

## ***METHODS OF REGISTRATION***

### ***REGISTER ONLINE USING WEBADVISOR***

1. You must have an email account in order to register online.
2. Go to [www.southeast.edu](http://www.southeast.edu)
  - a. Click on ***WebAdvisor*** (top right corner).
  - b. Click on ***Continuing Education*** (gold bar).
  - c. Click on ***Register and Pay for Continuing Education Classes***.
4. Search for Classes (Use ***charities*** for the key word)
5. Register for Classes
6. Pay for Classes
  - a. You will not be officially registered until you submit your payment.
  - b. You will see a confirmation screen. Print this for your records.
  - c. You will receive an email confirmation of your registration.

### ***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

### ***REGISTER IN PERSON***

WALK-IN to the SCC-Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE.

Monday-Thursdays: 7:30 a.m.-7:30 p.m.

Fridays: 7:30 a.m.-5 p.m.

Saturdays: 7:30-11:30 a.m.

### ***REGISTER BY PHONE***

Call 402-437-2700 or 800-828-0072.