Hispanic or Latino

Would you like to be added to our email mailing list?
 Please provide your email address above.

Race (Select one or more): White
 Asian
 Black/African-American
 American Indian/Alaska Native
 Native Hawaiian/Other Pacific Islander

Basic Skills, GED, ESL & Citizenship
 Business & Technology Families, Finances & Home
 Health/EMS Industry & Trades
 Personal Interest Real Estate
 Traffic Safety & Licensing Training Solutions

Course Number	Title	Start Date	Cost
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____

SCC Staff Tuition Waiver _____

Total Due \$ _____

SIGNATURE _____

Check (must be included) Cash (must be included)

V Code _____

Would you like a receipt mailed to you?
 Yes No

Name as it appears on card: _____

Exp.Date _____ Credit card # _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

FOR OFFICE USE ONLY	
ID#	_____
DE	_____

Submission of this form indicates that I understand: **1)** that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; **2)** that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; **3)** that failure to attend a course does not constitute an official drop/withdrawal; **4)** the personal information contained herein is correct as shown; and **5)** any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog.

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 publica 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.

CONFIRMATIONS: All registered students must report to the first class session unless you are notified by the College that the class is full or has been cancelled. Paper confirmations are not mailed. Online registration will generate a confirmation email.

CANCELLATION/REFUND POLICY: 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. 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.

* The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.