



Admissions & Enrollment  
Financial Planning  
Grades and Records  
Student Conduct  
Academic Support

# Student Services

2016-2017 Academic Year

*Southeast Community College*

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To have a successful college experience at SCC, admissions representatives and career advisors are available to help you decide on a Program of Study. To further assist you, please schedule a visit to one of our campuses to see our exceptional instructional labs and classrooms and to visit with instructors for first-hand information about the programs.

# ADMISSIONS

## Admission Requirements

### High school Transcripts:

All students who are accepted for admission to a Program of Study, self-certify they have graduated from an accredited or approved high school or college, or have completed the requirements for a GED® certificate or provide official transcripts.

Students are strongly encouraged to submit their high school transcripts/GED® diploma. These may be used for financial aid verification and/or placement in college courses.

The student who has not graduated from high school or who does not have a GED® certificate must earn a GED® diploma before admission to a Program of Study. Contact Continuing Education for more information regarding the GED®.

Due to federal financial aid policies, federal financial aid is not available to students who have not graduated from high school or who have not completed a GED®.

### Age Requirements:

**16 years of age or older:** Any person 16 years of age or older who is not enrolled in a regular secondary school program is eligible to enroll in SCC credit and continuing education classes provided they meet any stated class prerequisites. Any person applying for admission to a program of study at the College who is 16 years of age or older must certify that they have earned a high school/GED® certificate or will have earned one by the time they begin their program of study.

**Persons under 16 years of age:** Any person under 16 years of age will not be accepted for admission into a program of study. If a person under 16 years of age is not enrolled in a high school program, they may enroll in credit classes provided they meet any stated class prerequisites and have special permission from the College campus Dean of Student Services. Contact the Registration and Records Office to obtain a permission form.

Persons under 16 years of age may enroll in special non-credit classes offered through the Continuing Education division. Other special enrollment opportunities for students under 16 will be identified in the course description and/or advertisement.

**High School Students:** Eligible high school students in good standing may enroll in college credit classes with written permission from their high school principal or counselor. High school students must meet any stated class prerequisites prior to the start of the class. Contact the Registration and Records Office for additional information.

**Distance learning/Dual Credit/SENCAP/Career Academy:** High school students enrolling in distance learning/dual credit/SENCAP/Career Academy classes must meet all of the College course prerequisites prior to the start of class. Contact the campus Registration and Records Office for additional information.

### Student Status

(based on enrollment in three of four terms (quarters) during a continuous 12-month period.)

Full time = 12 or more credit hours per term

Part time = fewer than 12 credit hours per term

3/4 time = 9 through 11.5 credit hours per term

1/2 time = 6 through 8.5 credit hours per term

Less than 1/2 time = Fewer than 6 credit hours per term

Contact the campus Registration and Records Office for specific student enrollment history.

## Admission Advising & Testing

Southeast Community College recognizes that students require competency in reading, writing and mathematics in order to succeed in their selected Program of Study. All applicants for admission are evaluated on basic academic skills so as to better determine placement into courses and Programs of Study for student success. Applicants who desire pre-admission, basic academic skills testing and/ or career advising should contact the Admissions Office for arrangements.

Applicants required to complete COMPASS/ASSET/ACCUPLACER basic skills testing will be notified. Students may be required to complete developmental coursework before advancing to certain program courses. Specific information about developmental course work is available through campus Admissions and Career Advising staff. Developmental coursework and high school equivalency programs are available at SCC to students who do not meet admissions requirements into their chosen Program of Study.

## Re-Admission Steps

Former SCC students who were “declared” and once enrolled in a Program of Study and who have not been enrolled for one or more years, must reapply for admission to be eligible for re-entry into their program. Returning former students must complete a new Application for Admission.

Readmission is subject to available space and current requirements established by the College and the Program of Study.

## Admission Process

All requests for information regarding admission to any program and all completed application forms should be obtained from and submitted to the Admissions Office of the campus selected by the student. SCC has the right to deny admission or continued enrollment to persons who have misrepresented their credentials or background.

**International Students:** Additional requirements must be met for students applying to SCC under an I-20 (F-1 Visa). Please refer to the 'International Students' section for specific Admissions information.

### Step 1: Complete and Submit an Application

Students must complete an Application for Admission indicating the Program of Study applying to and (where applicable) the specific campus to which they are applying. Applications are available in the Admissions Office or [www.southeast.edu](http://www.southeast.edu).

#### Students Applying For Admission to More Than One Program of Study

##### LIKE PROGRAMS OFFERED ON MORE THAN ONE CAMPUS

For like programs offered on more than one campus, such as Academic Transfer, Automotive and Practical Nursing, a student can only be admitted to the program at one location for a given year and term.

Current students desiring to transfer from their current Program of Study on one campus to the same program on a different campus must contact the program chair at the second location to determine if an opening is available. If an opening is available, the program chair will grant permission for the student to transfer and register. If an opening is not available, the student must complete the steps for admission to a Program of Study in order to reserve a place for a future term in the program at the second location.

##### DIFFERENT PROGRAMS IN SAME YEAR AND TERM

Unless there is a conflict in scheduling, a student can be admitted into a program and enroll in classes in other areas.

##### DIFFERENT PROGRAMS IN DIFFERENT YEARS AND/OR TERMS

A student can be admitted into two or more different programs in different years and terms. (Contact the campus Admissions Office for additional information.)

## Effects on Financial Aid if Applying for Admission to More Than one Program of Study

Students planning/expecting to receive financial aid are subject to federal restrictions that may limit their options. See the Financial Aid section of the College Catalog.

## Step 2: Demonstration of College Readiness

All students seeking admission to a Program of Study must demonstrate college readiness. This can be verified via a number of evaluative methods.

### High School or GED® Diploma

Student may meet this requirement by self-certification on the Application for Admission OR by submitting a copy of their high school or GED® transcript. A copy of the high school or GED® transcript is not required for admission unless the high school/GED® information the student provides on the Application for Admission is determined to be inaccurate or incomplete.

Although it may not be required that a student submit a copy of their high school or GED® transcript, it is strongly encouraged that they do so. Some programs of study may require this documentation for licensing purposes and financial aid could also be delayed if a transcript is required to complete the Financial Aid process. High school transcripts may be used for accurate course and program placement.

### Postsecondary Transfer Credit

Students can demonstrate college readiness through prior successful post-secondary course experiences. Official transcripts from all postsecondary institutions must be sent directly from the institution to the College Admissions Office at the appropriate campus. Transcripts will be evaluated to determine if the student meets college entrance requirements. through evidence of three (3) or more hours of transfer credit from an accredited postsecondary institution with a grade of "C" or better in each of the areas of English, math and a course which indicates reading ability, e.g., social studies, speech, psychology. If the demonstrated coursework does not meet the minimum program requirement or is 5 years or older, testing is required.

### Completion of Assessment/Course Placement Test

Applicants without sufficient college credit are required to complete course placement testing to assess readiness in basic reading, written expression and mathematics to determine whether their skill level is consistent with program requirements. To determine the entrance requirements for specific programs, applicants can review program of study information on the college website ([www.southeast.edu](http://www.southeast.edu)) or request assistance from the Student Services staff.

Students may be required to complete developmental course work before advancing to certain program courses. Specific information about developmental course work is available from campus Student Services staff.

Completion of Assessment/Course Placement testing occurs through **at least one of the following** basic skill assessment/placement tests:

1. Achieve appropriate ACT/SAT (except writing) scores within the past 5 years in each of the areas of English, reading and math as required by a specific program. These scores may be reported by ACT, reported on the high school transcript, or brought in by the student.
2. Achieve COMPASS/ASSET/ACCUPLACER placement scores as required by the specific Program of Study for which the individual is applying. The first COMPASS/ASSET/ACCUPLACER basic skills assessment/placement test is available at each campus free of charge. COMPASS/ASSET/ACCUPLACER testing is required when an individual has taken a prerequisite in mathematics and the course is older than 5 years or the necessary ACT score is older than 5 years. A student who cannot fulfill any one of these criteria should discuss the alternatives available with a College Career Advisor.



## Retesting

Retesting is possible for individuals who believe their course placement test scores do not reflect their current skill levels in reading, written expression and mathematics. If the student has previously taken the COMPASS/ASSET/ACCUPLACER test in the past 5 years, a \$15 re- take fee is required (in advance) per testing session regardless of whether the individual is taking the entire test (3 parts) or subtests. If individuals want to take one section at a time, they have five (5) business days to complete that testing.

1. Current high school students may test and retest at no charge.
2. Individuals having test scores older than 5 years may be asked to retake the COMPASS/ASSET/ACCUPLACER test but will not be charged for retesting. Additional retests are \$15.
3. SCC Testing/Assessment Center staff, Instructors or designated SCC personnel may authorize retesting and that the retest fee be waived. Testing /Assessment Center staff reserve the right to approve or deny the request to retest and/or waive the retest fee.

Individuals may test on the same portion(s) of the COMPASS a maximum of three (3) times within a 30-day period. Following the 3rd testing episode students are required to wait a minimum of 30 days before they can retest on the same portion(s) again, each time they retest.

## Step 3: Submit any Additional Information Required for Your Chosen Program of Study.

Applicants requesting admission to a specific Program of Study will be notified by the College Admissions Office of any additional information required by their chosen Program of Study.

Students will receive written notification by mail as soon as possible about their admission status.

NOTE: Students admitted to a Program of Study are expected to abide by the rules and regulations of the program and complete the courses required by that program. A student may be withdrawn from a Program of Study for not following these guidelines.

## Admissions and Financial Aid

To receive financial aid, federal regulations require that a student:

- Be enrolled in a Program of Study leading to the completion of a diploma or associate degree at SCC.
- Has received aid for no more than one Program of Study at a time.
- Can receive financial aid only for a limited period of time.
- Make satisfactory academic progress toward completing a Program of Study.
- Intends to complete his/her Program of Study.
- Register only for courses required for the completion of their declared Program of Study at SCC. (Contact the campus Financial Aid Office for additional information).

See the chapter on Financial Aid for further information.

## Nebraska Residency Requirements

To be eligible to register at resident tuition rates at SCC, Nebraska residency must be established according to the provisions of Nebraska revised statute Section 85-502.

An individual will qualify as a resident of the state of Nebraska for tuition purposes at SCC if the standards set forth in any one of the designated eight (8) categories are met as designated in the statute:

<http://nebraskalegislature.gov/laws/statutes.php?statute=85-502>

Any student who has been classified as a non-resident and believes he/she may qualify as a resident must file a residency application form with Student Services before the end of the fourth week of the quarter for which the tuition fee was charged. Residency application forms, as well as further information regarding residency classification, are available from each campus Student Services Office. It is the student's responsibility to initiate a change for residency status, provide documentation, and schedule an appointment with the Dean of Students.

## Social Security Number

The College requires a student's Social Security number as a condition for admission as mandated by the Internal Revenue Service. A student's Social Security number information constitutes an "educational record" under FERPA. The College will be privileged to re-disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. Questions regarding FERPA should be directed to the campus Registration and Records Office.

For those registering students who are documented as "lawfully admitted aliens" who do not have a Social Security number, an alternate number will be assigned to distinguish their student records from others.

These students will be required to complete a 'Request for Student's Taxpayer Identification Number' form, available in the Registration and Records office.

Students who do not have a Social Security number may be eligible to take classes and be admitted to a Program of Study but should be aware that they may not be able to complete specific courses, clinical, cooperative experience, internship, or practicum experiences, or graduate from a program of study due to the inability to complete special course and program requirements including, but not limited to, background checks and non-SCC agency requirements. Students who do not have a Social Security Number are also not eligible to receive financial aid.

## International Students

The following requirements apply for students applying to SCC requesting an I-20 (F-1 Visa).

1. Completed Application for Admission.
2. Certified copies of academic records, plus English translations where necessary.
3. International version of TOEFL (Test of English as a Foreign Language) with a total score of 500 or higher if paper based, 173 if computer-based, or 61 for Internet version. Scores must be sent directly to the College by using institutional code 6795. The TOEFL requirement may be waived by the Dean of Students when the international student comes from a predominantly English-speaking country.

Signed Financial Resource Statement showing resources sufficient to cover course of study and transportation expenses to and from the home country. A minimum of \$20,000 for one year is required.

Contact the Admissions Office at the campus where you are applying for admission for specific information assistance and required forms.

F-1 Visa students authorized to attend another college can register for concurrent classes at SCC. Tuition is non-resident rate. Enrollment status is with the school the student is authorized to attend. Check with your authorized school to remain in status.

## Criminal Background Checks & Drug Testing for Students

All students entering the program or course areas listed below are required to have a Criminal Background Check including, but not limited to, the Adult and Child Abuse and Sex Offender Registries. The CBC will be completed before enrollment in courses in which the clinical, laboratory, or classroom experience requires the CBC. **A conviction or arrest will not automatically disqualify an applicant from admission to a program or keep them from clinical experience.**

Considerations related to admission to a program include but are not limited to:

1. The date, nature and number of arrests and convictions;
2. The relationship which the arrest or conviction bears to the duties and responsibilities of the affected student in a clinical setting;
3. Successful efforts toward rehabilitation;
4. Rules and regulations of the clinical program;
5. Other criteria which are determined by College administrators to be relevant.

Students who are not continuously enrolled will be required to submit to an additional CBC at their expense. The CBC will be completed only once, if no more than one year elapses between the original CBC and the student's clinical, laboratory or classroom experience requiring the CBC.

After the initial CBC, students will complete a self-disclosure statement annually. The student will be responsible for paying the cost of the CBC fee which is non-refundable. Decisions allowing continuance in a program in no way can be construed as a guarantee of licensure or certification upon graduation. Licensing boards make independent decisions about eligibility requirements and granting of licensure.

- Criminal Justice
- Dental Assisting
- Early Childhood Education
- Emergency Medical Services
- Food Service (Dietetic Technician Focus)
- Human Services
- Medical Assisting
- Medical Laboratory Technology
- Nursing (Practical Nursing, Associate Degree Nursing and Nursing Assistant Continuing Education classes)
- Paramedic
- Pharmacy Technician
- Physical Therapist Assistant
- Polysomnographic Technology
- Radiology Technology
- Respiratory Care
- Surgical Technology

Some programs may require specific criminal background checks and drug testing based on specific requirements for that profession. Check with Admissions or the Program of Study if you have further questions.

## Undeclared Students

Students may take courses at the College in an undeclared status. Undeclared students are defined as:

1. Those waiting acceptance into a Program of Study, and/or
2. Those not planning to pursue a Program of Study but who are taking credit classes for transfer, job advancement, or other purposes.
  - Undeclared students are not eligible for Financial Aid.
  - Undeclared students may register for available classes during the general registration period. College staff are available for assistance.

### Gainful Employment Information

The U.S. Department of Education requires colleges to disclose specific information about certificate programs that meet certain criteria and that lead to “gainful employment in a recognized occupation.” Schools must disclose program costs, on-time completion rates, median loan debt, a list of related occupations, and other important program information. In order to help students make more informed educational decisions, Southeast Community College discloses this information for all certificate programs included in the current catalog. The Web address for these disclosures is listed at the end of the program description. All of SCC’s Gainful Employment disclosures can be found at [www.southeast.edu](http://www.southeast.edu).

# REGISTRATION

## Registration Procedures

It is recommended that prior to registration, students consult with advisors or instructors. Registration dates are published and available in the Registration and Records Office and online prior to each registration period.

<https://www.southeast.edu/registrationandrecords/>

Additional information also will be made available by faculty and program advisors.

Open registration information is distributed each term by the Registration and Records Office on each campus. It is each student's responsibility to become familiar with registration schedules, deadlines, completion of registration forms, and any required signatures. Students who are declared in a Program of Study are allowed to register before Open registration. Refer to [www.southeast.edu/registrationandrecords](http://www.southeast.edu/registrationandrecords) for more information.

After registering, payment of tuition and fees must be made no later than the beginning of a term. Failure to meet established payment deadlines will result in debt collection activity. The student is responsible for all unpaid balances. Outstanding balances must be paid before a student can register for any SCC course.

Students may enroll in the eCashier monthly payment plan. (See Payment Policy - Financial Planning or [www.southeast.edu/financialaid](http://www.southeast.edu/financialaid).)

**Auditing a Course:** Students planning to audit a course must complete a "Request to Audit a Course" form. This form must be completed prior to the first class session. The student must pay the regular tuition and fees for the course, but will not receive college credit. Tuition and fees paid for Audit courses are nonrefundable. A grade of AU is assigned and cannot be changed without re-taking the course for college credit. Students receiving financial aid or Veterans' benefits cannot count audited courses toward the minimum credit hour requirement.

Form is located at <https://thehub.southeast.edu/studentsrvs/registration>.

**Prerequisites:** A student may not be eligible to register for some programs/courses which have specific program prerequisites unless they meet those program/course prerequisites.

**Arranged and Independent Study Classes:** Students who register for any arranged classes or independent study classes must report to the instructor for each class on the first day of class, at the beginning of the term. Students who register for any arranged or independent study classes after the term begins (adding classes with drop/add form) must report to the instructor within five (5) business days.

## DROP/ADD CLASSES

### Dropping a Course (Student-Initiated)

Students may initiate a drop from a class/es prior to the deadline for dropping classes (see deadline dates and refund information on the Hub on the Registration page.)

#### To drop a class(es), a student must

1. Drop the class online using WebAdvisor on The Hub (be sure to print a written confirmation of your drop if using WebAdvisor).

OR

2. Submit an "Official Drop/Add Form For Credit Classes" available at [www.southeast.edu/RegistrationandRecords](http://www.southeast.edu/RegistrationandRecords) to the Registration and Records Office located in the Student Services Office

**Failure to attend classes does not constitute a drop.**

Students must submit an official drop form prior to the drop or refund deadline to be eligible for a tuition and student services fee refund. Failure to attend classes does not absolve the student from being financially responsible for tuition and fees associated with the student's registration. Students can obtain a drop form from any Registration office or on the Hub.

NOTE: Students who have failed a class due to academic integrity or other disciplinary reasons are not eligible to drop or withdraw.

### **Important Deadline Dates**

The date on which 12.499% of time has elapsed since the first day of the class will be

1. The last date a student is allowed to register for a class for that term.
2. The last date a student can drop a class to get a refund of tuition and student services fee for that term. Specific dates for individual classes are included in the credit class schedule each term or on the Hub on the Registration page.
- 3.
4. The date that all instructors are required to report students who have never attended class ("No Show" Students)

### **"No Show" Students**

1. Under federal rules, the College cannot pay financial aid to students who never attend class. Financial aid will not be distributed to students who have been reported as never having attended class ("No Show" students).
2. "No Show" students will be billed and held responsible for payment of tuition and fees for classes they do not drop within the designated refund period found on the Registration page on the Hub. (See Drop/Add)
3. "No Show" students will be removed from the class rosters and no grade will appear on a student's transcript.

### **Refunds for Classes**

Please refer to the Financial Planning section of the College Catalog for complete information on refunds for tuition, classes and the return of Federal Financial Aid.

### **Last Date a Student is Allowed to Start a Class**

If a student is registered for a class, the instructor must allow the student to start class prior to 12.499% of the time elapsed.

After 12.50% of the time has elapsed since the first day of class, the instructor may allow a student to start a class ONLY with special permission from the Program Chair and Division Dean.

All 12.499% and 12.500% time elapsed calculations are based on calendar days, including Saturdays, Sundays, holidays and weekdays, from the first day of the class.

Specific dates will be posted in the Credit Class Schedule or the Registration page on the Hub.

### **Adding Courses After Initial Registration**

To add a course(s) prior to 12.499% of the time elapsed since the first day of the start of class, a student must do the following:

1. Complete an official drop/add form (obtained from the Registration & Records office or on the Hub)
2. Have the course instructor or program designee sign the form to approve the "add," if after the second day of the term.
3. Submit the form to the Campus Registration and Records Office no later than 12.499% of the time elapsed since the first day of the start of class.
4. To add a course or courses after the first 12.499% of the time elapsed since the first day of the start of class a student must follow the procedure above, but must have both the Program Chair and Division Dean signature on the add form.

