Important Registration Information

REGISTRATION BEGINS .......................................................... AUG 6
LAST DAY TO REGISTER ONLINE ........................................ OCT 4

After this date, students must: 1.) have the instructor’s permission to register and
2.) register in-person in the Registration & Records Office.

WAITLISTS CLOSE ............................................................... OCT 4

WHY CAN’T I REGISTER, ADD OR DROP CLASSES ONLINE?
1. Are you using the correct term? FALL 2018
2. Were you registered for one of the following terms: Fall 2017, Winter 2018, Spring 2018, Summer 2018

3. The last day to register online is OCT 4.
4. Do you owe the college money? (You must be free of any financial responsibility to the College in order to register, add or drop classes.)
5. Have you completed the prerequisite courses?
6. Is this the first time you are registering for a class at SCC? You can go to: https://www.southeast.edu/applynow/ and complete the Visiting Student Application or complete and return the “visiting student-username request form” found on page 61 of the credit class schedule, or register in-person. (You must have an SCC username to be able to register online.)

STEPS TO REGISTER ONLINE

1. Log into thehub.southeast.edu
2. Enter your Username and Password.
   For example: John Smith, SCC ID number 0123456: js123456@southeast.edu
   If this is the first time you have logged in or if you would like more information, see the “login help” box below.
3. Select “Student Registration”
4. Under the Registration section, select “Register for Sections”

5. Choose either Express Registration or Search and Register for Sections
   Express Registration: (Choose “Express registration” ONLY if you know exact course information or the synonym. Skip to step # 6.)
   If you know the course and section number or the synonym, you can use Express registration. Course and section numbers and synonyms can be obtained from the credit schedule. Be sure to enter the term.
   Search and Register for Sections
   (Choose “Search and register for sections” if you DO NOT know the exact course and section number.) Enter the correct term and at least 1 variable about a class to search for a section – click submit. Leave course level blank.
6. This will produce a list of all the classes available given the variables you submitted. Click on the box in front of the class to select the course – click submit. Tip: online sections can be found by using a location of “web”.
7. On the next screen, you will see a list of the courses you selected under Preferred Sections. Choose the action you want to perform from the drop down box in front of the class and click submit at the bottom of the page.
8. When you have successfully registered for a section, you will see a screen which confirms your request has been processed and all sections for which you are registered will be listed. When your schedule is final, click on “my schedule” at the bottom of the page and print your schedule.

LOCATION CODES

(included as part of the Section Number.)

BE = BEATRICE campus
    4771 W. Scott Road, Beatrice NE

CE = Jack J. Huck Continuing Education Center
    301 S. 68th St. Place, Lincoln NE

EN = Entrepreneurship Center
    285 S. 68th St. Place, Lincoln NE

ES = Education Square (downtown Lincoln)
    1111 O St, Lincoln NE

FC = Learning Center at Falls City
    116 W. 19th St., Falls City, NE

HB = Hybrid course
(50% or more face-to-face classroom instruction plus 50% or less online)

HN = Learning Center at Hebron
    8610 Jefferson Ave. Hebron, NE

LN = LINCOLN campus
    8800 O St, Lincoln NE

ML = MILFORD campus
    600 State St, Milford NE

NC = Learning Center at Nebraska City
    819 Central Ave., Nebraska City, NE

PW = Learning Center at Plattsmouth
    537 Main St., Plattsmouth, NE

WB = Web-based online course
    home computer with Internet access required

WBP = Web-based online course with proctored exams taken at an approved testing center. (home computer with Internet access required)

WH = Learning Center at Wahoo
    536 N. Broadway, Wahoo, NE

WK = Learning Center at York
    3130 Holen Ave., York, NE (Inside the Holthus Convention Center)

For specific room locations, visit the maps pages online at www.southeast.edu and search for the floor plans.

LOGIN HELP

Don’t know your Username? Go to thehub.southeast.edu and click on “change/forget password”. You can find your Username by following the link to WebAdvisor.

Password: The FIRST time you log in, your initial eight character password is Scc#_____ (the first four digits of your social security number.) (note the $ is uppercase) For example: if the last four digits of your social security number were 1234, your temporary password would be Scc1234.

Now you create your own password.

Passwords must:
- contain 7 – 16 characters
- have 1 uppercase and 1 lowercase letter
- have 1 numeric character = 1234567890
- have 1 special character :: !#$%^*()...
- must NOT contain 3 or more characters of your first name, last name or SCC ID#.

WRITE DOWN A HINT SO YOU CAN REMEMBER IT!!!
No one at the College can see your password. If you forget your password, it will need to be reset, which may take some time. Passwords will be changed every 280 days.

Still having issues? Contact the Registration & Records Office at 402-437-2605 or registration@southeast.edu

A0409 (06/12/18)
To drop a class you are currently registered for:
1. Login to thehub.southeast.edu. (for more information on logging into the Hub, see the back)
2. Select “Student Registration.”
3. Select “Register and Drop Sections.”
4. Under the Current Registrations section, check the box in front of the course you wish to drop.
5. Click the SUBMIT button at the bottom of the screen.
6. A new Registration Results screen should appear showing the status of the class you selected as “Dropped from this section.”
   (If you chose an action other than drop, the results of your selection should appear in the status box)

***If you owe the College money, you cannot drop or add classes online.***

WAITLISTING A COURSE

Managing your Waitlist
When a course section reaches capacity, it is possible for students to add themselves to a waitlist via WebAdvisor on The Hub.

Email Address
Students must have a current email address on file at Southeast Community College, before adding themselves to a waitlist. To verify your email address is accurate, go to WebAdvisor on thehub.southeast.edu and from the main menu select: Student ->Address Change. Email addresses are listed at the bottom of the page. If the address is incorrect, make the necessary changes and click->Submit. Corrections are sent directly to the registration office, however, are not immediately seen online.

Waitlisting a course
Students can add or remove themselves from a course waitlist through WebAdvisor on The Hub. After selecting a class which is full, on the registration screen select Action->Waitlist->Submit.

   Note: Students cannot waitlist themselves for classes if any of the following conditions apply: prerequisites are not complete, the student is currently registered for another section of the class or tuition is owed to the College. Also, students cannot waitlist themselves for multiple sections of the same course.

Permission to register
When there is an opening in a class, the first student on the waitlist will be notified via email. The student can register for the section online by going to WebAdvisor->Student Registration->Manage My Waitlist->Action->Register->Submit.

One (1) day to register
When given Permission to Register, the student will have 1 day to register. At the end of this time, if a student fails to register for the designated class, the student is removed from the waitlist and the next student is notified.

Removal from the Waitlist
On The Hub, go to WebAdvisor->Student Registration->Manage My Waitlist->Action->Remove->Submit.

Tuition
Students are not charged tuition for courses in which they are waitlisted. Tuition charges will not be posted to the student account until the registration process is complete.

Dates
Last day to add your name to a waitlist for Fall 2018 is Oct. 3. See list of registration/waitlist dates below.

**ALL WAITLISTS ARE REMOVED ON DAY 2 OF EACH TERM.**