

SCC IMPORTANT REGISTRATION INFORMATION - Winter 2018

REGISTER ONLINE via the Hub - Winter 2018

REGISTRATION BEGINS October 30
LAST DAY TO REGISTER ONLINE January 5

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 January 5

WHY CAN'T I REGISTER, ADD OR DROP CLASSES ONLINE?

1. Are you using the correct term?
Winter 2018
2. Were you registered for one of the following terms: **Winter 2017, Spring 2017, Summer 2017, Fall 2017**
3. The last day to register online is **Jan. 5.**
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/applnow/> 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.

Your Username is your first initial + last initial + SCC ID number (with no leading zeros) + @southeast.edu.

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"

Please note:
R designates a Thursday class.
TR designates a Tuesday/Thursday class.

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.

If you are having problems with online registration, contact the Registration & Records Office at 402-437-2605 or registration@southeast.edu

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

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs
Register	Summer 2018	ENGL-1010-1010 (composition)		07/12/2018-09/21/2018 Lecture Days to be Announced, Times to be Announced, Room to be Announced.	C. Barringer	18 / 22 / 6	4.50	
Register Pass/Fail								
Add								
Remove from List								
Waitlist								

LOCATION CODES

(included as part of the Section Number.)

- | | |
|--|--|
| BE = BEATRICE campus
4771 W. Scott Road, Beatrice NE | NC = Learning Center at Nebraska City
819 Central Ave., Nebraska City, NE |
| CE = Jack J. Huck Continuing Education Center
301 S. 68th St. Place, Lincoln NE | PL = Learning Center at Plattsmouth
537 Main St., Plattsmouth, NE |
| EN = Entrepreneurship Center
285 S. 68th St. Place, Lincoln NE | WB = Web-based (online course) home computer with Internet access required |
| ES = Education Square (downtown Lincoln)
1111 O St., Lincoln NE | WBP = Web-based online course with proctored exams taken at an approved testing center. (home computer with Internet access required) |
| FC = Learning Center at Falls City
116 W. 19th St., Falls City, NE | WH = Learning Center at Wahoo
402-323-5581, Wahoo, NE |
| HB = Hybrid course (50% or more face-to-face classroom instruction plus 50% or less online) | YK = Learning Center at York
3130 Holen Ave., York, NE (Inside the Holthus Convention Center) |
| 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 | |

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/ forgot 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 **Sc#** _____ (the last four digits of your social security number.) (note the **S** is uppercase) For example: if the last four digits of your social security number were 1234, your **temporary** password would be Sc#1234.

Now you create your own password.

Passwords must:

- contain 7 – 16 characters
- have 1 uppercase and 1 lowercase letter
- have 1 numeric character :: 1234667890
- 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

DROPPING A COURSE ONLINE

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 cover)
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 My 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 **Winter 2018** is **Jan. 4**. See list of registration/waitlist dates below.

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

DROP OR WITHDRAW FROM A CREDIT CLASS

>To drop or withdraw from classes, you must submit an "Official Drop/Add Form For Credit Classes" to the Registration and Records Office

OR

>Drop the class using WebAdvisor on the Hub.

Failure to attend classes DOES NOT constitute a drop or withdrawal.

Students must submit an official drop form prior to the refund deadline to be eligible for a tuition refund. **Failure to attend classes does not absolve the student of making complete payment for all tuition and fees associated with the student's registration.**

REFUND POLICY FOR CREDIT CLASSES

If you decide to discontinue your studies at SCC, refunds are prorated according to the refund formula.

$$\frac{(\text{DROP DATE}) - (\text{COURSE START DATE})}{(\text{COURSE END DATE}) - (\text{COURSE START DATE})} = \% \text{ ELAPSED}$$

The drop date will be the date you provide an "Official Drop/Add Form" to the Registration & Records office or Drop the class online.

All days are included in the computation, including Saturdays, Sundays, holidays and week days. Students are entitled to a refund based on the Refund Table for Credit Classes.

REFUND TABLE

(FOR CREDIT CLASSES)

% elapsed	% of refund
0.000 - 12.499	100
12.5 and over	0

- Student activity fees are refundable only during the tuition refund period.
- Refunds are based on the date the Official Drop Form is submitted to the Registration and Records office.
- Refunds will not be granted after deadlines have passed.
- Refunds for classes cancelled by the College are automatically processed and do not require a drop form.
- Refund checks are mailed to the student's current address and usually take 3 to 4 weeks.
- Students who receive federal financial aid are subject to federal refund calculations.
- Students who register after the first class meeting and drop a course are subject to a refund based on the beginning dates of the course, not when they register.

Detailed information on tuition and refunds is published online in the SCC College Catalog.

NON-CREDIT CLASS REFUNDS

100% refund if dropped the day before class starts or earlier. 0% refund if the class is dropped the day the class starts or later.

A0409 (10/17/17)

WINTER 2018 — JANUARY 4 - MARCH 16, 2018

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|--|---------|---|---------|
| • Registration begins..... | Oct. 30 | • Last day to add classes | Jan. 11 |
| • Last day to add your name to a waitlist/
Final Waitlist registration notices emailed..... | Jan. 4 | • College closed | Jan. 15 |
| • First 5-week classes begin..... | Jan. 4 | • Graduation Application deadline | Jan. 18 |
| • Waitlists are closed | Jan. 5 | • Last day to drop classes | Feb. 26 |
| • Last day to register online | Jan. 5 | | |
| • Instructor signature required for adds..... | Jan. 6 | | |

Please note: Beginning August 2019, SCC will be on a semester calendar. Details coming soon!