The same procedures listed above apply to courses that vary in length from the regular term dates and can be added within the first 12.499% of the time elapsed since the first day of the start of class. Specific dates for individual classes are included in the credit class schedule each term and on the Registration page on the Hub.

Some courses are taught on an individualized basis and offer continuous enrollment if space is available. Other courses can be added after 12.499% of the time has elapsed only under exceptional circumstances. If any courses are added after 12.499% of the time elapsed since the first day of the start of class, the signature of the both the Program Chair and Division Dean are required prior to being submitted to the Campus Registration and Records Office.

### **Waitlisting a Course**

When a course section reaches its maximum capacity, it is possible for students to add themselves to a waitlist via WebAdvisor for Students 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 the email address is accurate, go to WebAdvisor for Students on The Hub and from the main menu select: **WebAdvisor for Students**

->**User Account->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 & Records Office, however, they are not immediately seen on WebAdvisor.

#### **Waitlist Process**

Students can add or remove themselves from a course waitlist through WebAdvisor. 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. Within the timeframe specified in the email, the student can register for the section online by going to WebAdvisor for Students->Student Registration->Manage My Waitlist->Action-> Register->Submit.

#### **One (1) day to register**

When given permission to register, the student will have one 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**

Students can remove themselves from the waitlist by going to WebAdvisor for Students->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.

A quality education at SCC is very affordable. Many students use financial aid to help them meet the cost of attending College. To determine if you will need assistance, please visit with our financial aid staff. Loans, scholarships, grants, and work study programs are available to qualified persons. Remember, the key to obtaining financial assistance is to apply early.

# FINANCIAL AID PROGRAMS

## Types of Aid

Many financial aid options are available at Southeast Community College. Financial Aid awards are administered by the Financial Aid Office under policies established by federal and state government.

### Financial Aid Contact Information:

402-437-2610, Fax: 402-437-2402,  
or email: [financialaid@southeast.edu](mailto:financialaid@southeast.edu).

Grants are financial aid that do not require repayment as long as the student completes the period of enrollment. Grants are generally based on financial need. Available grant programs include the Federal Pell Grant, the Iraq and Afghanistan Service Grant, the Federal Supplemental Educational Opportunity Grant, and the Nebraska Opportunity Grant.

Education Loans are financial aid that must be repaid. Available loans are the Federal Direct Loan and the Federal Direct Parent PLUS Loan. Private (or “alternative”) loans also are available through banks or other lenders.

Federal Work Study is a form of financial aid paid to a student as wages from working at the College.

Scholarships are funds provided by the College or outside contributors to students based on criteria determined by the donor or the College.

Additional Resources include assistance from public agencies such as the Nebraska Department of Labor, Vocational Rehabilitation, the Bureau of Indian Affairs and Professional Development.

## Grants

A grant is financial aid that does not require repayment as long as the student completes the term. Southeast Community College participates in several need-based federal- and state-funded grant programs. There are certain eligibility requirements for each program. Students who have a bachelor’s degree are not eligible for any of the grant programs listed.

### The grant programs available at SCC:

Criteria	Award Amount	Enrollment Required	Application
Federal Pell Grant			
Need-based Eligibility is primarily based on the student’s Expected Family Contribution (EFC)	Annual award amount: to be determined	A minimum of 12 credit hours each quarter is required to receive full eligibility, with pro-rated awards given to students with fewer than 12 credit hours.	FAFSA (completed annually)
Federal Supplemental Educational Opportunity Grant (FSEOG)			
Need-based Funds are awarded on a first-come, first-served basis Students must be eligible for the Federal Pell Grant to qualify	Annual award amount: Up to \$1,500 based on EFC	6 or more quarter credit hours	FAFSA (completed annually)

Iraq and Afghanistan Service Grant			
For students who are not eligible for the Federal Pell Grant and meet the following criteria:  The student's parent or guardian was a member of the Armed Forces and died as a result of performing military service in Iraq or Afghanistan after 9/11/2001 and  The student was under the age of 24, or was enrolled at least half- time in college, at the time of the parent or guardian's death	Annual award amount: to be determined	A minimum of 12 credit hours each quarter is required to receive full eligibility, with pro-rated awards given to students enrolled in fewer than 12 credit hours	FAFSA (completed annually)
Nebraska Opportunity Grant (NOG)			
Need-based  Funds are awarded on a first-come, first-served basis Must be a Nebraska resident	Annual award amount:  Up to \$1,100 based on EFC	6 or more quarter credit hours	FAFSA (completed annually)

## Education Loans

- Federal Direct Loan
- Federal Direct Parent PLUS Loan
- Alternative Loans

All education loans must be repaid. Before receiving any loans, borrowers should establish a plan to repay them. Loans must be repaid even if student experiences difficult financial circumstances and/or did not complete his or her education.

There are certain eligibility requirements for each type of loan. All applicants for loans are required to file a Free Application for Federal Student Aid. Loan eligibility cannot be determined until Southeast Community College receives a complete processed FAFSA and certain eligibility criteria have been reviewed.

### Federal Direct Loan

The federal government provides educational loans to students under the Federal Direct Loan program. Repayment of the Federal Direct Loan begins six months after graduation or six months after dropping below half-time status.

**There are two types of Federal Direct Loans:**

**Federal Direct Subsidized Loan:** This is a need-based loan for which the interest is paid by the government while the student is in school at least half-time. Interest will begin to accumulate at the start of the student's six-month grace period (the period of time before repayment, which occurs after the student is no longer in school at least half-time). Students who are new borrowers beginning July 1, 2013, may receive the Federal Direct Subsidized Loan for a timeframe equivalent to 150 percent of the length of the student's degree provided that all other eligibility criteria are met. In addition, any previously borrowed subsidized loan will begin to accrue interest at the time that the student reaches the 150-percent timeframe.

**Federal Direct Unsubsidized Loan:** There is no financial need requirement to be eligible for an Unsubsidized Loan. However, total financial aid, which includes the Unsubsidized Loan, cannot exceed the cost of attendance. Unlike the Subsidized Loan, interest accumulates while the student is attending school and can be paid monthly or capitalized (added to the total loan balance) until the student leaves school.

**Enrollment required:** Students must be enrolled in, attend and maintain a minimum of six (6) quarter credit hours.

**Application:** Free Application for Federal Student Aid <https://fafsa.ed.gov>



## Federal Direct Parent PLUS Loan

Parents can borrow funds to cover educational costs for their dependent students. Students must be enrolled in and attend a minimum of six (6) quarter credit hours and meet the eligibility criteria outlined in the Federal Direct Parent PLUS Loan information. Parents can begin repayment when the loan is fully disbursed, with the first payment generally due within 60 days, or can choose to begin repayment six months after the student is no longer enrolled at least half-time or graduates. There is no financial need required to be eligible; however, total financial aid cannot exceed cost of attendance. The applicant's credit history will be evaluated in determining loan eligibility.

**Maximum award amount:** Student's costs less other financial aid, subject to credit approval

**Enrollment required:** Students must be enrolled in and maintain a minimum of six (6) quarter credit hours.

### Applications:

1. Free Application for Federal Student Aid.
2. Federal Direct Parent PLUS Loan Request and Master Promissory Note.

## Alternative Loans

Some lenders offer private "alternative" loans to students to help cover educational costs. These loans generally require that the borrower has good credit or a credit-worthy cosigner. Eligibility requirements, application procedures, fees, interest rates, and repayment terms vary. Families are encouraged to utilize the Federal Direct Loan and the Federal Direct PLUS Loan before considering an alternative loan.

## Federal Work Study

Federal Work Study is a federally-funded program of part-time employment for students with financial need. This program allows students to earn money to help pay for their educational expenses. Work study employment of up to 20 hours a week is available to eligible students. However, the number of hours worked is determined by need. The Office of Financial Aid determines eligibility using federal guidelines. Employment can be in a variety of positions in various departments. Receipt of FWS is dependent upon securing a student employee position on or off campus. Eligible students who are interested in FWS must complete a Student Employee Application and apply for the positions in which they are interested. Funds are awarded on a first-come, first-served basis.

**Annual award amount:** Varies based on eligibility.

**Enrollment required:** Students must be enrolled. The academic year begins with the Summer Quarter and ends with the Spring Quarter.

### Applications:

1. Free Application for Federal Student Aid.
2. Student Employment Application. Forms can be found online or picked up at the SCC Placement or Financial Aid office on the campus where you will be completing your Program of Study.

## Scholarships

### Applying Online For SCC Scholarships

The SCC Educational Foundation was organized in 1975 with the sole intent of maintaining, developing and extending services to the College and to further educational opportunities to students, staff and residents. The mission of the Foundation is to support the vitality and growth of SCC to benefit students, staff and communities it serves.

The SCC Scholarship application is available ONLINE at [www.southeast.edu/scholarships](http://www.southeast.edu/scholarships) and has open enrollment during the following calendar days:

### Current and new SCC students

- Nov. 1-22 – Planning to attend the Winter Quarter (January-March).
- Feb. 1-22 – Planning to attend the Spring Quarter (April-June).
- May 1-22 – Planning to attend the Summer Quarter (July-September).
- Aug. 1-22 – Planning to attend the Fall Quarter (October-December).

## High School Seniors

- Dec. 1-Feb. 22 – Planning to attend the Fall Quarter (October-December)

Note: To be considered for scholarships based on financial need, the applicant must also complete the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov) for the appropriate school year.

If a student is unable to apply online, he/she may contact the Financial Aid Office with an explanation of extenuating circumstances and may receive assistance with the application process.

## Veterans' Benefits

Students applying for veterans' benefits need to complete an "Application for Veterans' Educational Benefits." These forms are available online from the Veterans' Administration or SCC. The completed application, along with other required documents, should be submitted to SCC approximately two months prior to enrollment. If the student previously attended another college, an academic transcript from each school also must be submitted to SCC within 30 calendar days after initial enrollment for review. Transcripts are required even if no credits were earned.

Students receiving veterans' benefits cannot count audited courses in determining course load. Soon after enrollment, SCC will certify the students' credit hours. This certification initiates the payment process, and students should receive their payment approximately 30 business days after enrollment is approved.

## Heroes Act

The Higher Education Relief Opportunities for Students Act provides for the modification and waiving of some statutory and regulatory provisions related to students who receive financial aid and who are on active duty during a war or other military operation or who reside or are employed in a declared disaster area. These adjustments apply to return of funds and signature requirements for verification and application, among other things. Affected individuals include an individual who:

- Is serving on active duty during a war or other military operation or national emergency;
- Is performing qualifying National Guard duty during a war or other military operation or national emergency;
- Resides or is employed in an area that is declared a disaster area by any federal, state, or local official in connection with a national emergency; or
- Suffered direct economic hardship as a direct result of a war or other military operation or national emergency, as determined by the secretary.

Effective Sept. 27, 2012; the waivers and modifications expire on Sept. 20, 2017.

## Additional Resources

Other sources of financial assistance available include employers and public agencies. The following organizations offer tuition assistance to students at Southeast Community College. Qualification requirements vary by organization. Please contact the appropriate agency listed for more information.

- Nebraska Department of Labor
- Vocational Rehabilitation
- Bureau of Indian Affairs
- Professional Development

# How to Apply for Federal Student Aid

To apply for most forms of financial aid, students must complete the **Free Application for Federal Student Aid**. Students must submit new financial aid applications for each academic year. Forms are available online at [www.fafsa.gov](http://www.fafsa.gov) beginning Jan. 1 for the upcoming year upon completion of your tax return.

Priority deadline dates have been established to prevent delays in processing financial aid awards.

**Priority filing deadline dates for completing necessary financial aid forms are as follows:**

- **April 1 (Summer Term)**
- **July 1 (Fall Term)**
- **October 1 (Winter Term)**
- **January 1 (Spring Term)**

As part of the FAFSA application, students and parents (if applicable) must provide income information. In many cases, students and parents may be able to retrieve their tax information from the IRS and transfer it to their FAFSA. Students and parents are highly encouraged to use this option when applicable.

Students and parents can sign the FAFSA electronically.

**\*The FAFSA must include the Southeast Community College Federal Title IV school code: 007591.**

Students must complete the following eligibility requirements for financial aid consideration:

- Be accepted to Southeast Community College
- Be enrolled in a degree-seeking program
- Have a high school diploma or a GED®

## Transfer students

If the student has already completed the FAFSA for the current year and is transferring to Southeast Community College, add the SCC Federal Title IV School Code 007591 to the student's Student Aid Report by making a correction using FAFSA on the Web.

## What happens next?

After the student's FAFSA has been processed, the student will receive a Student Aid Report. If the student completed the FAFSA on the Web and provided an electronic signature and email address, the student's SAR will usually be sent to that email address within 1-2 days. If the student did not provide an email address, the student's SAR will be mailed to the mailing address provided on the FAFSA within 7-10 business days. If the student sent a paper FAFSA application to the FAFSA processor, allow 2 to 3 weeks to receive the SAR.

## Students with Bachelor's degrees

Students with bachelor's degrees (or higher) are not eligible for grants but may complete the FAFSA to be considered for the Federal Work Study program and the Federal Direct Loan program.

## Financial Aid Awards

### The Student's Financial Aid Package

SCC issues an ONLINE Financial Aid Award Letter which informs students of the financial aid they may be eligible to receive. The student's offer of financial assistance is their estimated financial aid package for the academic year. Eligibility for need-based aid is based on the estimated cost of attending Southeast Community College, the student's Expected Family Contribution based on the information that was provided on the student's FAFSA and the student's enrollment status.

## Satisfactory Academic Progress

The review of a student's SAP status is based on the entire academic record, even if the student did not receive financial aid for previous quarters of enrollment. The SAP status is monitored after each quarter's grades are posted.

### Minimum Standards for Maintaining Satisfactory Academic Progress

- Must have a cumulative grade-point average of 2.0 or higher
- Must pass at least 66.7 percent of the credit hours attempted
- Not exceed 150 percent of attempted credit hours required for the student's active program

## Financial Aid Status

### Financial Aid Warning

A student will receive a financial aid warning if the student has not met the minimum standards for satisfactory academic progress.

While on warning status, students will continue to be eligible for financial aid. However, satisfactory academic progress requirements must be achieved by the end of the next enrollment/payment period in order to continue to receive financial aid. Failure to do so will result in the loss of eligibility for future terms.

### Financial Aid Suspension

Students who were previously on "warning" status and continue to not meet one or more of the above criteria are placed on financial aid suspension.

While on suspension status, students are ineligible to receive financial aid from any federal- and/or state-funded programs. Financial aid suspension does not prevent students from enrolling at the College; however, students must enroll at their own expense until all of the above criteria has been met.

## Return of Federal Title IV Refund Information

A recipient of federal Title IV financial aid who withdraws and/or fails all courses during a payment period or period of enrollment in which the student began attendance will have the amount of federal Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance.

The period of time in which federal Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the student's last date of attendance, divided by the total number of calendar days in the payment period or period of enrollment.

The percentage is multiplied by the amount of federal Title IV financial aid for the payment period or period of enrollment for which federal Title IV financial aid was awarded to determine the amount of federal Title IV financial aid earned. The amount of federal Title IV financial aid that has not been earned for the payment period or period of enrollment and must be returned is the complement of the amount earned.

The amount of federal Title IV financial aid earned and the amount of federal Title IV financial aid not earned will be calculated based on the amount of federal Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based.

A student will have earned 100 percent of the federal Title IV financial aid disbursed for the payment period or period of enrollment if the student last attended after completing 60 percent of the payment period or period of enrollment.

# REFUND POLICY

## Refund Policy for Institutional Tuition

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.

**The amount of time the student attends as a percent of the total course length will be the method of the computation.**

The DROP DATE will be the date the student drops the course online by utilizing WEBADVISOR For Students or provides the College's Registration and Records Office with an "OFFICIAL DROP/ADD FORM FOR CREDIT CLASSES."

Oral notification to the Registration and Records Office is allowed ONLY when the student is dropping all classes and withdrawing from the College.

**Failure of the student to attend a class does not constitute an official drop/withdrawal.**

A student's failure to attend classes does not dismiss a student's responsibility to pay unpaid account balances owed to the College on courses not officially dropped.

Forms titled "OFFICIAL DROP/ADD FORM FOR CREDIT CLASSES" are available at the campus Registration and Records Office.

The College will apply any eligible financial aid transmitted to the student's account toward tuition, fees and applicable charges incurred by the student.

If a balance owed remains, it is the responsibility of the student to pay this balance before they would be allowed to register for future courses at SCC.

A student is entitled to a refund computed on the following formula and tables:

**Formula:**

$(\text{Drop Date}) - (\text{Course Start Date}) / (\text{Course End Date}) - (\text{Course Start Date}) = \% \text{ Elapsed}$

Credit class Table:	
<u>% elapsed</u>	<u>% of refund</u>
0.000 - 12.499	100
12.5 and over	0
Non-Credit class Table:	
<u>% elapsed</u>	<u>% of refund</u>
day before	100
start day or after	0

All days are included in the computation, including Saturdays, Sundays, holidays, and weekdays.

### Credit Class Refund

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. NO refund is allowed after 12.500% of time has elapsed since the first day of the start of class. Specific drop dates for individual classes are published each term in the credit class schedule.

Go to The Hub at <https://thehub.southeast.edu/stufinance/tuitrefund>.

## Refunds for Classes

### Calendar Days/Automatic Computer Calculations

**Calendar Days:** All days are included in the computation of calendar days, including Saturdays, Sundays, holidays, and weekdays.

**Automatic Computer Calculations:** Percent of time elapsed is automatically calculated by the College computer system and based on calendar days from the first day of class.

### Last Date To Drop A Credit Class And Receive A Tuition Refund

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. A student’s transcript will not show any registration data if the student drops prior to 12.499% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays.

Refunds are not automatic. To obtain a refund or adjustment on your account, you must drop the class online using WebAdvisor for Students or 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.

Refunds for classes cancelled by the College are automatically processed and students are not required to submit a drop form.

### Electronic Refunds

Electronic payment of refunds is the FASTEST, safest and most convenient method for students to receive refunds.

Students can sign up on The Hub via WebAdvisor for Students for an electronic payment option. Go to The Hub at <https://thehub.southeast.edu/stufinance/Pages/FastRefunds.aspx>.

The College recommends that students sign up to have refunds transferred electronically to their existing bank account. If a student does not currently have a bank account, the College has made arrangements with Union Bank and Trust Company of Lincoln for the student to open a Simply Free Checking account or a Union Bank Savings account. The student may start the process of opening a Union Bank account via WebAdvisor or they may stop at any Union Bank branch office to open an account.

If a student does not sign up for electronic payment of refunds, a check will be processed at the same time that funds are electronically transferred to other students. Depending upon the day of the week, holidays, and the speed of mail delivery, paper checks may take up to 10 days or more to reach the student. Checks will be processed off site and will not be available for pickup by students. Paper checks will be mailed to the student’s current address on file with SCC.

If you are having your check deposited electronically, please check your bank account online, if your bank provides online access, to verify when your refund was deposited.

If you are receiving your refund by paper check, please wait a week after paper checks are mailed before inquiring about your refund.

### Non-credit Class Refund

The student is entitled to a 100% refund for any non-credit class officially dropped prior to the start date of the class. NO refund is allowed if the class is dropped on or after the start date of the class.

### Official Withdrawals

When a student officially withdraws from ALL classes, before the end of the sixth week of classes for the term in which federal Title IV financial aid is awarded, the campus Financial Aid Office will calculate how much of a student’s financial aid must be returned to the U.S. Department of Education. Students called to non-training active military duty should provide documentation to the campus Dean of Student Services.

## Deadline For Dropping A Class And Receiving A Grade Of "W"

The deadline for dropping a class and receiving a grade of "W" is two (2) days prior to the 60% point. Student-initiated drops which occur between the 12.499% of the time elapsed since the first day of the class and prior to the drop deadline will receive a grade of "W." Students may request a drop (awarding of a grade of "W") after the drop deadline for dropping classes, only if extenuating circumstances exist. Personal problems such as illness, job change or a move out of town may be considered by individual instructors and approved by the Division Dean.

## Unofficial Withdrawals

A student who receives all "F" grades or a combination of all "F," "W," or "NP" grades is considered to have UNOFFICIALLY withdrawn from classes. A student receiving federal Title IV financial aid funds who drops out without notifying the College is considered to have made an unofficial withdrawal.

**Step 1: Determine how much federal Title IV financial aid the student is entitled to use or the amount earned by attending classes.**

The date that the student officially drops all classes is the official date that is used to calculate the percentage of time the student was enrolled in the term and how much aid the student was entitled to receive or "earned."

**Step 2: Determine how much of the federal Title IV aid must be returned to the U.S. Department of Education and/or the student/parent loan lender.**

The "earned" percentage is subtracted from 100% to determine the "unearned" amount of federal Title IV aid.

**Step 3: Determine who must return the unearned U.S. Department of Education aid.**

This may be the College, the student, or in some cases, both the College and the student. The unearned percentage also is used to determine, if necessary, how much the College must return of the federal funds which were received as payment for tuition, fees, books, room and board, and other approved institutional charges. The difference between the Total Unearned Federal Title IV aid and the amount of Unearned Aid due from the school is the amount of Unearned Federal Title IV aid due from the student.

Once it is determined how much Federal Title IV aid must be returned, the federal funds must be returned in the order specified by the law. This priority order is as follows:

1. Federal Direct Loan
2. Federal Direct Parent PLUS Loan
3. Federal Pell Grant
4. Federal SEOG Grant
5. Iraq/Afghanistan Service Grant

NOTE: Federal Work-Study earnings are exempt from the calculations.

## Refund Policy for Cafeteria/Residence Halls

### Termination:

If a student wishes to terminate a cafeteria or residence hall contract (Beatrice or Milford), they must secure approval of termination before a refund can be made. Detailed information regarding refunds of housing deposits or fees can be found in the housing contract or by contacting the Housing Office.

### Disciplinary action:

No refund will be made if a student is suspended from the residence hall and/or cafeteria due to disciplinary action.

Residence hall/cafeteria refunds for those who pay, enter and withdraw from the College will follow this specific refund schedule.

- During the first week (5 days, not including Saturdays, Sundays and holidays) of the term, 80% will be refunded.
- During the second week (6-10 days, not including Saturdays, Sundays and holidays) 60% will be refunded.
- During the third and fourth week (11-20 days, not including Saturdays, Sundays and holidays) 40% will be refunded.

- After the fourth week, there will be no refund. Residents moving out for reasons not stipulated in the housing contract terms or in the HALL handbook also forfeit their deposits.

The cafeteria/residences hall refund policies are separate from tuition refund policies.

## Payment Policy

Full payment of tuition, student services fees and room and board charges are due no later than the beginning of a term, or according to established campus payment deadlines. Payment is due immediately for class registrations that occur after the beginning of the term. Non-payment of tuition and fees may affect enrollment status. SCC accepts VISA, Mastercard and Discover credit cards for payment.

### Debts

All financial obligations to the College must be paid before a student may register for any future courses and before transcripts, awards and credentials may be released. Financial obligations include, but are not limited to, tuition and fees, college loans, library and parking fines.

However, if an organization or business coordinates customized/contract training with SCC and one of their employees has an existing financial obligation to SCC, that employee would be allowed to attend training. After passing the course, a certificate would be provided if one is associated with the class/workshop. This policy only pertains to credit and noncredit classes provided to an organization/business as part of customized/contract training and is not open enrollment for the general public.

The College will charge \$30 for every insufficient funds check.

### FACTS eCashier Monthly Payment Plan

Students may enroll in the “FACTS” eCashier monthly payment plan at <https://thehub.southeast.edu/stufinance/billing>.

“FACTS” eCashier provides an option for budgeting tuition and other educational expenses. Contact the campus Student Accounts Office for a “FACTS” eCashier brochure which includes a copy of the Automatic Tuition Payment Agreement.

### Other Charges

Students should expect costs for books, tools, supplies, uniforms, travel, student activities fees, and other items. Costs will vary depending on the requirements of each program and the needs of the individual.

Cost estimate sheets are available for the Programs of Study. Check out the Expense Sheets available online or contact your campus Student Services Office for more information.



*Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act of 1974. FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."*

# STUDENT RECORDS

## Student Records

Students must advise Student Services of any address change (both postal and personal email) to facilitate sending correspondence to the students' correct address. Address changes can be submitted online via WebAdvisor on The Hub or a paper form may be obtained from the Registration and Records Office.

## FERPA

SCC has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students.

Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

All requests for student records, information, and/or questions relating to the release of records and information must be in writing and directed to the campus Student Services Office.

FERPA permits public disclosure of directory information without the student's consent. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information consisting of the items listed below may be released without the student's consent:

- Student Name
- Major field of study
- Dates of attendance
- Enrollment status
- Most recent previous school attended
- Degrees and awards received
- Honors and awards received, including Dean's List and other academic honors
- Participation in officially recognized co-curricular activities (e.g. music, sports)
- Weight and height of athletic team members
- Parking permit number and auto license number
- Photograph/Video\*

When available, the student's physical address, email address and/or telephone number may be released at the discretion of the Student Services Office.

*\*Use of Photographs/Video:*

*Photographers/videographers employed or contracted by SCC regularly take photographs/video of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/video will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/ videotaped while attending a public event or who verbally agree to participate in a photo/video shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs/video in perpetuity.*

To avoid having Directory Information released, the student must submit a written request to the campus Registration and Records Office within 10 classroom/business days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial 10- day period, any new request for withholding of directory information shall require a 10-classroom day, not including Saturdays, Sundays, and holidays, written notice to the campus Registration and Records Office to become effective.

## Retention of Student Records

The official student academic record, the transcript of credit earned, will be retained permanently at the campus. All other documents (except disciplinary records) which are used to create, update and support a student's file will be retained for five (5) years. All student financial aid records will be retained for three (3) years following the end of the fiscal year in which funds were awarded. All veterans' records will be retained in the student's file for five (5) years from the last date of enrollment. All placement records will be retained for three (3) years following the last date of enrollment.

## Social Security Numbers

The College requires a student's Social Security number as a condition for admission as mandated by the Internal Revenue Service. A student's Social Security number information constitutes an "educational record" under FERPA. The College will be privileged to re-disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

For those registering students who are documented as "lawfully admitted aliens" who do not have a Social Security number, an alternate number will be assigned to distinguish their student records from others. These students are required to submit a Taxpayer Identification form. Questions regarding Social Security or tax ID numbers should be directed to the campus Registration and Records Office.

# ATTENDANCE

Regular, punctual attendance and participation is strongly encouraged in all credit courses and absences will be recorded. Each instructor will inform students by means of a syllabus/outline of attendance requirements at the first class meeting. Missed class or lab sessions, regardless of cause, reduces the opportunity for learning and may affect achievement. Students are responsible for all content missed, regardless of the reason for the absence.

Opportunities for make-up work are dependent upon the course and instructor as outlined in the course syllabus.

The College reserves the right to obtain a doctor's release when it is determined that a student's absence has been the result of a medical condition that might jeopardize the health of other students. Programs involving clinical or off-campus assignments may require telephone notification of absences. The College has no leave of absence policy for students.

All attendance regulations will be approved by the Instructional Division Dean. The Vice President for Instruction will be informed of attendance regulations via the course syllabus/outline.

Only currently registered students are allowed to attend class.

If there is a conflict with school and military training. The College will assist you in requesting a change in your annual training to minimize conflict with your College classes.

# GRADES

## Academic Honors

### Dean's List:

To be recognized on the Dean's List, a student must complete at least 6 hours for the term with a minimum GPA of 3.50. (Classes with a grade of "P" [Pass] do not count toward the 6-hour minimum.)

A press release will be sent to newspapers if a student has completed the hometown newspaper information on their credit registration form. Students may also fill out the newspaper release information in the Registration & Records Office on their campus. The Dean's List is submitted to newspapers from the SCC Public Information and Marketing Office. A certificate is emailed to each student on the list.

A student is not eligible to be included on the Dean's List if a "F" (Failure) and "I" (Incomplete), or a "NP" (No Pass) remain on his/her grade report for the given term. It is the campus' discretion as to whether such a Dean's List is maintained.

### Graduation with Distinction:

A student must have completed 45 quarter credit hours at Southeast Community College, and attained a cumulative 3.75 GPA to graduate "With Distinction," and a 4.0 cumulative GPA to graduate "With High Distinction."

## Academic Standing

### Good Academic Standing

Students must maintain a cumulative grade-point average (CGPA) of 2.0 to remain in good academic standing.

### Academic Warning

All students will have mid-term grades posted on WebAdvisor. Students failing any course at mid-term will be contacted by the Student Success Office to address the issue of coursework below acceptable academic standards and will be informed of the consequences of entering academic probation or suspension status.

## Academic Probation and Suspension

SCC believes students should demonstrate consistent progress toward their stated academic goals. In an effort to assist our students in meeting graduation requirements, the College has developed the following minimum academic standards. Students who have earned a minimum of 12 credits (with grades A+ through F) are covered under these standards.

### Academic Probation

Students who receive a cumulative grade point average (CGPA) of less than 2.00 at the end of a term will automatically be placed on academic probation.

- These students will be notified, by college-assigned SCC email, of their academic probationary status.
- Upon such notification, students should immediately see their program chair/ advisor to determine the necessary course of action to be taken to be removed from academic probation.
- Students who raise their cumulative grade point average (CGPA) to a 2.00 or higher by the end of the probationary term will automatically be removed from academic probation.
- Students will continue on academic probation if they achieve a term grade-point average (GPA) of 2.00 or greater but have a total cumulative grade-point average (CGPA) of less than 2.00.

### Academic Suspension

Students who are on Academic Probation will automatically be placed on Suspension if their cumulative (CGPA) and term grade point average (GPA) are below 2.0. Students will be notified of their academic suspension status by certified letter.

**There is no appeals process for an Academic Suspension.**

- Students placed on Academic Suspension will not be allowed to register or attend classes for the upcoming term or terms (refer to the various suspension levels below).
- Students will not be allowed to register online while on any level of academic suspension.
- Students placed on Academic Suspension may register for credit classes for the term following the suspended term. Students must register with a program advisor, career advisor or academic advisor no later than the second day of the term.
- Students may take non-credit classes during any level of suspension.

NOTE: Students who have been academically suspended and are on a waitlist for a program of study with the Admissions Office will be removed from the waitlist. Students who have been removed from a waitlist will be required to re-apply.

#### Level 1 Suspension (follows Academic Probation)

Students placed on Level 1 Suspension will not be allowed to register or attend classes for the upcoming term.

- Declared students must meet with their program chair/advisor to complete an Academic Reinstatement Form. Undeclared students must meet with Career Advising or Retention staff to complete the form.
- The Academic Reinstatement Form must be submitted to the Registration and Records Office with a signed registration form for the following term.
- A student success class is recommended.
- If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing. If the cumulative GPA is below a 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.
- If, at the end of the term the term and cumulative GPA are below a 2.0 the student will be placed on Level 2 Suspension.
- If a student returns to good academic standing but then is placed back on Academic Suspension status in subsequent terms they will start over at Level 1 Suspension.

### Level 2 Suspension (follows Level 1 Suspension)

Students returning to SCC from Level 1 Suspension, whose consecutive term and cumulative GPA are below a 2.0 will be placed on Level 2 Suspension. Students on Level 2 Suspension will not be allowed to register or attend classes for the upcoming term. Students follow the same procedures as Level 1 Suspension.

- If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing.
- If the cumulative GPA is below 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.
- If, at the end of the term the term and cumulative GPA are below a 2.0 the student will be placed on Level 3 Suspension.
- If a student returns to good academic standing but then is placed back on Academic Suspension status in subsequent terms they will start over at Level 1 Suspension.

### Level 3 Suspension/Disqualification (follows Level 2 Suspension)

Students returning to SCC from Level 2 Suspension, whose term and cumulative GPA are below a 2.0 will be placed on Level 3 Suspension/ Disqualification. Students on Level 3 Suspension/Disqualification will not be allowed to register or attend credit classes for one academic year.

- Students must reapply to the College prior to returning.
- Students must meet with their program chair or Career Advising/ Retention staff to complete an Academic Reinstatement Form. The Academic Reinstatement Form must be submitted to the Registration & Records Office with a signed registration form for the upcoming term. Students will not be allowed to register online while on academic suspension.
- If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing.
- If the cumulative GPA is below 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.
- If, at the end of the term the term and cumulative GPA are below a 2.0 the student will be placed on Level 3 Suspension.
- If a student returns to good academic standing but then is placed back on Academic Suspension status in subsequent terms they will start over at Level 1 Suspension.

## Academic Bankruptcy

Academic bankruptcy permits the removal of credit hours and grades for one or two quarters from a student's grade-point average to allow for improvement of the student's cumulative GPA. Bankruptcy applies only to courses taken at SCC.

A student may be granted academic bankruptcy only one time and is not reversible. A student must have completed 18 quarter credit hours with a minimum GPA of 3.00; or 37.5 quarter credit hours with a minimum GPA of 2.50 following the term(s) for which bankruptcy is sought.

A student may elect to retain courses from the bankrupt term. Any course that is a requirement for graduation from the student's current Program of Study will be retained and will be included in the student's cumulative GPA.

Courses and grades which are granted academic bankruptcy will remain on the student's official transcript, but will be marked with a # symbol.

Bankrupt credit hours and grades will not count toward graduation or be included in calculating the student's cumulative GPA. Courses which have been considered in granting a previous graduation award may not be bankrupt.

Students who are granted academic bankruptcy may be required to pay back some or all benefits received for those courses and terms for which veterans' benefits or financial aid was received.

## End-of-Quarter Grades

Within one week following the end of the term, grades are posted to WebAdvisor by the faculty based on a timeline established by the Registrar. Once submitted, course grades are considered final and become part of the student's permanent record.

It is the student's responsibility to review his/her grades for accuracy. If there is a question or disagreement with the grade, a student must contact the instructor within ten (10) days from when grades are posted or the date the student could have reasonably gained knowledge of the grade and/or follow the process outlined in the Grade Changes section.

Students can access their grades online with WebAdvisor using login ID and password. Contact Student Services for more information.

## Mid-term Grades

The purpose of mid-term grades is to advise the students of their current academic progress. At mid-term, all instructors are required to review students' academic progress. Instructors enter mid-term grades on WebAdvisor for all students. It is the students' responsibility to check mid-term grades on WebAdvisor.

The Student Success Office will attempt to contact students and address the issue of coursework below acceptable standards if students are failing at mid-term. It is the responsibility of each student to seek help from a College Career Services Advisor, Retention Specialist, TRIO Student Support personnel, the instructor or any other person the student feels can assist. Mid-term grades do not become part of the student's permanent record.

## Grade Changes

It is the student's responsibility to review his/her grades for accuracy. If a student questions or is in disagreement with the final grade issued for a class, the student must follow the informal grievance procedure by first contacting the instructor within ten (10) days from when grades are posted or the date the student could have reasonably gained knowledge of the grade.

Grade appeals/disputes will follow the Grievance/Hearing/Appeal Procedures for students.

1. A grade reported and recorded as "permanent" may be changed only in the event of an instructor or institutional error or through a grievance procedure.
2. A grade change can only be made through a Grade Change Form, signed and approved by the Vice President for Student Services, Vice President for Instruction or College President.
3. A grade may be removed from the student's cumulative GPA by:
  - repeating the course and receiving a higher grade. All courses will appear on the transcript in their respective session. The course with the lower grade will be indicated as a repeated course and will not be included in the cumulative GPA.
  - OR
  - declaring academic bankruptcy.

## Grade-Point Average

Grade-Point Average (GPA) is determined by multiplying the honor points earned for each course by the credit hours for the course. The sum total of the honor points earned is then divided by the total number of credits attempted.

Example:

Math 4.5 cr. hrs. (B grade) -  $4.5 \times 3.0 = 13.5$  pts.

Comp 2.0 cr. hrs. (A grade) -  $2.0 \times 4.0 = 8.0$  pts.

6.5 total cr. hrs. = 21.5 total pts.

(21.5 points) divided by (6.5 credit hours) = 3.30 (GPA earned for these two classes.) (See the Credit Transcript Key.)

# Final Exams

Neither the Lincoln nor Milford campuses follow a comprehensive final exam schedule.

## Beatrice Campus Final Exam Schedule

Classes starting at 4 p.m. or later will schedule final examinations on the last regular meeting of class prior to finals each quarter. Students must take the exam at the time scheduled. School activities should not be scheduled during final exams. Students who have a conflict due to extenuating circumstances will need instructor and campus administration approval prior to the exam date to re-schedule final exams. Students should plan break travel around this schedule. Booked travel is not an extenuating circumstance.

2016-2017 Beatrice Campus Final Exam Schedule			
DATE OF FINAL EXAMINATION BY CLASS			
Summer 2016 = September 19, 20, 21 Fall 2016 = December 14, 15, 16 Winter 2017 = March 15, 16, 17 Spring 2017 = June 6, 7, 8			
Final Exam Time	Regular Class Time	Regular Class Time	
8-10 a.m.	8:00.....M, W, F	9:30.....M, W, F	11:30..... M, W, F
	8:55.....M, W, F	9:00.....Daily	Noon ..... M, W, F
	8:00.....Daily	9:30.....Daily	
10:15 a.m. – 12:15 p.m.	1:00 .....M, W, F	8:00.....T, Th	10:05..... T, Th
	1:30.....M, W		10:00..... Daily
	1:00.....Daily		
1-3 p.m.	12:10.....T, Th	2:15.....M, W, F	
	12:00.....Daily	2:00.....Daily	
			2:30.....M, W, F
3:15-5:15 p.m.		2:30.....T, Th	
	2:15/2:30...T, Th	4:30.....W	
	3:00.....T, Th	4:30.....T, Th	
	3:00.....Daily	3:30.....M, W, Th	
3:30.....T, Th			
Evening Classes	Finals will be given the last night of class.		

# GRADUATION

## Graduation Awards

Southeast Community College awards the following:

### **Associate of Applied Science Degree (A.A.S.)**

Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed Program of Study.

### **Associate of Arts Degree (A.A.)**

Awarded upon successful completion of a minimum of 90 quarter credit hours of a prescribed Program of Study in the Academic Transfer Program.

### **Associate of Science Degree (A.S.)**

Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed Program of Study in the Academic Transfer Program.

### **Diploma**

Awarded upon successful completion of a minimum of 45 quarter credit hours and the requirements of a prescribed Program of Study.

### **Certificate**

Awarded for successful completion of a prescribed course of study that requires fewer credit hours than a diploma program.

## Graduation Rates

Graduation completion rates are available at the campus Student Services Office upon request.

## Graduation Requirements

All students are required to meet certain requirements before they are permitted to graduate from any program at SCC. The number of credit hours required for graduation is based on specific program credit hour requirements.

### **Students must meet all the following criteria to be approved for graduation:**

1. A student must meet all graduation requirements for a Program of Study and all other campus graduation requirements.
2. A student must self-certify or provide proof they have received a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.
3. The minimum cumulative grade-point average (CGPA) for graduation purposes is 2.0. Extenuating circumstances, involving GPA or other requirements, may be considered by the Vice President for Instruction.
4. Students who have been continuously enrolled in a Program of Study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment (except, students will be required to complete curriculum and course changes implemented after a student starts his/her program as long as the change does not extend the student's time to complete the program) or students may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. Students who have not maintained continuous enrollment, but return within 3 years of when they last attended, will be allowed to graduate under the catalog of their initial enrollment with the approval of the division dean.
5. Students will not be eligible for graduation if a grade of "F" (Failure), "I" (Incomplete), or "NP" (No Pass) in a required course remains on the student's transcript.
6. Students must be free of any financial responsibility to the College prior to graduation.
7. All students must complete an Application for Graduation form and submit the required fee with the application to the campus Registration and Records Office by the end of the second week of the term in which



- they expect to graduate. Graduation fees are not refundable. Forms may be obtained in the Registration & Records office, on the HUB, or submitted online.
8. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained.
  9. A minimum of one-third of the credit hours required for a degree must be completed at SCC for SCC to be the degree-granting institution. See "Advanced Standing."
  10. Certain Programs of Study may require specific assessment activities as a graduation requirement.
  11. Please note that those courses with a zero as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements.

## Licensure Requirements

Licensure is a requirement for employment after graduation from several College programs. Specific licensure requirements may be obtained from the agency or authority responsible for issuing licensure. The College does not grant licensure or ensure an individual's eligibility to obtain licensure after graduation. It is each student's responsibility to know and understand these requirements.

## Advanced Standing

The three methods the College has established for students to gain advanced standing are: transfer credit, credit by waiver and credit by examination.

### To be granted advanced standing credit:

1. A student must be accepted for admission to a College degree program.
2. A minimum of one-third (1/3) of the credit hours required for a degree must be completed at SCC, the degree-granting institution, except under statewide or college partnership agreements with the division deans' approval.
3. Up to two-thirds (2/3) of the credit hours required for a Program of Study may be waived through the three methods established for advanced standing; (credit by transfer, waiver and examination).
  - a.) Up to two-thirds (2/3) of the credits for advanced standing may be transfer credits, except under statewide or college partnership agreements with the division deans' approval.
  - b.) Credit hours granted by waiver or examination or by any combination of waiver and examination may be awarded up to limits established by each department but may not exceed one-third (1/3) of the total credit hours required for a program award.

Exceptions to #2, #3, #3a or #3b must be approved by the Vice President for Instruction.

Please refer to the specifications listed in each of the following three (3) advanced standing methods.

## Transfer Credit

Transfer credit from other accredited postsecondary institutions may be awarded for advanced standing. Transfer credit may or may not apply to SCC programs. Determination will be made by the division dean regarding graduation or satisfaction of program requirements with transfer credit.

SCC recognizes course work completed at military schools, through active duty, National Guard or Reserves. Credits may be applied to military courses with the approval of the appropriate campus division. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council for Education, is used as a guideline. Courses for which credit is granted by transfer will be recorded with a "TR" grade and will not be included in calculating a student's grade-point average.

## Credit by Waiver

To apply for Credit by Waiver, the applicant must be accepted for admission to a College degree program and enrolled in credit classes. Students requesting advanced standing Credit by Waiver must complete an application for Credit by Waiver and supply supportive documents such as competency reports, proficiency certificates or training records.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. The application must be submitted for evaluation to the campus department responsible for teaching the course. Upon successful completion of the evaluation, both the application and evaluation will be submitted to the campus Registration and Records Office for recording credit on the student's transcript.

Courses in which credit is granted by waiver will be recorded on the transcript with a "CW" grade and will not be included in calculating a student's grade-point average. Credit granted by waiver is subject to evaluation by other institutions and may not be accepted for transfer credit.

## Credit by Examination

Some courses may be completed by examination. Testing devices and evaluation procedures will vary according to the course, division requirements and the amount of credit being advanced. To apply for Credit by Examination, the applicant must have been accepted for admission to a College degree program and enrolled in credit classes.

Applications for Credit by Examination are obtained from the campus Registration and Records Office and submitted to the division responsible for teaching the course. An application for Credit by Examination must be completed and submitted to the campus Registration and Records Office for all credit granted as "PX" (Passed by Examination) on the transcript. No grade points will be awarded, and the Credit by Examination will not be included in the cumulative grade-point average. Copies of the certification will be returned to the student and the department in which the student is enrolled.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. Applicants for Credit by Examination must pay 50 percent of the current per credit hour tuition rate for each credit hour attempted by examination, prior to the examination.

## College Level Examination Program (CLEP)

Students interested in CLEP testing should contact the Lincoln Campus Testing/ Assessment Center (402-437-2626) for information and testing arrangements. CLEP subject exams cost approximately \$80 per examination plus a \$15 proctor fee. Some colleges do not accept CLEP credits as transfer credits. Transfer students should carefully investigate minimum CLEP scores established by other colleges.

To have CLEP credit posted to an SCC Transcript, a student must have been accepted for admission into a college degree program and enrolled in credit classes.

SCC administers the CLEP at the Lincoln Campus, 8800 O Street in the Testing/ Assessment Center. Each program has established a list of courses for which CLEP scores will be accepted for credit by examination. Minimum CLEP scores vary from exam to exam; therefore, students should request a list of these minimum scores. Credits granted through a CLEP exam will not apply towards load requirements for extraordinary activities, veteran's benefits or scholastic honors. Only SCC students may have CLEP scores recorded on their SCC transcripts. Acceptable CLEP credits are recorded as PX (Pass by Examination).

## Transfer Agreements

SCC maintains special cooperative programs and transfer agreements with many colleges and universities.

Any student who has successfully completed the courses identified in the articulated curriculum with an equivalent of a "C" (2.0 on a 4.0 scale) or higher, and is admitted to a participating institution will be:

- Granted standing comparable to current students who have completed the same number of equivalent credit courses toward an associate/baccalaureate-level degree; and
- Able to progress toward an associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/baccalaureate institution as first-time freshmen.

Students are encouraged to visit with a college advisor.

## Dual-Credit Courses

Students who want to earn college credits while still in high school can do so by enrolling in a college course that is offered at a campus, online, or other designated locations such as a high school, or learning center where courses are being offered.

Regardless of location the college course will follow the same requirements, rigor, and standards, as a course taught at the college campus. Students in high school may be granted high school credit for the college course, but the decision to award high school credit is the responsibility of the high school district. If a course is accepted by the high school, the course then becomes a “dual credit” course, earning college credit and high school credit for the same course.

Southeast Community College offers many college courses which may transfer to four year colleges and universities. Students need to check with the receiving institution to see which courses will transfer. Many career education courses will apply to an SCC Program of Study.

Many of these opportunities are provided through partnerships with local high schools. SENCAP (Southeast Nebraska Career Academy Program), and The Career Academy are two examples.

- SENCAP is a partnership with high schools in our 15-county service area. [www.southeast.edu/sencap](http://www.southeast.edu/sencap)
- The Career Academy is located at the SCC Lincoln Campus, and is in partnership with Lincoln Public Schools. <http://wp.lps.org/tca>

## TRANSCRIPTS

The college provides transcripts via three methods: Written request, online using WebAdvisor through The Hub or Electronic PDF request.

### Written Request

1. The request must include the student's name (at time of attendance), Social Security number or SCC student ID number, approximate dates of attendance and student signature, along with address where transcript is to be sent.
2. SCC will accept FAX requests, with the student signature, for transcripts but cannot return the transcript by FAX.
3. Email requests with a student signature, can be sent to [registration@southeast.edu](mailto:registration@southeast.edu). (Transcripts cannot be returned via email or FAX.)
4. Walk-in (immediate) transcript service is available at a cost of \$5 per request. There is a limit of 5 transcripts per request.

### Online Request Using WebAdvisor:

1. Students must log into The Hub to submit their transcript request. Students who do not remember their Hub login or did not have one while attending SCC cannot use this method of requesting a transcript.
2. Once on The Hub, go into WebAdvisor for Students under Academic Profile and click on Transcript Request.
3. Complete the information and submit your request.
4. Requests submitted through WebAdvisor will be processed within 3-5 working days of the request.

### Electronic Transcripts:

1. Electronic transcripts can be ordered online 24/7 through the National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com) and delivered in as little as 15 minutes if there are no holds on your student account.
2. Students who attended SCC prior to 1994 cannot use this method to request transcripts.
3. There is a \$2.25 charge per request. Students can use any major credit card, which is not charged until the transcript is sent electronically.
4. Students can request order tracking updates by email, online and/or text message.
5. Delivery options include electronic PDF, mail or hold for pickup.

SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.

Transcripts may be picked up or mailed as requested after 3-5 working days from the date of the request.

Official transcripts will bear the College Seal and are signed by the Director of Registration or an Associate Registrar. Official transcripts issued to the student will be stamped "Issued to Student". All transcripts from the SCC Registration and Records Office are official transcripts.

### Issuance of Non-credit Transcripts

1. SCC issues a transcript upon written request by the student.
  - a. The request must include the student's name (at the time of attendance), Social Security number or SCC student ID number, approximate dates of attendance, and signature, along with the address where the transcript is to be sent.
  - b. Telephone requests will not be honored.
  - c. SCC will accept FAX requests for transcripts but cannot return the transcript by FAX.
  - d. Walk-in (immediate) transcript service is available at a cost of \$5 per request.
2. There is no charge for issuing a transcript (except walk-in-immediate transcript service at a cost of \$5 per request.) However, SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.
3. Transcripts may be picked up or mailed as requested after three working days from the date of request.
4. The transcript request will be kept on file in the Continuing Education Division.
5. Official transcripts will bear the official seal of the College and are signed by the Division Dean. All non-credit transcripts from the Continuing Education Division are official non-credit transcripts.

### Non-credit Transcript Key

Grade	Status	Description
P	Permanent	Pass (with formal assessment)
NG	Permanent	Completed (with no assessment)
I	Temporary	Incomplete
W	Permanent	Withdraw
NP	Permanent	No Pass
NS		No Show

CEU - Continuing Education units are given for designated non-credit courses. Ten hours of instruction is equivalent to one CEU.

# Semester-Hour to Quarter-Hour Conversion Chart

One quarter = 10 weeks.

Each quarter hour equals  $\frac{2}{3}$  of a semester hour. This table shows the conversion between semester credit hours that may have been earned under the previous SCC Beatrice semester system or transferred from another college, and quarter credit hours.

SEMESTER	QUARTER
0.33	0.5
0.67	1.0
1.00	1.5
1.33	2.0
1.67	2.5
2.00	3.0
2.33	3.5
2.67	4.0
3.00	4.5
3.33	5.0
3.67	5.5
4.00	6.0
4.33	6.5
4.67	7.0
5.00	7.5
5.33	8.0
5.67	8.5
6.00	9.0
6.33	9.5
6.67	10.0
7.00	10.5
7.33	11.0
7.67	11.5
8.00	12.0

## Explanation of Transcripts

### # Bankruptcy

- A # symbol will appear on the transcript before the grade for a course which has been bankrupt. Bankrupt grades will not count in the cumulative GPA, but are included in the term GPA.

### AU Audit

- "AU" is assigned when a student registers to audit a course. The student pays the regular tuition and fees, which are nonrefundable, for the course but will not receive college credit for the course. The grade "AU" cannot be changed to another grade at a later time without taking the course for college credit. Students receiving financial aid or Veteran's benefits cannot count audited courses in determining minimum-credit-hour requirement.

### BF Balance Forward

- Credit for courses before 7/1/94.

### CIP Course In Progress

- Currently enrolled classes.

### CW Credit by Waiver

- "CW" is assigned for advanced placement credit based on evaluation by the appropriate campus department.

## **F Failure**

- The letter “F” is assigned when a student has not attained the required level of performance in a course. No credit is granted.

## **I Incomplete**

- The letter grade “I” is a designation assigned when course requirements are not completed due to extenuating circumstances as determined by the course instructor. The “I” is considered a temporary letter grade.
  1. *For removal of the “I”, a “Contract for Removal of Incomplete” must be submitted at the time the Incomplete grade is issued. The deadline for work to be completed is the end of the term immediately following the term in which the Incomplete grade was awarded. Students can find the form on the Hub.*
  2. *The time period of a contract may be extended one additional term with the approval of the division dean. A notice of the extension must be filed with the campus Registration and Records Office.*
  3. *If a student does not initiate and complete a “Contract for Removal of Incomplete,” he/ she must reregister and successfully complete that course to receive credit.*
  4. *A student may not drop a course for which he/she has negotiated a “Contract.”*
  5. *The student may progress to the next sequential course only if a “Contract” has been negotiated.*
  6. *It is the student’s responsibility to:*
    - *initiate contract negotiations*
    - *file the contract with the campus Registration and Records Office*
    - *fulfill the contract*
  7. *It is the instructor’s responsibility to:*
    - *determine if a grade of Incomplete is appropriate*
    - *notify the student and the campus Registration and Records Office that an Incomplete has been given to the student*
    - *negotiate the contract*
    - *file notice of grade change with the campus Registration and Records Office when appropriate to change the “I” grade to a permanent letter grade.*
  8. *If the student thinks the contract is unfair, he/she has the right of appeal beginning at the program level.*

## **NP No Pass**

- The letter grade “NP” is assigned when required level of performance in a “Pass/No Pass” course is not attained.

## **P Pass**

- The letter grade “P” is assigned when credit is granted for successful completion of campus-approved “Pass/No-Pass” course. The pass grade represents a 70%, or a grade of C or higher. Each division will identify the courses which may be taken as Pass/No-Pass. Divisions will also establish the maximum Pass/No Pass hours that may be earned and applied to completion of a prescribed course of study.

## **PX Pass by Examination**

- “PX” is assigned when credit is granted for successful completion of a campus- approved examination or evaluation procedure rather than through course enrollment.

## **W Withdrawal**

- The letter “W” is assigned when a student drops a course after the census date of the course.

## Repeat

- The highest letter grade received for a course will be used in computing the cumulative grade-point average when a course has been repeated. Courses which have been repeated are noted with “same as course number” followed by the term date where the highest grade has been earned. Repeated course grades will continue to be included in the calculation of the term grade-point average. A repeated course will be listed with 0.00 credit hours.

<b>Credit Transcript Key</b>				
<b>Grade</b>	<b>Status</b>	<b>Honor</b>	<b>Description</b>	<b>Percentage Points</b>
A+	Permanent	4.0	Excellent	95-100
A	Permanent	4.0		90-94
B+	Permanent	3.5	Above Average	85-89
B	Permanent	3.0		80-84
C+	Permanent	2.5	Average	75-79
C	Permanent	2.0		70-74
D+	Permanent	1.5	Below Average	65-69
D	Permanent	1.0		60-64
F	Permanent	0.0	Failure	Below 60
P	Permanent	*	Pass	70-100
NP	Permanent	*	No Pass	
I	Temporary	*	Incomplete	
W	Permanent	*	Withdraw	
AU	Permanent	*	Audit - No Credit	
PX		*	Pass-Exam	
CW		*	Credit by Waiver	
*Not included in GPA				

# CONDUCT EXPECTATIONS

## Code of Ethics

Reflective of the college's mission and core values we aspire to:

### **Be Accountable and Show Respect for Others**

Be accountable. Accept responsibility for decisions, for the foreseeable consequences of action and inaction, and for setting an example for others. Remember the special obligation to lead by example, to safeguard and advance the integrity and reputation of the College as a whole. Demonstrate respect for human dignity, privacy, and the right to self-determination for all people by being courteous, prompt and decent.

### **Be Honest and Demonstrate Integrity**

Be truthful, sincere, and straightforward as well as honorable, upright, and courageous. Act with conviction.

### **Pursue Excellence in Fulfilling Responsibilities and Job Duties**

Pursue excellence in all matters. In meeting personal and professional responsibilities, be diligent, reliable, industrious, and committed. Perform all tasks to the best of our ability, and develop and maintain a high degree of competence. Be well-informed and well-prepared.

### **Be Kind and Compassionate**

Be dedicated to the ideas and principles that demonstrate the spirit of kindness and compassion.

Give and share services with others while being trustworthy and fair in fulfilling commitments.

### **Adhere to the Principles of Diversity**

Adhere to the principles of nondiscrimination and equality without regard to race, color, gender, sexual orientation, age, marital status, disability, religion, ancestry, veteran status, national origin or other factors prohibited by law or College policy. Be true to the equal treatment of individuals, including the tolerance for others and acceptance of diversity.

Fulfillment of these conduct practices reflects on the promises we have made to ourselves, to our community and to Southeast Community College. Respectful of these promises, we are guided by this motto: "Make each decision as if it were the one decision for which you would be remembered." -Walter Burke, Texas Instruments

## Student Conduct

All students enrolled at SCC are expected to conduct themselves as good citizens of an educational community. Students are expected to obey the laws of the local and state jurisdiction and college rules and regulations.

Students of SCC are diligent and consistently adhere to a high level of conduct. There are times when violations occur and in these situations, students will be disciplined in a fair and consistent manner. Due process (See Grievance Process) allows all students rights to be heard and for appeal. When violations are of a serious nature, a student may face immediate suspension or dismissal pending investigation or disciplinary review.

### **Examples of student conduct which are incompatible with SCC's expectations, include but are not limited to:**

1. Cheating, plagiarism, knowingly furnishing false information to the College, forgery, alteration or misuse of College documents or records. (See Academic Integrity)
2. Disruption or obstruction of teaching, research, administration, disciplinary procedures or other College activities or public service functions.
3. Physical, mental, or verbal abuse to others or self on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health and safety of such persons. This abuse includes all forms of harassment and discrimination.
4. Participating in or inciting a riot or an unauthorized or disorderly assembly.
5. Seizing, holding, commandeering or damaging any property or facility of the College, or threatening to do so.
6. Refusing to depart from any property or facility belonging to or being used by the College upon a reasonable request of an authorized College official.



7. Unlawful possession, use, or distribution of alcohol or controlled substances on College owned or controlled property or at any College sponsored event. (See Drug, Alcohol, and Controlled Substance Policy).
8. Failure to abide by program-specific rules and regulations.
9. Obstructing the free movement of persons or vehicles on College premises or at College activities.
10. Possession of dangerous chemicals, explosives, firearms or items used or perceived as a weapon on College owned or controlled property or at College sponsored or supervised functions without prior authorization from College officials.
11. Littering, defacing, destroying, vandalizing or damaging property owned or being used by the College.
12. Removing College property or property assigned to the College without authorization.
13. Unauthorized entry onto College property or property under the control of the College.
14. Unauthorized use of College equipment or facilities.
15. Violating campus parking and/or driving regulations.
16. Violating College policies, rules or regulations.
17. Discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, marital status, national origin, ancestry, veteran status or disability.
18. Disorderly conduct or lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored or College supervised functions.
19. Theft of property, money, or other items deemed College/ student possessions/ property.
20. Items of Public Display - SCC does not condone the public display of items (e.g., posters, t-shirt designs, paintings, etc.) which are intended and/or deemed racist, sexist, indecent, illegal, inciting, or oppressive in nature. Such materials are disruptive to the learning environment or do not promote an atmosphere of positive encouragement and mutual respect for others. Persons in violation of this expectation will be asked to remove items of this nature, and be subject to disciplinary action.

## Academic Integrity

Southeast Community College expects all students to conduct themselves with integrity. As you pursue your studies at SCC, be mindful of the values we as a community find fundamental to education.

All coursework is essential to the integrity of the College and your credentials. Be mindful of your integrity as you prepare assignments and tests. Behaving in an immoral or unethical manner in the completion of your academic work is dishonest and jeopardizes your integrity and the integrity of the College. The core principles of integrity create a foundation for success in all of life's endeavors. Integrity in academic settings is a fundamental component of success and growth in the classroom. It prepares students for personal and professional challenges as well as providing a blueprint for future fulfillment and success.

## Academic Dishonesty

Examples of Academic Dishonesty include, but are not limited to the following:

1. Plagiarism
2. Intentionally or unintentionally presenting the ideas, words, information, or images of another as your own work by not properly citing the original sources. Allowing others to write or edit your work.
3. Fabrication/Falsification
4. Presenting altered or invented information as fact.
5. Cheating
6. Obtaining unauthorized materials or assistance for one's own academic benefit. Examples:
  - copying work of other students;
  - falsely identifying the student presenting the work;
  - submitting work created for another class or purpose;
  - attending class or taking a test for another student.
7. Facilitating Misconduct
8. Assisting others in actions considered dishonest. Giving unauthorized help on tests, labs, or homework.

If you have a question about academic honesty, consult your instructor.

## Consequences of Dishonesty

Southeast Community College is committed to Academic Integrity and the value of your education. Faculty will report violations to Student Services and penalties can include:

- Failure of the assignment or course
- Disciplinary warning or probation notice
- Suspension or expulsion

## Appeal Process

Students have the right to appeal actions through the Grievance Process.

### What can students do to avoid dishonesty?

Sometimes dishonesty occurs because students feel unprepared. This can be avoided by allowing one's self adequate time to study and complete assignments. Instructors, campus tutors, online tutoring services, and access to Turnitin.com (a plagiarism detection service) are available to help students prepare for exams and complete assignments.

In addition, follow these suggestions:

- Never assume that collaboration is permitted unless the instructor specifically indicates you may do so
- Read your Course Syllabus
- Request written directions for assignments
- Read the course grading practices and other documents provided by your instructor
- Read deadlines and policies on late work
- Find the instructor's contact information on Moodle
- Retain all rough drafts, notes and graded work until final grade is posted
- Ask your instructor about how you can submit your writing to Turnitin.com to check for accidental plagiarism

# DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY

As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Southeast Community College has programs and policies in place to support a drug-free environment.

## Standards of Conduct for Students Regarding Alcohol and Drugs

In satisfaction of this mandate and in order to fulfill its obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. § 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. § 1145g, the College absolutely prohibits employees and students of the College from unlawfully manufacturing, distributing, dispensing, possessing, using, or being under the influence of a controlled substance, including illegal drugs and alcohol, on College premises, in College-owned property, at any College sponsored or sanctioned activities (both on and off-campus) where alcohol is not permitted/is prohibited, and in all places where its employees and students work and learn. This campus prohibition includes campus student housing and applies to any person on College grounds, whether they are a member of the College community or not.

## College Sanctions for Violations of Policy

Student and employee violations of the policy and Standards of Conduct will be subject to disciplinary procedures consistent with applicable federal, state, and local laws, rules, College policy, and collective bargaining agreements. If a student's behavior or action constitutes a significant disruption, safety concern and/or potential harm to themselves or others, the College will apply restrictions and/or disciplinary action appropriate to the behavior, setting, and program of study. Disciplinary action will be specific to the situation, class, course or program. All sanctions and the resulting action will be documented. The College will attempt to handle each situation at the lowest level of

intervention possible. Actions that may be taken include but are not limited to one or a combination of the following disciplinary sanctions:

- Re-assignment and/or re-direction of student/classroom activities
- Dismissal from class session and/or course
- Verbal/Written Warning
- Disciplinary probation
- Suspension/termination/eviction from on-campus facilities
- Referral to an appropriate drug/alcohol treatment program
- Referral to law enforcement agencies
- Any other action deemed necessary by college officials

The Campus Dean of Students/Designee and the Vice President of Student Service/ Designee should be notified of any violations by students. When cause exists as evidenced by disruptive behavior and/or transitory physical or mental impairment, a student suspected of being under the influence of a controlled substance, including illegal drugs and alcohol, may be requested to submit to a drug/alcohol test. Refusal to submit to the test is a violation of the Drug and Alcohol policy.

Students accused of violating the drug/ alcohol policy as established shall have the right to respond through the appeals process outlined in the Grievance Procedures of the College.

Information regarding the following federal penalties and sanctions may be found at <http://www.dea.gov/druginfo/ftp3.shtml>. Relevant Nebraska laws pertaining to drugs and alcohol may be found at <http://nebraskalegislature.gov/laws/browse-statutes.php>

## Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:

### Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$104 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279 - gms		280 - gms or more	
Fentanyl (Schedule II)	40 - 399 gms		400 gms or more	
Fentanyl Analogue (Schedule I)	10 - 99 gms		100 gms or more	
Heroin (Schedule I)	100 - 999 gms		1 kg or more	
LSD (Schedule I)	1 - 9 gms		10 gms or more	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		

SUBSTANCE/QUANTITY	PENALTY
Any Amount Of Other Schedule I & II Substances	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutvric Acid	<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV) 1 Gram or less	
Any Amount Of Other Schedule III Drugs	<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual
Any Amount Of All Schedule V Drugs	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual

### Federal Trafficking Penalties – Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$104 million if an individual, \$50-- million if other than an individual	Not less than 20 years, not more than life If death or serious injury, -life imprisonment Fine not more than \$20 million if an individual, \$75 - million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life	Not less than 10 years, not more than life If death or serious injury, -life imprisonment
Hashish	More than 10 kg	Fine not more than \$5 million if an individual, \$25 million if other than an individual	Fine not more than \$4 million if an individual, \$-50 million if other than an individual
Hashish Oil	More than 1 kg		

Marijuana	1 to 49 plants; less than 50 kg mixture (but does not include 50 or more marijuana plants regardless of weight)	Not more than 5 years Fine not more than \$250,000, \$1 million other than individual	Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply. The charts were taken from United States Department of Justice, Drug Enforcement Administration, Drugs of Abuse. Retrieved January 2016. These charts summarize trafficking penalties under Federal law for various types of drugs.

## State Penalties and Sanctions for Illegal Possession of Controlled Substances

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska State laws which establish penalties for various drug related offenses which are summarized below.

### Crimes Involving Minors:

Any person 18 years of age or older who distributes, delivers or sells controlled substances to a person under the age of 18 years shall be punished by the next higher penalty classification for a first offense or second offense involving drugs such as heroin, speed, cocaine, LSD, or pentazocine. The law also provides for an enhanced penalty for anyone 18 years of age or older to employ, use, persuade, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, or possess with intent to do the same of a controlled substance or a counterfeit controlled substance. Neb. Rev. Stat. § 28-416(4) and (5) (Supp. 1999).

### Tax Provisions:

Anyone who possesses or sells the following amounts of controlled substances must pay the appropriate taxes to the Nebraska Department of Revenue and have the stamps attached to the controlled substances:

- Marijuana is taxed at \$100 for each ounce or portion of an ounce.
- Any controlled substance which is sold by weight or volume (i.e., cocaine, crack, methamphetamine, etc.) is taxed at \$150 for each gram or portion of a gram.
- Any controlled substance which is not sold by weight (i.e., LSD, Quaaludes, methamphetamine in tablets, PCP, etc.) is taxed at \$500 for each 50 dosage units or portion thereof.
- Failure to have the proper tax stamps attached to the controlled substance carries a criminal penalty of up to five years' imprisonment or a \$10,000 fine or both. A penalty equal to 100% of the unpaid tax will also be assessed and both the tax and the penalty may become a lien upon the property owned by the person against whom the tax is assessed. Neb. Rev. Stat. §§ 77-4301 to 77-4316 (Reissue 1996).

### Property Forfeiture:

Property used to manufacture, sell or deliver controlled substances can be seized and forfeited to the state. Property subject to forfeiture may include cash, cars, boats, and airplanes. Neb. Rev. Stat. § 28-431 (Cum. Supp. 1998).

### Being Under the Influence of Any Controlled Substance for Unauthorized Purpose:

It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Neb. Rev. Stat. § 28-417(1) (g) (Reissue 1995).

### Drug Paraphernalia Offenses:

It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue

1995). “Drug paraphernalia” is defined to include such things as hypodermic syringes, needles, pipes and bong and other items used, intended for use or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia. Neb. Rev. Stat. § 28-442 (Reissue 1995). It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to a person under the age of 18 who is at least 3 years his or her junior. Neb. Rev. Stat. § 28-443 (Reissue 1995).

A violation of Neb. Rev. Stat. § 28-441 is punishable by a fine of not more than \$100 for first offense, not less than \$100 and not more than \$300 for second offense, and not less than \$200 and not more than \$500 on third or subsequent conviction. Neb. Rev. Stat. §§ 28-441 and 29-436 (Reissue 1995). The penalty for violation of Neb. Rev. Stat. § 28-442 is not more than six months’ imprisonment or \$1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998). The penalty for violation of Neb. Rev. Stat. § 28-443 is imprisonment for not more than one year, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-443 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

#### **Imitation Controlled Substances:**

It is a violation of Nebraska law to knowingly, intentionally manufacture, distribute, deliver or possess with intent to distribute or deliver an imitation controlled substance. “Imitation controlled substance” is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 1995). First offense violations of this law are punishable by three months’ imprisonment, or \$500 fine, or both. A second offense violation of this statute is punishable by not more than six months’ imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-445 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

#### **Controlled Substance Analogue:**

For purposes of Nebraska’s Uniform Controlled Substance Act, analogue controlled substances (often called “designer drugs”) are treated as controlled substances. Such an analogue is defined as (a) substantially similar in chemical structure to the chemical structure of a controlled substance or (b) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat. § 28-401 (36) (Supp. 1999).

### **Selected Nebraska Alcohol Offenses**

#### **Minor In Possession:**

It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 1998). Violation of this law is punishable by three months’ imprisonment, or \$500 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and

§ 28-106 (1) (Cum. Supp. 1998). As part of sentencing a judge may order an offender to become part of a public work detail under the supervision of the County Sheriff for not more than 10 days in lieu of the above penalties. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998).

#### **Procuring Alcohol:**

It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Violation of this law is punishable by not more than 1-year imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

#### **Consumption on Public Property:**

It is a violation of Nebraska law for any person to consume alcoholic liquors in the public streets, alleys, parking areas, roads or highways, or inside vehicles while upon the public streets, alleys, parking areas, roads, or highways; or upon property owned by the state or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Supp. 1999). A violation of this statute is punishable on the first offense by a fine of up to a maximum of \$100; a second offense within two years is punishable by a fine not less than \$100 and not more than \$300; a third offense within two years is punishable by a fine of not less than \$200 and not more than \$500. Neb. Rev. Stat. § 53-136 (Reissue 1998) and § 29-436 (Reissue 1995).

#### **Driving While Intoxicated:**

Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat. § 60-6,196 (Supp. 1999). Violation of this law is punishable on first offense by not more than 60 days, not less than 7 days’

imprisonment and not more than \$500 fine but not less than \$400 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). In addition, an offender's driver's license is revoked for six months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999). Suspended sentence of probation includes mandatory requirement that probation or suspension be conditioned on order that offender will not drive any motor vehicle for any purpose for sixty days. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999).

Penalties for second offense result in a mandatory thirty days' imprisonment and \$500 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). As part of the judgment of conviction the offender is ordered not to drive any motor vehicle for any purpose for a period of one year and the offender's operator's license is revoked for a like period. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999). If an offender is placed on probation or the sentence is suspended, one of the mandatory conditions of probation or sentence suspension is that the offender must be ordered not to drive any motor vehicle in the state for any purpose for a period of six months, and the probation order shall include as one of its conditions confinement in the city or county jail for forty-eight hours or the imposition of not less than two hundred forty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999).

Third or subsequent convictions result in not more than five years' imprisonment or ten thousand dollars fine, or both. Neb. Rev. Stat. § 28-105 (Cum. Supp. 1998). Offenders in this class may not drive any motor vehicle in the state for any purpose for a period of fifteen years and their operator's license is revoked for like period. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999). Probation or suspension of sentence for this offense must be conditioned so that the offender is ordered not to drive any motor vehicle in the state for any purpose for a period of one year and probation must be conditioned on an offender's confinement in the city or county jail for ten days or the imposition of not less than four hundred eighty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999).

Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, "open container" laws.

## Health Risks Associated with Alcohol and Other Drugs

### Risk of addiction for all substances

Information may be found at- <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

Drug Type	Common/Street Name	Health Risks
Alcohol	Booze, beer, wine, coolers, liquor	High blood pressure, higher risk of sexually transmitted diseases & unplanned pregnancy, depression, lowered resistance to disease, insomnia
Marijuana	Grass, reefer, pot, weed	Slowed reaction time; problems with learning and memory; hallucinations; anxiety; panic attacks; psychosis; problems with balance and coordination; mental health problems; chronic cough; frequent respiratory infections.
Over-the-counter Cough/Cold Medicines (Dextromethorphan or DMX)	Robotripping, Robo, Triple C	Increased heart rate; blood pressure; temperature; numbness; dizziness; nausea; vomiting; confusion; paranoia; altered visual perceptions; problems with movement; build-up of excess acid in body fluids
Steroids	Anabolic/Androgenic (roids, juice)	High blood pressure, liver damage; - kidney damage or failure; enlarged heart; oily skin; yellowing of the skin and whites of the eyes; acne; - shrunken testes; lowered sperm count; breast -development in men; breast reduction in women; facial hair and deepening of voice in women; aggressiveness, extreme mood swings; extreme irritability; delusions; and impaired judgement.
Solvents-Inhalants	Acetone, freons, nitrous oxide, whippets, laughing gas, spray paint, canned air	Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition; lightheadedness; hallucinations/delusions; headaches; sudden sniffing; death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma, or choking; heart failure; respiratory arrest, liver and brain damage
Depressants	Alcohol, ludes, barbiturates	Liver damage, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing, convulsions, depression, disorientation, insomnia
Hallucinogens	PCP, LSD, angel dust, mushrooms	Agitation, extreme hyperactivity, reduced eating, flashbacks, persistent psychosis
Stimulants	Cocaine, methamphetamine, crank, crack, amphetamines, diet pills	Headaches, depression; malnutrition, anorexia, strokes, seizures, infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss from decreased appetite; abdominal pain and nausea; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma
Narcotics/Opioids	Smack, codeine, heroine, lords	Respiratory arrest, sleepiness, organ and lung damage, nausea; collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease; pneumonia; severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching
Tobacco	Cigarettes, cigars, bidis, hookahs, smokeless tobacco (snuff, spit tobacco, chew)	Lung cancer, emphysema, chronic bronchitis; heart disease; leukemia; cataracts; oral cancer
Synthetic Cathinones (Bath Salts)	Cloud Nine, Cosmic Blast, Flakka, Ivory Wave, Lunar Wave, Scarface, White Lightening	Increased heart rate and blood pressure; paranoia, agitation, and hallucinations; psychotic and violent behavior; nosebleeds; sweating; nausea, vomiting; insomnia; irritability; dizziness; depression; suicidal thoughts; panic attacks; reduced motor control; cloudy thinking; breakdown of skeletal muscle tissue; kidney failure; death



## Alcohol and College Students

<http://www.niaaa.nih.gov/alcohol-health/overview-alcohol-consumption/alcohol-facts-and-statistics>

**Prevalence of Drinking:** In 2013, 59.4 percent of full-time college students ages 18–22 drank alcohol in the past month compared with 50.6 percent of other persons of the same age.

**Prevalence of Binge Drinking:** In 2013, 39 percent of college students ages 18–22 engaged in binge drinking (5 or more drinks on an occasion) in the past month compared with 33.4 percent of other persons of the same age. (*The Substance Abuse and Mental Health Services Administration (SAMHSA), which conducts the annual National Survey on Drug Use and Health (NSDUH), defines binge drinking as drinking 5 or more alcoholic drinks on the same occasion on at least 1 day in the past 30 days.*)

**Prevalence of Heavy Drinking:** In 2013, 12.7 percent of college students ages 18–22 engaged in heavy drinking (5 or more drinks on an occasion on 5 or more occasions per month) in the past month compared with 9.3 percent of other persons of the same age.

**Consequences—**Researchers estimate that each year: • 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor-vehicle crashes.

- 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
- 97,000 students between the ages of 18 and 24 report experiencing alcohol-related sexual assault or date rape.
- Roughly 20 percent of college students meet the criteria for an AUD.
- About 1 in 4 college students report academic consequences from drinking, including missing class, falling behind in class, doing poorly on exams or papers, and receiving lower grades overall.

## Alcohol's Effects on the Body <http://www.niaaa.nih.gov/alcohol-health/alcohols-effects-body>

Drinking too much – on a single occasion or over time – can take a serious toll on your health. Here's how alcohol can affect your body:

Brain:	Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.
Heart:	Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including cardiomyopathy (stretching and drooping of heart muscle); arrhythmias (Irregular heart beat); stroke; and high blood pressure.
Liver:	Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including steatosis, or fatty liver; alcoholic hepatitis; fibrosis; and cirrhosis.
Pancreas:	Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion.
Cancer:	Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the mouth, esophagus, throat, liver and breast.
Immune System:	Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections – even up to 24 hours after getting drunk.
Learn more about alcohol's effects on the body at <a href="http://pubs.niaaa.nih.gov/publications/Hangovers/beyondHangovers.pdf">http://pubs.niaaa.nih.gov/publications/Hangovers/beyondHangovers.pdf</a> .	
<b>Potential Treatment Options:</b> A variety of treatment centers and agencies options are available upon request from the Student Services office or at Nebraska 211 (Dial 2-1-1 or (402) 444-6666 or at <a href="http://www4.irissoft.com/IFTWSQL4/uwml/public.aspx">http://www4.irissoft.com/IFTWSQL4/uwml/public.aspx</a> .	

# DISCIPLINARY ACTIONS AND STUDENT GRIEVANCES

## Student Status

Students may find themselves in any number of “student statuses” while attending SCC. As such, the following chart illustrates a variety of student statuses in the Academic, Financial Aid and Disciplinary areas.

STATUS	ACADEMIC	DISCIPLINARY	FINANCIAL AID
Warning	x	x	x
Probation	x	x	
Suspension	x	x	x
Dismissal		x	

## Definitions:

### Academic Status

#### Academic Warning

Students failing at mid-term will have a mid-term grade posted on WebAdvisor. The student will be contacted by the Student Retention Office to address the issue of coursework below acceptable academic standards.

#### Academic Probation

Students who receive a cumulative grade-point average (CGPA) of less than 2.00 at the end of a term will automatically be placed on academic probation.

#### Academic Suspension

Students who are at probation status and have been placed on suspension if their cumulative and term grade point average (GPA) are below 2.0 for any subsequent terms. Students will be notified of their academic suspension status by certified letter. Students placed on suspension will not be allowed to register or attend classes for the upcoming term. (See “Academic Standing” for additional details.)

### Disciplinary Status

#### Disciplinary Warning

An oral or written statement to a student alleging they are violating, or have violated, College rules or regulations, must “cease and desist,” and may be subject to more severe disciplinary action in the future for continuing, similar, or additional violations.

#### Disciplinary Probation

A written reprimand and sanctions for alleged violation of specific rules or regulations. The probation notice will specify a period of time for which specific privileges may be withheld or for which the student has the opportunity to exhibit corrective behavior, make restitution, or comply with any other terms and conditions deemed by College Administration to be necessary and appropriate. Violation of any College rule or regulation during the probationary period may be cause for additional disciplinary action.

#### Disciplinary Suspension

Exclusion from attending classes and all student activities. The suspension is for a definite period of time not to exceed one year.

#### Disciplinary Expulsion

Permanent termination of student status. Readmission to the College shall not be granted. (See “Disciplinary Procedures” for additional details.)

## Financial Aid Status

### Financial Aid Warning

A review of the student academic transcript indicates that satisfactory academic progress has not been made according to federal financial aid regulations in one or more of the following areas: Successful completion of at least 66% of all credits attempted; Minimum cumulative grade point average of 2.0; Requirements for degree must be completed within a specified time frame. This time frame cannot exceed 150% of the program as measured in credit hours attempted. While on warning status, students may continue to be eligible for financial assistance. However, satisfactory academic progress requirements must be achieved by the end of the next enrollment/payment period in order to continue to receive aid. Failure to do so will result in the loss of eligibility for future terms.

### Financial Aid Suspension

Students who were previously on “warning” status and continue to not meet one or more of the above criteria are placed on financial aid suspension. While on suspension status, students are ineligible to receive financial aid from any program administered through the College. This denial includes institutional and state funds, as well as funds from the Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Subsidized and Unsubsidized Stafford Loans, and Federal PLUS Loans. Financial Aid suspension does not prevent students from enrolling at the College. However, until satisfactory academic progress is achieved, students must enroll at their own expense.

(See “Financial Planning” for additional details.)

# STUDENT RIGHTS & RESPONSIBILITIES

The following statements of rights and responsibilities clarify those rights which a student may expect as a student of Southeast Community College, and the obligations and responsibilities which admission to the College places upon the student.

1. Submitting an Application for Admission or a course Registration Form to SCC represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules and regulations of the College. Acceptance for admission, or course registration, in turn represents the extension of a privilege to participate in educational programs and activities and to remain a student as long as the academic and behavioral standards of the College are met.
2. Each student is guaranteed the privilege of exercising their rights without fear or discrimination or retaliation. Such rights include:
  - Freedom to pursue educational goals; appropriate opportunities for learning shall be provided by the College.
  - The right to free inquiry, expression and assembly provided a student’s actions do not interfere with the rights of others, interfere with the teaching-learning process, disrupt the normal operation of the College, and are in accordance with College policy.
  - Fair and equal treatment in such areas as instruction, evaluation, and services by faculty, staff, students and administrators.
  - Personal safety, security and the continuity of the educational process.
3. The right to inspect and review personal educational records, challenge the contents of records, and receive copies of all or parts of their records.
4. Due Process and fairness in the implementation of disciplinary actions and the filing and resolving grievances concerning alleged abridgement of rights

(Refer to section Disciplinary Process and Procedure.)

# Disciplinary Procedures

## Disciplinary Definitions

Disciplinary Action - Action taken by a College staff member in response to a student violation of a College rule or policy.

Days - Shall be defined as days that the College is in session (excluding Saturdays, Sundays and holidays.)

Restitution - Required payment for damage or misappropriation of property. This obligation may be satisfied by payment of money or rendering of other appropriate services. Failure to make restitution could result in a more severe sanction.

Sanction - A detriment, penalty, loss of reward or restriction in response to a violation of a College policy as a means of enforcing the policy.

## Disciplinary Process and Procedure

When a student is suspected of violating a College rule or regulation, they will be made aware of these suspicions by the Dean of Students, Academic Dean, or designated staff member in a timely manner. The rule or regulation that may have been violated, and the evidence supporting the suspicion, should be thoroughly discussed with the student. The purpose of this discussion is to establish the seriousness of the misconduct and to determine the appropriate sanction (response).

The following sanctions are options which may be considered and imposed:

1. Warning - An oral or written statement to a student alleging that they are violating, or have violated, College rules or regulations, must "cease and desist," and may be subject to more severe disciplinary action in the future for continuing, similar, or additional violations.
  - **A warning is not a grievable sanction.**
2. Probation - A written reprimand and sanctions for alleged violation of specific rules or regulations. The probation notice will specify a period of time for which specific privileges may be withheld or for which the student has the opportunity to exhibit corrective behavior, make restitution, or comply with any other terms and conditions deemed by College Administration to be necessary and appropriate. Violation of any College rule or regulation during the probationary period may be cause for additional disciplinary action.

NOTE: Students who violate College policies, rules or regulations generally receive a warning or probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS DEEMED SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE AND NECESSARY.

3. Suspension - Exclusion from attending classes and all student activities. The student will be excluded for a definite period of time not to exceed one year. The letter of suspension will state the terms of the exclusion and the conditions for readmission to the College, including terms of any restitution and/or service to be rendered by the student. The Dean of Students, is responsible for administering suspensions and dismissals. Students have the right to request a hearing prior to a suspension.
4. Dismissal - Termination of student status. Readmission to the College shall not be granted. Restitution may also be required. Students have the right to request and be granted a hearing prior to a dismissal.
5. Only students who are considered for Disciplinary Probation, Suspension or Dismissal are entitled to a Disciplinary Hearing. The Formal Grievance Process will be followed when a student requests a hearing. The following guidelines will be adhered to:

## Grievance/Hearing/Appeal Procedures for Students

Most students believe they have been treated fairly by the College and by any and all individuals representing the College. The Student Grievance/Appeal Process is a way for a student to remedy the rare situation where a student feels they have been treated unfairly, and have not be able to obtain justice in any less formal manner. Southeast Community College is dedicated to a policy that all grievances relating to students at the college, including grade appeals, will be handled fairly and equally without regard to race, color, sex, age, religion, disability, national origin,

marital status, veteran status, political affiliation, sexual orientation or other non-merit factors. Nothing in this policy prevents a student from discussing a complaint informally with any appropriate College employee.

The purpose of a Student Grievance procedure is to secure, at the lowest level possible, equitable and timely solutions to problems that may arise. Grievances may be addressed through an informal or formal procedure and apply to academic and non-academic student grievances, including student complaints. All students have the right of Due Process and fairness in filing and resolving grievances concerning restriction of rights or misapplication of College policy, including, but not limited to:

- Disciplinary action
- Grade appeals/disputes
- Financial aid
- Americans with Disabilities Act Reasonable Accommodations

A grievance may be withdrawn by the student at any time during the Grievance Process.

## Grievance Definitions and Expectations

### Academic Grievance:

An academic grievance is an appeal of a final course grade or dismissal from an academic program not in accordance with college or program policy. An academic grievance must be based on at least one of the following: arbitrary and/or capricious action on the part of the faculty member including assignment of a grade or dismissal from a program on some basis other than performance in the course or program and compliance with policy; application of standards different from those that were applied to other students in the same course or program; the assignment of a grade not in accord with the grading protocol on the course syllabus; or dismissal from a program not in accord with the program standards.

### Non-Academic Grievance:

A non-academic grievance is a formal dispute between a student and a college employee about the understanding and/or application of the policies and procedures of the campus or college that negatively affects the student. A non-academic grievance may be based on one of the following claims: the decision made was made on unreasonable grounds or without any proper consideration of circumstances by a college employee or administrative office; the policy or procedure was applied unfairly and/or in a different manner than it was applied to others; an administrative error was made in the application of the policy or procedure.

**Grievant:** The grievant is the student who files a grievance.

**Respondent:** The respondent is the faculty or staff member whose decision or action is the subject of the grievance.

**Disciplinary action:** Action taken by a College staff member in response to a student violation, misapplication, or non-application of a College rule or policy.

**Days:** Shall be defined as days that the College is in session (excluding Saturdays, Sundays and holidays.)

**Board of Governors:** Refers to the Board of Governors of Southeast Community College.

**Time Limits:** Every effort will be made to settle grievances promptly. Time limitations specified in this policy may be extended by written, mutual agreement. If there is no written mutual agreement to extend the time limits, and if the student fails to appeal to the next level within the specified time limits, the grievance will be deemed settled on the basis of the last decision rendered. If the College fails to act on a grievance or to notify the student of the decision at any level within the specified time limits, the student will be permitted to appeal to the next level within the time that would have been allotted had the decision been communicated within the appropriate time limit.

**Retaliation Prohibited:** Retaliation against a grievant or witness for filing or participating in the investigation of a grievance is prohibited. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The college will investigate any reports of retaliation and take appropriate action as necessary.

**Confidentiality:** All actions taken to resolve grievances through this process will be conducted with as much privacy, discretion and confidentiality as possible without compromising the thoroughness and fairness of the process. All persons involved are to treat the process with respect.

**Reasonable Accommodations:** Students needing reasonable accommodations to access or participate in the grievance process should contact the Disability Services office at their campus location for additional information and assistance.

**Use of Legal Counsel:** Appeal Hearings are administrative in nature and present an opportunity for both sides to present and/or clarify facts. Neither party will be allowed the presence or use of legal counsel at any stage of the Grievance/Disciplinary Hearing. However, if the student is concurrently facing criminal charges generated by the same incident that resulted in the disciplinary action, the student would be allowed the right of passive, inactive assistance of counsel during the hearing and appeals procedure.

NOTE: Legal counsel may not speak on behalf of the student or in his/her place. When the student is allowed to use legal counsel to provide passive assistance, the College also retains the right to have legal counsel present to provide passive assistance.

#### **Americans with Disabilities Act (ADA) and Section 504 Grievances:**

These procedures shall also apply to grievances arising from objection to, or dissatisfaction with, actions taken by Southeast Community College with regards to requests for reasonable accommodation.

An ADA/504 Grievance is defined as an allegation by a student that at least one of the following has occurred. The student has:

1. experienced disparate or unequal treatment;
2. been discriminated against because of a disability; or
3. has not been provided a requested accommodation.

Note: Remedies under this Grievance Procedure are corrective steps, measures to provide a reasonable accommodation or to reverse the effects of any discrimination and to ensure proper ongoing treatment.

#### **Grievances/Appeals Involving Suspension OR Dismissal**

Students who are scheduled for a Grievance/Disciplinary Hearing involving Suspension or Dismissal from class or College activities will generally be allowed to continue attending classes, remain on campus and attend College events/activities until the Grievance/Disciplinary Hearing is completed.

However, when it is determined by College Administration (e.g. Dean of Students, Campus Director, or the President) that continued attendance presents reasonable concerns regarding issues of student/staff safety, health or welfare; attendance will be restricted until after the Grievance/Disciplinary Hearing Committee has made a determination and issues a recommendation concerning attendance.

#### **Informal Grievance Procedures**

An attempt should be made by both parties to resolve the grievance in a timely fashion and at the lowest possible level of involvement.

1. Within ten (10) days from when grades are posted or the date the grievant could have reasonably gained knowledge of the alleged misapplication or non-application of College rules or policies, the student must complete the Student Grievance Procedure checklist and submit to the Campus Dean of Students.
2. The student must communicate with the involved participants, including, but not limited to, instructor, the program chair, the division dean, or the involved staff as a first attempt to resolve the grievance informally.
3. Students are encouraged to seek resolution of the grievance through the informal process. If the grievance is not resolved at this level, the Formal Grievance Procedure may be initiated.

#### **Formal Grievance Procedure**

The Formal Grievance Procedure is available to all currently enrolled students of the College in an attempt to provide equitable solutions to concerns and problems that may arise and is initiated if the Informal Grievance Process has not resulted in a satisfactory/ acceptable resolution.

- A. Within five (5) days from the date the Informal Grievance Process is concluded, the student must complete and submit to the Campus Dean of Students the second portion of the Student Grievance Procedure Checklist.

- B. The Campus Dean of Students will, within five (5) days, or on a date mutually agreed upon by the Dean and grievant, appoint a minimum of five (5) members to the Grievance/ Disciplinary Hearing Committee. A Grievance/Disciplinary Hearing Committee may include, but is not limited to:
- The Campus Dean of Students (ex officio)
  - Program chair
  - Instructional staff
  - Student Senate representative
  - Support staff
  - Administrative staff
  - Other individuals deemed appropriate and/or necessary as determined by the Dean of Students

The Campus Dean of Students or the Dean's designee will serve as Chairperson of the Grievance/Disciplinary Hearing Committee. The Dean of Students may not serve as the Chairperson at the Grievance Hearing for any disciplinary action administered by them, or for discipline administered by anyone the Dean of Students supervises. A quorum consists of five (5) committee members. If a quorum is not established, the hearing must be rescheduled. Grievance / Disciplinary Hearings give all participants a fair opportunity to present and clarify the facts of the situation.

- C. The following guidelines will serve as a basis for Committee Meetings and Hearings:
1. The student is permitted to appear in person to review the complaint. Such a request must be indicated on the Formal Grievance Form.
  2. The employee(s) against whom the student has filed a grievance will be invited by the Committee Chairperson to present information relating to the student-filed grievance.
  3. Committee members, the student and other participants will receive copies of the formal grievance when deemed appropriate by the Dean or Committee Chairperson.
  4. The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response. Email communication may be used if agreed upon by the student and Dean of Students.
  5. Hearings are not open to the public or to College staff unless invited by the Committee Chairperson to participate.
  6. Participants will be excused after their statements are given and questioning has ended.
  7. The Committee Chairperson may make any reasonable decisions necessary to advance the hearing forward, to limit the amount or nature of information presented by participants, and to safeguard the confidentiality of statements given at the hearing. Specific procedures will be explained by the Committee Chairperson prior to the beginning of the meeting or hearing. (Note: The Committee Chairperson may exclude from the meeting or hearing any persons who fail to comply with the procedures or rulings of the Committee Chairperson.)
  8. The student may have witnesses and an advisor of their choice, who have specific personal knowledge of the situation being grieved, to be selected from faculty, staff or student body of the College. (See "Use of Legal Counsel" for exception to these guidelines.) In no instance will another person be permitted to speak independently for the student or in their place.
  9. Students are responsible for notifying their selected advisors and/or witnesses. Prior to the hearing, the student must inform the Committee Chairperson whether the selected advisor(s) and/or witness(es) will attend the hearing.
  10. If the student fails to appear at a scheduled hearing, and has not requested that the hearing be rescheduled and provided a reasonable basis for doing so, the committee may, at its discretion, proceed on the basis of available information.
  11. An audio recording will be made of the information presented, and a copy of the recording will be made available to the student grievant if requested.
  12. After hearing the information provided by the student and other participants concerning the grievance, committee members will discuss the grievance in closed session.
  13. A separate audio recording will be made of the Committee discussion after the student grievant and the other participants have been excused. (This separate audio recording will be filed under confidential

- cover with the appropriate SCC employee(s) if the student grievant requests an Appeal Hearing following the steps outlined in the Grievance Appeal Process.)
14. The Committee shall review and consider the information presented and consult with appropriate College staff as necessary and appropriate. After review and consideration, the committee may decide to:
    - a.) uphold the action taken; or b.) grant the remedy requested by the grievant; or c.) select an alternative resolution.
  15. A decision requires a simple majority vote of the committee members present. However, a minimum of five (5) committee members must be present and available to conduct a vote.
- D. Within five (5) days (excluding Saturdays, Sundays and holidays) that the College is in session, from the date that the hearing was conducted, a written response shall be prepared by the Committee Chairperson and sent to the student grievant. The response will be delivered to the student via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response. The response shall include: a. the committee's determination b. a reference to the current College Catalog/Handbook for the next step in the Grievance Appeal Process c. the name, address and contact information for the next step in the appeal process.
  - E. Copies of the decision/response to the student shall be sent under confidential cover to those against whom the grievance was filed, the Vice President for Student Services, Grievance Committee Members, Campus Director, and College Vice President that the department the grievance pertained to (e.g. Instruction, Technology, Student Services)
  - F. If the student grievant requests an Appeal Hearing following the steps outlined in the appeal process, the Grievance/Disciplinary Hearing Committee Chairperson shall forward all grievance materials, information and audio recordings to the next SCC employee(s) identified in the appeal process.
  - G. If the student grievant does not appeal, all grievance-related documents and recordings shall be retained and filed in the Dean of Students' Office.

## Process to Appeal

### 1. Appeal to the Vice President

If the student is not satisfied with the decision of the Grievance/ Disciplinary Hearing Committee, the student may file a written request for a Grievance Appeal Hearing with the College Vice President that the domain of the grievance pertained to (Instruction, Technology, Student Services), as identified by the committee. The request must be filed within five (5) days of receiving the Grievance/Disciplinary Hearing Committee's decision. The Grievance/Disciplinary Hearing Committee Chairperson shall forward all grievance materials, information and audio recordings to the appropriate College Vice President if the student grievant requests an Appeal Hearing following the steps outlined in the appeal process. The appropriate College Vice President will hold the Appeal Hearing requested within twenty (20) days of the date the request was received. The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

### 2. Appeal to the College President

If the decision of the appropriate Vice President/Campus Director is not satisfactory to the grievant, the grievant may request in writing within five (5) days an Appeal Hearing with the College President. The College President will hold the Appeal Hearing request within twenty (20) days of the date the request was received.

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing the notice acknowledging receipt of the response.

### 3. Appeal to the Board of Governors

Only matters involving a student's Suspension or Dismissal from the College may be appealed to the Board of Governors. If the decision of the College President is not satisfactory to the grievant, the grievant may request in writing within five (5) days an Appeal Hearing with the Board of Governors. The hearing before the Board of Governors will be held as scheduled by the Board Chair. The Board will conduct the Appeal Hearing within twenty (20) days of the date the request was received. The student will be notified in writing of the date, time and place of the hearing via



either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing the notice acknowledging receipt of the response.

#### External Avenues for Redress

In the event the grievant filing an appeal is not satisfied with the decision of the College, the grievant may wish to explore avenues of redress external to the College.

# COPYRIGHT INFRINGEMENT & RESPONSIBLE COMPUTING

## Computers

Computers are available for student use at each campus. Computers are located in the computer labs, classrooms, and Library Resource Centers. SCC welcomes students to use the available computer facilities for completion of school-related projects. SCC provides licensed software on its computers for students' use and training.

Students are not to use software other than the software installed on the SCC machines and are not to modify the computers' directory structure in any way. Users will abide by the guidelines regarding the lawful use of computers and software. Students who do not abide by SCC computer use policy will be subject to penalties outlined in the "Computer Use Violations" section.

## Electronic Devices

Classroom use of cell phones and personal electronic hand-held devices (e.g., laptop computers, portable video games, iPods, MP3 players, etc.) that are not pre-authorized by the instructor for instructional purposes is prohibited. Violation of this policy may lead to formal disciplinary action. (See also "Cell Phones" and "Telephones.")

## Higher Education Opportunity Act Reporting Requirement

The following notice is in compliance with the recently passed H. R. 4137, the Higher Education Opportunity Act:

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. If students reproduce or offer full-length sound recordings for download without the authorization of the copyright owner, they are in violation of federal copyright law and could face civil as well as criminal penalties. The most common violations of unauthorized distribution of copyrighted material are software and sound recording piracy.

### Software Piracy

Unauthorized duplication, distribution or use of someone else's intellectual property, including computer software, constitutes copyright infringement and is illegal and subject to both civil and criminal penalties. The ease of this illegal online behavior causes many computer users to forget the seriousness of the offense. As a result of the substantial amounts of money the software industry loses each year from software piracy, the software companies are enforcing their rights through courts and lobbying for and getting stiffer criminal penalties. It is a felony to reproduce or distribute illegal copies of copyrighted software.

### Sound Recording Piracy

Another form of copyright infringement is the unauthorized duplication and distribution of sound recordings. Online piracy is increasing as many people use the Internet to illegally distribute digital audio files (MP3 format). The Recording Industry Association of America (RIAA) monitors the Internet daily and scans for sites that contain music. They have been successful in getting the sound recordings removed from those sites.

Federal copyright law grants copyright owners (typically, a record company) the exclusive rights to reproduce, adapt, distribute and, in some cases, digitally transmit their sound recordings. Therefore, the following activities, if unauthorized by copyright owners, may violate their rights under federal law:

Making a copy of all or a portion of a sound recording onto a computer hard drive, server or other hardware used in connection with a web site or other online forum. This includes converting a sound recording into a file format (such as a .wav or mp3 file) and saving it to a hard drive or server;

Transmitting a copy or otherwise permitting users to download sound recordings from a site or other forum; and/or Digitally transmitting to users, at their request, a particular sound recording chosen by or on behalf of the recipient.

### **Pornography:**

Viewing pornography on SCC public-access computers, such as those in hallways, computer labs or the Library Resource Center, is considered sexual harassment and is prohibited. If a class assignment requires any type of research on pornography, students must provide written authorization from the course instructor to the LRC or computer lab staff. Staff will then direct authorized students to a secured location for researching the subject. (See item # 14 below.)

### **Prohibited Internet Usage:**

(Applies to all computers used by students at Southeast Community College):

- (a) Sharing copyrighted material such as MP3s and software is strictly prohibited.
- (b) Students must observe copyright laws, license restrictions and SCC policies when receiving, retransmitting or destroying software or data. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. Copying College-owned or licensed software or data for personal or external use without prior approval.
- (c) Attempting to modify College-owned or licensed software or data without prior approval.
- (d) Using the SCC Internet connection for gambling, viewing/ downloading/ distributing pornography, or other illegal activities.
- (e) Attempting to damage or disrupting operation of computing equipment, data communications equipment or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or state of Nebraska computing resources including the Internet access system.
- (f) Altering or extending beyond intended use of in-room connections. No more than one device should be connected to each active network port. Network hubs are prohibited.
- (g) Using in-room connections to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
- (h) Attempting to capture transmissions on the network not addressed to the student's location. In other words, "sniffing" – the digital equivalent of wire- tapping – is not allowed.
- (i) Attempting to gain access to any data, software or services, without explicit permission of the owner.
- (j) Concealing or misrepresenting user's or another's identity using network connections. Examples: Sending electronic mail under an assumed name. Sharing a login password with another individual is prohibited.
- (k) Using SCC computing resources, including in-room connections, for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
- (l) The network is a shared resource. Excessively using network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes but is not limited to applications that use a large amount of bandwidth (for example, Quake, Half-life, downloading MP3s and MPEGs). Sending out mass e-mails and/or spamming also are prohibited.
- (m) Sending messages that are fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or College policy.
- (n) Class Assignment Exception to Computer Usage Restriction:
  - In the rare instance that an instructor may include viewing pornography as part of a legitimate research assignment for a class, the following rules must be followed prior to using College- owned computers or College- owned Internet connections to conduct such research.
  - The instructor must provide each student with the specific assignment in writing. This document authorizes a student to access Internet sites that would otherwise be prohibited.
  - To access the restricted sites on a College-owned computer or College- owned Internet connection, the student must first clear such access with the LRC staff or the computer lab attendant in the area where the computer is located. Students must provide the LRC staff their name, SCC ID card, and term of the course.

- The student who is expected to use a computer for these purposes must do so in a discrete location to minimize incidental viewing of restricted sites and materials by others in the immediate area.

NOTE: Failure to comply with these expectations may result in disciplinary action, which may include being suspended or expelled from the College.

**Computer Use Violations Suspected or alleged violation of this policy should be reported immediately.**

**SCC Computer Helpdesk**

**402-437-2447 or 800-642-4075 ext. 2447**

**email: helpdesk@southeast.edu**

Administrators may request to temporarily suspend network access to a computer that is believed to have been the source of a violation. Attempts will be made to contact users prior to the suspension of a computer's network access. An incident report will be filed and appropriate action taken. Abuse of network and computing privileges is subject to disciplinary action. The appropriate SCC authorities, beginning with the Vice President for Technology and Vice President for Student Services, will handle computer use violations and temporary suspensions of network access. Disciplinary actions as a result of violations may include the following:

- Loss of access privileges
- SCC judicial sanctions as defined within the code of student conduct
- Monetary reimbursement to the College or other appropriate sources if responsible for malicious damage to the College network of information systems
- Expulsion or suspension from SCC
- Recommendation to law enforcement for Prosecution under applicable civil or criminal laws

**Student Housing Data Network Acceptable Use Policy**

A "Residence Hall Computer Use Policy" agreement must be signed and returned to the dorm manager before Internet service is provided to the student's room. The Student Housing Data Network provides resident housing students with in-room connections to the campus data network providing Internet access. The Internet access is a privilege that can be unilaterally revoked if terms of this policy are violated.

Students' use of the SCC-provided network access indicates their acceptance of this policy, as well as their responsibility to use the connection appropriately and in accordance with applicable laws and regulations. The SCC Residence Services and Information Technology Services reserves the right to modify, change and revise this document as necessary without permission or consent of the users.

NOTICE: Students cannot use their computer or the Internet for any illegal purpose.

Examples of illegal usage include but are not limited to copyright infringement, viewing, producing, peer-to-peer file sharing, downloading or uploading or distributing literature, movies, or other media that are illegal in general such as child pornography; harassing, threatening, or intimidating other individuals or groups.

**Legal Download Options For Residence Hall Students**

SCC does not block legal download sites providing residence hall students the opportunity to purchase audio, video, and/or games using the SCC Housing Data Network. Examples of vendors who sell music or subscriptions to music are: iTunes, Napster, Puretracks, f.y.e., eMusic, Spotify, Pandora, Turntable.fm, etc. It will be the student's responsibility to provide evidence of ownership and/or license for anything downloaded using the SCC Housing Data Network. SCC does use bandwidth shaping and traffic monitoring tools to deter peer-to-peer and unauthorized downloads.

**Recording Devices**

The use of cell phones or electronic devices (e.g., iPad) that are capable of capturing and sending images is strictly prohibited in all locker rooms. "Locker Room" is defined to include any designated area/room/facility where students or employees can change clothes and which contains lockers or temporary storage for clothing and personal possessions. Violators will be subject to disciplinary action, and may be reported to law enforcement officials. Suspected violators of this ban should be reported immediately to the Campus Director or Dean of Student Services. (See also "Electronic Devices" and "Telephones.")

## Copyright Law

The copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials, including publications, computer software, audio music, video, and audiovisual materials. It is the responsibility of the student when using SCC equipment such as photocopy machines and computers, to adhere to these guidelines. For more information on copyright law, visit the LRC.

## Debts

All financial obligations to the College must be paid before a student may register for any future courses and before transcripts, awards and credentials may be released. Financial obligations include, but are not limited to, tuition and fees, college loans, library and parking fines.

However, if an organization or business coordinates customized/ contract training with SCC and one of their employees has an existing financial obligation to SCC, that employee would be allowed to attend training. After passing the course, a certificate would be provided if one is associated with the class/workshop. This policy only pertains to credit and noncredit classes provided to an organization/business as part of customized/contract training and is not open enrollment for the general public.

The College will charge \$30 for every insufficient funds check.

# ON CAMPUS EXPECTATIONS

## Appearance

Reasonable cleanliness and appearance in dress are expected of all students. When and where safety factors are involved, each program should continue to establish those regulations considered in the best interest of the students. Program safety regulations are posted.

## Children

Children are not to be left unattended in any area of the College. Children may accompany students and visitors in common areas such as the cafeteria, student center and Student Services areas. Students should not bring children to classes or quiet study areas.

## Emergency Notifications

Please note: You can be notified of campus closings due to weather or other emergency circumstances by signing up for text messaging or email notification at <http://southeast.regroup.com/signup>.

## Eyewear

In compliance with Nebraska statute 85-901, students at SCC are required to obtain and wear appropriate industrial quality eye protective devices while participating in or observing the following courses of instruction in designated areas of campus facilities:

1. Vocational, technical, industrial arts, chemical, chemical-physical, involving exposure to:
  - (i) Hot molten metals or other molten materials;
  - (ii) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
  - (iii) Heat treatment, tempering or kiln firing of any metal or other materials;
  - (iv) Gas or electric arc welding or other forms of welding processes;
  - (v) Repair or servicing of any vehicle; or
  - (vi) Caustic or explosive materials;
2. Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

Unless otherwise required, industrial-quality eye protective devices means devices which meet the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1 as approved by the American National Standards Institute, Inc.

Students are required to use safety eye protection that is marked with ANSI Z87.1 or Z87.2 standards, must have side shield protection at all times when there is a hazard potential from flying objects, molten metal, liquid chemicals, acids, or caustic liquids, chemical gasses or vapors, or potentially injurious light radiation. Non Side Shield eyewear is not acceptable.

Eyewear is available for purchase through the campus bookstores.

## SECURITY

### Accidents, Illness and Injury

Every effort will be made to prevent accidents, and the College reserves the right to call 911 in case of student illness or injury, and to call for ambulance service to deliver a student to the hospital.

The judgment of the College staff present at the scene shall determine what immediate action needs to be taken.

The College maintains general liability insurance to cover accidents that occur as a result of faulty equipment or College negligence. However, SCC is not responsible for accidents that occur on campus as a result of student negligence. Students are urged to maintain private health insurance to assure coverage. Contact the campus Student Services Office for additional information.

SCC cooperates with county and state health departments in developing procedures for the control of communicable diseases.

All procedures conform to the regulations for communicable disease control established by the State Health Department.

### Campus Security

SCC is committed to ensuring the safety and security of students, employees, and visitors on its campuses, in College facilities and at College-sponsored activities and events. The College provides a variety of services and programs designed to promote and support safety and security. . Students can request an escort to their vehicle by contacting the campus switchboard.

SCC students, visitors and employees should report any suspicious behavior, suspected criminal activity or other emergencies at any SCC location to local law enforcement. Any student who is involved in an incident concerning safety and security should immediately report the incident to campus administration or the campus safety specialist, and complete a [TIPS Incident report online](#).

The College monitors potential safety and security risks continuously, and maintains and reports crime information as required by the Crime and Campus Security Act of 1990. Anyone interested in accessing crime log information should contact the campus Dean of Student Services. The Office of Post-Secondary Education (U.S. Department of Education, Washington D.C.) Campus Crime and Security data for the SCC area is available at <http://ope.ed.gov/security>

### Emergencies and Threats

NOTICE: You are advised to immediately contact law enforcement by dialing 911 to report crimes or if you feel a reasonable threat to your safety and security.

To report any persons, activities or behaviors you deem to be suspicious or questionable, please contact the Dean of Student Services at your campus location, the office of the Southeast Community College Safety & Security Coordinator, 402-323-3391 or the Safety & Security Specialist assigned to each campus location. Anyone can submit a [TIPS report](#) through a reporting system on the Hub.

Southeast Community College has developed administrative guidelines, and accompanying procedures, intended to establish a deliberative process to determine whether a student poses a direct threat to the health and safety of others within the College community such that the student may be denied access to the College's services, programs or activities.

These Guidelines can be found on The Hub or by contacting the campus Dean of Students.

### **Emergency Procedures**

Students should be aware of the emergency exits and procedures posted throughout the buildings.

## **Firearms, Weapons and Dangerous Instruments**

The possession, concealment or use of firearm, weapons, fireworks and explosive materials, or any item used or intended to be used to cause damage to property or harm to persons is prohibited in college-owned buildings, grounds or vehicles, or at any location where a meeting, activity or athletic event is conducted, sponsored or sanctioned by the College.

The authority to develop, implement, and interpret administrative guidance for this policy is vested in the Vice President for Student Services. Responsibility for monitoring and enforcing established administrative guidelines will be assigned to the appropriate College staff at SCC locations.

### **Administrative Guidelines/Procedures**

1. Definitions/ Examples of Prohibited Items
  - Firearms – Any weapons designed or readily converted to expel any projectile by the action of an explosive. Examples include: pistol, revolver, starter gun, rifle, shotgun, short rifle, and short shotgun.
  - Weapons – Any knife with a blade over three and one-half inches in length. Examples include: daggers, dirks, knives, and stilettos, or other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds.
  - Fireworks and Explosive Materials – Any composition or device designed for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Examples include: common fireworks (firecrackers, bottle rockets, sparklers, ground/ aerial/whistling devices); ammunition; black powder; gun powder, other explosive or combustible articles.
  - Dangerous Instruments – Any air or gas-powered pistol or rifle, including paintball/ BB/pellet or tranquilizer guns/rifles; knuckles and brass or iron knuckles; bow and arrow, or any other projectile weapon or device; atomic, radiological, chemical, bacteriological, or biological materials.
2. Exceptions

These prohibitions apply to everyone (i.e., employees, students, invitees, and visitors) except:

- Law Enforcement Officials carrying or using weapons in conjunction with their official duties; and
- Use of prohibited items is permitted if/when an approved part of the regular course of instruction or college-approved activity.

Violation of this policy will result in disciplinary and/or law enforcement action.

## **Law Enforcement Contacts**

In situations deemed to be non-emergency or not requiring special considerations (e.g., safety and security), the following procedures will be followed for routine law enforcement contacts at any SCC facility:

**Initial Point of Contact** - The initial point of contact for all law enforcement representatives will be the Campus Director (or designee) in the Campus Office. The Campus Director (or designee) will assume responsibility for assessing the law enforcement request, determining appropriate next steps, and documenting relevant details of the law enforcement contact.

**Student Contact Request** - If a duly authorized law enforcement representative on official business requests interaction with a SCC student, the Campus Director (or designee) will contact and involve the Dean of Student Services, who will coordinate and assist to effectuate the law enforcement contact with the student at a place, time, and in a manner that is deemed to be prudent and appropriate.

**Privacy/Confidentiality** - Law enforcement contacts of the nature described above do not obviate the College's responsibility to safeguard information and files that students or employees reasonably expect to be private/confidential (e.g., student records protected under FERPA, or employee personnel files).

## Sex Offender Registry

The Nebraska Sex Offender Registration Act requires convicted sex offenders to register with local law enforcement officials. Registry information regarding convicted offenders is published in local newspapers and also is available to the public at <https://sor.nebraska.gov/> on the Nebraska State Patrol's Web site.

1. Institutions, including colleges and universities, are required to monitor the presence of convicted sex offenders at their facilities.
2. Upon their enrollment for classes each term at any College facility, all sex offenders listed on the public registry are hereby required to contact and register with the Dean of Student Services at that facility. Failure to comply will result in disciplinary action.
3. Any student on the registered sex off list is prohibited from residing, working, or volunteering in any student residence facility owned and/or operated by the College.
4. Any student on the registered sex offender list is prohibited from residing in any student residence facility owned and/or operated by Southeast Community College.

Should you have an interest in accessing registry information while on campus, computers are available in the Library Resource Center at each SCC facility.

## Safety Procedures and Practices

Good safety procedures and practices are an important part of a student's education and future employment. Each division at SCC maintains certain safety standards and expects students to understand and practice those standards.

Hazardous materials such as chemical spills and injuries that involve blood or body fluid spills require cleanup following the blood borne pathogen policy. Call the Campus Director so that cleanup can be completed appropriately.

## Harassment/Discrimination Prohibited

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." – Title IX of the Education Amendments of 1972

Southeast Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. Accordingly, harassment based on an individual's race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law is prohibited. The College will not tolerate harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to the College while they are on College property or at events conducted, sponsored or sanctioned by the College. Each member of the College community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

Prohibited discriminatory harassment is defined as conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person's ability to participate in or to receive the benefits, services, or opportunities of the College, and/or has the effect of creating an intimidating, hostile, or offensive environment.

Southeast Community College recognizes its legal as well as moral obligation to prevent racial and/or ethnic harassment. Therefore, this policy is consistent with federal and state laws:

Pursuant to Title VII of the 1964 Civil Rights Act, SCC has a responsibility to maintain a working environment free of racial intimidation and harassment.

Title IX of the Education Amendments of 1972 [<http://www.justice.gov/crt/about/cor/coord/titleix.php>] protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence and sexual assault, is a form of sex discrimination prohibited by Title IX.

The declaration of the state policy and purpose in the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. 48-1101 (Reissue 1988) states, in part, the following: "It is the policy of this state to foster the employment of all employable

persons in the state on the basis of merit regardless of their race, color, religion, sex, disability, or national origin, and to safeguard their right to obtain and hold employment without discrimination because of their race, color, religion, sex, disability, or national origin. Denying equal opportunity for employment because of race, color, religion, sex, disability, or national origin is contrary to the principles of freedom and is a burden on the objectives of the public policy of this state.”

## Sexual Misconduct (Title IX)

The following are definitions of sexual misconduct (broad term encompassing any behavior of a sexual nature that is non-consensual, committed by force or intimidation or that is otherwise unwelcome) offenses that are prohibited by Southeast Community College.

### **Sexual Harassment**

Sexual harassment is any unwelcome behavior (verbal, written or physical) that is directed at someone because of the person’s sex or gender and that meets one or more of the following conditions:

Is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the College’s programs and/or activities by creating a hostile, humiliating, demeaning or sexually offensive academic, residential, working or social environment; and/or

Is based on real or reasonable perceived power differentials and submission to or rejection of such conduct is believed to carry consequences for the student’s education or employment.

### **Sexual Assault**

In Nebraska, sexual assault is defined as:

Any person who subjects another person to sexual penetration

(a) without the consent of the victim

(b) who knew or should have known that the victim was mentally or physically incapable of resisting or appraising the nature of his or her conduct, or

(c) when the actor is nineteen years of age or older and the victim is at least twelve but less than sixteen years of age is guilty of sexual assault in the first degree.

Sexual assault in the first degree is a Class II felony. The sentencing judge shall consider whether the actor caused serious personal injury to the victim in reaching a decision on the sentence.

Any person who is found guilty of sexual assault in the first degree for a second time when the first conviction was pursuant to this section or any other state or federal law with essentially the same elements as this section shall be sentenced to a mandatory minimum term of twenty-five years in prison.

### **Definition 2:**

Any person who subjects another person to sexual contact without consent of the victim, or who knew or should have known that the victim was physically or mentally incapable of resisting or appraising the nature of his or her conduct is guilty of sexual assault in either the second degree or third degree.

Sexual assault shall be in the second degree and is a Class III felony if the actor shall have caused serious personal injury to the victim.

Sexual assault shall be in the third degree and is a Class I misdemeanor if the actor shall not have caused serious personal injury to the victim.

Source: Nebraska Revised Statute 28-319. Sexual assault; first degree; penalty. Nebraska Revised Statute 28-320. Sexual assault; second or third degree; penalty. Nebraska Revised Statute 42-903. Nebraska Revised Statute 28-311.03.

Sexual intercourse is defined as any sexual penetration (anal, vaginal, or oral), however slight, with any object or body part (e.g. penis, tongue, finger, hand, etc).



Sexual contact is defined as any intentional sexual touching of another, however slight with any object or body part. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

### **Stalking**

In Nebraska, stalking, for purposes of prosecution is defined as any person who willfully harasses another person or a family or household member of such person with the intent to injure, terrify, threaten, or intimidate commits the offense of stalking. Neb. § 28-311.03. Stalking. (2006)

Stalking can be carried out in person or by electronic mechanisms (cell phone, Internet, fax, cameras) and examples include repeated maintenance of physical or visual proximity to the victim; repeated following, approaching or confronting the victim; entering property occupied by the victim; photographing or videotaping the victim without permission; or unwelcome or unsolicited written or electronic communication with the victim.

### **Sexual Exploitation**

Sexual exploitation involves taking or attempting to take non-consensual sexual advantage of another person. Sexual exploitation can include observing another person's nudity or sexual activity without consent; distribution of images, photos, videos, or audio recordings of sexual activity or nudity with the knowledge and consent of all parties involved; prostituting another person; engaging in sexual activity with another person while knowingly infected with a sexually transmitted disease or the human immunodeficiency virus (HIV), without informing the other person; or exposing one's genitals in non-consensual circumstances.

### **Domestic Abuse/Violence**

Domestic abuse/violence includes crimes of violence, physical pain, bodily injury and/or nonconsensual sexual contact or penetration committed by a current or former spouse or intimate partners of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse.

### **Dating Violence**

Dating violence is a pattern of abusive behaviors (physical, verbal and/or emotional) used to exert power and control over a dating partner. The existence of this relationship is gauged by the length, type and frequency of interaction within the relationship.

Questions about Title IX can be directed to the Title IX Coordinator or the Office of Civil Rights (OCR) (<http://www2.ed.gov/about/offices/list/ocr/index.html>) of the U. S. Department of Education. The Title IX Coordinator is available to meet with students, faculty and staff who believe sexual harassment or sexual misconduct has occurred.

### **Contact:**

Jose J Soto, J.D., Vice President for Access/Equity/Diversity, Southeast Community College

301 South 68<sup>th</sup> Street Place, Lincoln NE 68510

402.323.3412 Office, 402.613.1181 Cell, [jsoto@southeast.edu](mailto:jsoto@southeast.edu)

This policy applies to sexual misconduct that occurs both on and off campus when it involves a Southeast Community College student and when the conduct negatively affects the victim's school experience or overall school environment.

### **If You Have Been Sexually Assaulted**

- Get to a Safe Place: Get to a safe place, do not blame yourself– this is not your fault, and tell someone what happened.
- Preserve all Physical Evidence: In order to save evidence for DNA collection, do the following: ◦Save all clothing you had on at the time of the assault
- Save any sheets, blankets or towels you came in contact with during or after the assault
- Try not to rinse your mouth or brush your teeth
- Try not to go to the bathroom
- Try not to bath, wash, shower or douche
- Seek Immediate Medical Attention

### **Reporting**

Southeast Community College encourages any person subjected to sexual misconduct to report the conduct to law enforcement and to the College's Title IX office. There are several reporting options available to you.

### **Anonymous Reporting**

You may choose to file a report with the College and request that your name not be used in the investigation process. However, it is often difficult to investigate allegations when an individual requests their name not be disclosed during an investigation. Reporting anonymously may limit the College's ability to conduct a full investigation and take action. You may report anonymously through the College's TIPS reporting system (see next bullet).

### **File a Complaint Using the College's Incident Reporting System**

You may share a concern or file a complaint using [TIPS reporting](#). The TIPS link may be found on The Hub and the college's website: [www.southeast.edu](http://www.southeast.edu). TIPS provides an online method by which SCC leadership may share campus concerns. Concerns expressed through TIPS which contain potential sexual misconduct allegations will be investigated by the Title IX Coordinator and/or his or her designee.

### **Contact a Responsible Employee**

Responsible employees are individuals working at SCC who have an obligation to inform the Title IX Coordinator of allegations of sex discrimination or sexual misconduct. Responsible Employees cannot keep your concerns confidential. If you talk to these individuals, your concerns will be reported and the College will conduct an investigation into your concerns. Faculty, staff, and student employees (including RAs) are considered mandatory reporters (Responsible Employees). To the extent you want the Southeast Community College to take action, you need to report to a Responsible Employee, campus Safety & Security Specialist, or the Title IX Coordinator. Each campus has identified individuals to assist you as needed:

#### **Beatrice**

Tom Cardwell, Dean of Students

Toni Landenberger, Assistant Campus Director

#### **Lincoln**

Stephen Dietz, Associate Dean of Student Services

Kat Kreikemeier, Administrative Director of Admissions

#### **Milford**

Theresa Webster, Dean of Students

Rob Koch, Student Success Coach

### **File a Title IX Complaint with the College**

SCC's Title IX Coordinator is Jose J. Soto, J.D. Mr. Soto may be reached at:

Southeast Community College, 301 South 68<sup>th</sup> Street Place, Lincoln NE 68510

402.323.3412 Office, 402.613.1181 Cell, [jsoto@southeast.edu](mailto:jsoto@southeast.edu)

### **File a Title IX Complaint with the Office of Civil Rights.**

The Office for Civil Rights (OCR) of the U.S. Department of Education enforces Title IX. For more information, see <http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>.

### **Retaliation**

Retaliation against a grievant or witness for filing or participating in the investigation is prohibited. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The college will investigate any reports of retaliation and take appropriate action as necessary.

### **Investigations in Instances of Allegations of Sexual Misconduct**

The College will ask the complainant(s) and alleged perpetrator(s) for a written acknowledgment of the incident(s).

In cases involving allegations of sexual misconduct, upon receipt or notice of a complaint, the Title IX Coordinator, an appropriate administrator or designee of the Title IX Coordinator or an Investigative Team member, hereinafter referred to as "Investigator," will promptly investigate the complaint.

Where the complaint/report involves an employee, the Vice President of Human Resources will be notified. Employees: For specific information about the grievance process that applies to you as an accused consult the appropriate handbook.

In these cases, an initial determination is made whether a violation of the Sexual Misconduct Policy may have occurred and/or whether an informal resolution might be appropriate. Please note that an informal resolution such as mediation cannot be used for sexual harassment or non-consensual sexual contact or intercourse cases.

If the complaint does not appear to allege a policy violation or if an informal resolution is desired by the complainant and appears appropriate given the nature of the alleged behavior, then the complaint may not proceed to investigation. Complaints may be resolved through formal or informal procedures. The complainant has the right to terminate the informal resolution procedure at any time and pursue a formal complaint.

A full investigation will be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. The College aims to complete all investigations within a 60 business-day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties. If an allegation of sexual misconduct involves an athlete, someone outside the athletic department will oversee the grievance process.

The College may undertake a short delay (10-14 days, to allow for evidence collection) when criminal charges on the basis of the same behaviors that initiated the process are being investigated.

The Investigator will conduct an investigation to determine whether there are sufficient grounds to believe that by a preponderance of the evidence (what is more likely than not to have occurred) a violation of the policy occurred.

The Investigator will review the circumstances and facts of the report and determine the identity of the individuals with knowledge concerning the matter. This investigation may include discussion with faculty, staff, or students. Interim actions/restrictions (see Interim Actions/Sanctions section) may be imposed at this time. The College will treat the parties equitably and allow both parties the same opportunity to provide witnesses and relevant evidence.

The Investigator will make a report to the Dean of Students, with a determination as to whether a violation of the sexual misconduct occurred and if so, a recommendation on an appropriate sanction for any violation. Note that college action will not be altered on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

The Dean of Students will review the report, including the determination and recommendation for a sanction and will notify both parties simultaneously in writing of the outcome of the complaint. Southeast Community College will disclose to a victim of sexual misconduct any sanction imposed on the perpetrator that relates directly to the victim, such as a "no contact" order, transfer to a different class or reassignment/cancellation of housing, a suspension, or dismissal. SCC will follow up with both the complainant and the respondent to ask if there has been any retaliation or further incidents.

Either party may appeal the results of the investigation by following the Informal and Formal Grievance Procedures.

### **Interim Actions/Sanctions**

The College may take interim actions as necessary to protect the community from a threat to the health or safety of the community as a whole, to any particular member of the community, or in cases where there may be a risk of substantial disruption to the normal operations of the College. In all cases, the subject of the interim action will be given an opportunity to be heard by the Dean of Students or designee on the necessity of the restriction within 3 days of the issuing of the restrictions. These actions may include but are not limited to suspension; restricted access to facilities, housing and/or event; no-contact orders with specific individuals; provision of a campus escort; class and/or work schedule reassignment; referrals to campus and community support resources; etc. or any other restrictions deemed by the Title IX Coordinator, Dean of Students or designee, to be necessary to achieve the goals stated above. (NOTE: Southeast Community College will not pay for or make any arrangements for housing for any student removed from housing on an interim basis.)

\*Altering any of these restrictions may be predicated on the requirement to engage in a psychological assessment, drug/alcohol testing, interviews, etc. at the discretion of the Title IX Coordinator, Dean of Students, or designee.

### **Confidentiality**

All actions taken to resolve grievances or complaints through this process will be conducted with as much privacy, discretion and confidentiality as possible with compromising the thoroughness and fairness of the process. All person involved are to treat the process with respect.

### **Resources for Assistance**

- Voices of Hope - provide 24-hour services for victims of domestic violence, sexual assault, stalking, harassment and adult-survivors of incest.
  - 24-Hour Crisis Line: (402) 475-7273
  - Email Address: [info@voicesofhopelincoln.org](mailto:info@voicesofhopelincoln.org)
  - Mailing Address: 2545 N St., Lincoln, NE 68510
  - Website: [www.voicesofhopelincoln.org](http://www.voicesofhopelincoln.org)
- Lincoln Police Department's Victim Witness Unit - provides information and support services to victims and witnesses of crime
  - (402) 441-7181
- Friendship Home - Shelter and support for battered women and their children
  - (402) 437-9302
- Hope Crisis Center - 24 hr. Crisis Line, confidential, 1-1 advocacy, temporary shelter, food, clothing
  - 877-388-HOPE (4673)
- National Sexual Assault Hotline - Free, confidential counseling 24 hours a day from a national (not a local) service provider, that they can help connect you to local providers
  - On-line, 24-hour chat with a trained professional: [online.rainn.org](http://online.rainn.org)
  - 24-Hour Crisis Line: (800) 656-HOPE (4673)
- Law Enforcement
  - Emergency - 911
  - Beatrice Police - Non-emergency (402) 223-4080
  - Lincoln Police - Non-emergency (402) 441-6000
  - Milford Police - Non-emergency (402) 761-2772

### **Medical Treatment**

- Beatrice Community Hospital and Health Center; 4800 Hospital Parkway; (402) 228-3344
- Bryan LGH East Campus; 1600 S. 48<sup>th</sup> St., Lincoln, NE; (402) 481-1111
- Bryan LGH West Campus; 2300 S. 16<sup>th</sup> St., Lincoln, NE; (402) 481-1111
- CHI Health St. Elizabeth Medical Regional Center; 555 S. 70<sup>th</sup> St., Lincoln, NE; (402) 219-8000
- Memorial Health Care Center; 300 North Columbia, Seward, NE; (402) 643-2971

## Campus Security

Mark Meints – Milford and Beatrice Campus security; [mmeints@southeast.edu](mailto:mmeints@southeast.edu); 402-806-7451-cell; 402-228-8279-office

Sam Loos- Lincoln Campus security; [sloos@southeast.edu](mailto:sloos@southeast.edu); 402-617-7970-cell; 402-437-2408-office

## Missing Persons

Missing Student Notification Guidelines These guidelines and procedures are established pursuant to Section 485 (j) of the Higher Education Opportunity Act of 2008, and apply only to SCC students who reside in on-campus housing at the Beatrice and Milford campuses.

If anyone has reason to believe that a student who resides in on-campus housing (Beatrice/Milford) has been missing from campus for 24 hours, they are required to immediately report their concerns to the Dean of Students at their location:

- Beatrice: 402-228-8220
- Milford: 402-761-8270

## Law Enforcement Notification

The Dean of Students, or their designee, must immediately refer a missing student report to local law enforcement having jurisdiction in the area.

- Beatrice: Police 402-223-4080; Gage County Sheriff 402-223-5221
- Milford: Police 402-761-2772; Seward Country Sheriff 402-643-2359

## Emergency Contact Notification

Once a law enforcement investigation determines that a student is missing, the Dean of Student Services, in consultation with the SCC President or designee, will, within 24 hours of the determination, notify emergency contact(s) identified by the student. If the missing student is younger than 18 years of age and not an emancipated minor, the College will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the student.

## Student Designation of Contact Person

Each student residing in on-campus housing will be required to confidentially register with the College one or more individuals to be an emergency contact strictly for “missing persons” purposes. This information will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

## Administrative Authority

The Vice President for Student Services, or designee, is charged with the administrative responsibility and authority to develop, monitor and report on detailed procedures and activities designed to implement missing student notification requirements.

## Tornadoes, Severe Storms or Other Emergencies

In case of a severe weather or threat of a tornado, students will be notified by an alarm signal. Students are to follow the instructor's directions and move in an orderly fashion to a shelter area. When an "all clear" has been sounded, students will be notified and given further instructions.

It is the responsibility of the division deans, program chairs and instructors of SCC to properly inform the students of the designated shelter areas. They are:

### Beatrice

- Adams Hall - Interior walls, restroom
- Ag Center - Interior walls
- Eisenhower Hall - Interior walls, 1st floor hallway
- Hoover Hall - Interior walls, restroom
- Jackson Hall - Interior walls, restroom
- Kennedy Center - Basement, stairs located at the north end
- Roosevelt Hall - Interior walls, 1st floor hallway
- Washington Hall - Interior walls, 1st floor hallway

### Lincoln (All Locations)

- Proceed to any interior room away from windows. Remain as close to a wall and as low to the ground as possible.

### Milford

- Cornhusker Hall
  - Under lower stairwells and lower floor area
- Dunlap Center
  - Restrooms, hallway
- Eicher Technical Center
  - Boiler Room – under lower stairs leading to boiler room: two wire cage storerooms, north part of boiler room proper.
  - Related Welding Lab – under shipping and receiving: Related Welding lab, Welding restroom and hallway leading into the Nondestructive Testing lab.
  - Auto Collision Repair Basement – lower hallway into Auto Collision Repair basement: Restroom, classroom, two storerooms and basic Auto Collision Repair lab area.
  - Library Resource Center – Basement
- HVAC/MAAP (South Classroom)
  - Building Construction Basement
- John Deere Building
  - Restrooms
- Nebraska Hall
  - Lower Level
- Pioneers Complex
  - Lower Level
- Placement & Assessment Center
  - Interior Walls, Restrooms
- Physical Plant
  - Boiler Room (Main Building)
- Welsh Center
  - Dressing room/weight room

## Drills and Evacuation

Emergency drills may be held periodically during the year. Each instructor will inform students of the exit or exits to be used in an Emergency evacuation.

The signal to leave the building will be a steady alarm signal. Whenever this occurs students are to immediately exit the building in an orderly manner. Students are to move away from the building to a distance of at least 50 feet and are not to block the exits, sidewalks or fire hydrants. Staff will indicate when it is safe to return to the building.

## PARKING AND DRIVING

Parking is available to students on each campus. Some parking spaces are reserved and designated for persons with disabilities. Parking in these designated areas requires a special restricted permit. Violators are subject to substantial fines and/or towing at the owner's expense.

Driving or parking is not permitted on grassy surfaces or other non-established driving or parking areas except as expressly permitted by posted signs.

Contact the Student Services Office for information on Restricted Parking Spaces, Administrative Guidelines, and procedures.

Milford and Beatrice campuses require a parking permit sticker for the campus parking lots. Contact your campus' Student Services Office for more information. Each campus encourages owners to lock their cars.

The College is not responsible for damages to a car while parked on college property. Students are responsible for having insurance coverage on their vehicles.

Campus speed limits and all state and local traffic regulations must be observed. Driving against the normal flow of traffic is not allowed.

### Temporary (Restricted) Permit

A temporary restricted parking permit may be obtained through the Physical Plant Office or Student Services on your campus. A doctor's statement stating need is required. No fee required.

**Beatrice** - Student Services, Kennedy Center, 402-228-8210

**Lincoln** - Physical Plant, 402-437-2570

**Milford** - Physical Plant, 402-761-8253

## Beatrice Campus

### Driving

1. The speed limit on the Beatrice Campus is 20 miles per hour.
2. All federal, state and local traffic regulations are in effect on campus. Driving against the normal flow of traffic is not allowed.

### Parking/Permits

1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit.
2. Permits are issued at the welcome center located in the Kennedy Center Building at no charge.
3. Student parking is located in the lots south of the residence halls, west of Hoover, and the areas in the lot east of Kennedy Center not designated "handicapped" and "visitor."
4. No vehicle is permitted to occupy more than one stall. Please park between the lines. Improper parking will result in a citation.
5. Students using parking lots with angled parking stalls are not permitted to move ahead into a stall that faces against the flow of traffic. Students parking against the flow of traffic will receive a citation.
6. General student parking is not allowed in the following designated areas and may result in a citation and fine:
  - visitor parking
  - handicapped parking (without visible permit)
  - designated NO PARKING or restricted zones
  - service entrances
  - Family Resource Center lot west of Adams Hall

## Fines

1. Parking in a restricted permit-only stall without a visible and valid permit/license plate may result in a fine of up to \$100 and the potential to have the vehicle towed at the owner's expense.
2. General parking fines may be paid at the Business Office located in the Kennedy Center. Hours are 7:30 a.m. - 5 p.m., Monday through Friday.
3. Failure to pay fines will result in a hold placed on your account which could affect your ability to register for future terms as well the ability to receive an official transcript.
4. Students who have repeated parking violations and unpaid fines may be subject to having their vehicle towed at their expense plus the expense of the violation.

## Other Regulations

1. Major repair of vehicles on campus is discouraged. Inoperable vehicles will be towed at owner's expense if allowed to remain on campus property an unreasonable length of time.
2. For your safety, keep your car doors locked and do not leave valuables in your car.

## Snow Removal Parking Regulations

1. Hoover/Jackson parking lot: The snow will first be removed from the west end of the Hoover parking lot. The day after it snows, all Hoover and Jackson residents will be required to move their vehicles to the west end of the lot by 10:30 a.m., but not until the snow has been removed from the West end. After the East end of Hoover parking has been cleared of snow students may move their vehicles back but not before 10:30 a.m.
2. Eisenhower/Roosevelt/Kennedy/Washington parking lot: The day after it snows, all Eisenhower/Roosevelt/Washington residents will be required to move their vehicles to the Truman Center parking lot by 10:30 a.m. but not until the snow has been removed from the Truman lot. After snow has been removed from the Eisenhower/ Roosevelt /Kennedy/Washington parking lot students may move their vehicles back but not before 10:30 a.m. Vehicles not moved will be ticketed and, if necessary, towed at the owner's expense.

# Lincoln Campus

## Driving

1. While driving on campus, each student is expected to follow all state, local and College driving regulations.
2. Campus speed limits for all motorized vehicles are 20 mph unless otherwise posted.

## Parking

1. Students may park in any parking lot unless otherwise posted.
2. A parking area for motorcycles is designated in both the south and north parking lots.
3. Bike racks are available on campus.
4. General student parking is not allowed in the following designated areas:
  - Reserved for SCC Board of Governors meetings
  - Handicapped Parking (without visible special permit) Violators are subject to substantial fines and/or towing at the owner's expense
  - On campus streets, drives or service drives.
5. Vehicles left overnight without prior approval are subject to being towed. To obtain approval call the physical plant, 402-437-2570.

## Violation Fees

Illegally parked vehicles will be ticketed, and violators will be required to pay parking fines according to the fine schedule. Repeat offenders' vehicles may be towed away at the owner's expense. Parking in a restricted permit-only stall without a visible and valid permit/license plate may result in a fine of up to \$100 and the potential to have the vehicle towed at the owner's expense. Parking ticket fines must be paid prior to the deadline stated on the ticket and are payable at the Cashier's Office in Student Services. 1. Failure to pay fines according to campus rules and regulations will result in disciplinary action.



### Restricted Parking Permits

Restricted parking permits are available at the city clerk's office located in the City/ County Building, 550 S. 10th St. For either a permanent or temporary permit, a doctor's statement stating need will be required. The fee for either permit is \$5.

### Education Square - ESQ Parking (Downtown Lincoln)

Students attending classes at the Education Square location in Lincoln may purchase iPark cards for reduced parking rates. Contact the city of Lincoln Parking Office at 402-441-PARK.

## Milford Campus

### Parking Permits

1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.
2. Parking permits must be affixed to the windshield. They cannot be taped to or lying on the dash. Parking stickers not properly installed are subject to a fine of \$5. They also should not be transferred to another vehicle.
3. Permits are available on the day of class registration or from the parking office in the Physical Plant Building. Hours: 7:30-11:15 a.m. and 12:15-4:15 p.m.
4. Parking permits are valid for the student's enrollment period.
5. Temporary permits are available and valid for ten school days. They must be visible before parking on campus.

### Driving

1. While driving on campus, each student is expected to follow the regulations and traffic policies established by the College, and all state and local traffic regulations.
2. The speed limit on campus is 15 mph.

### Parking

1. Student parking lots are located west of the residence halls. This is the only area for student parking.
2. Motorcycle parking, staff parking, production parking, visitor parking, cafeteria staff parking and handicap parking areas are designated by signs. Student parking is not allowed in designated areas without a visual permit. Violators are subject to substantial fines and/or towing at the owner's expense
3. Faculty overflow parking is in the student lot only. Vehicles will be ticketed in all other areas.
4. Visitor overflow parking is in the student lot.
5. Staff loading and unloading materials must have permission from the Physical Plant Office and must park in designated area immediately after loading or unloading.

### Visitor Parking

Visitor parking is reserved parking for visitors: prospective students, class speakers, companies and business interviewing, seminar and workshop participants, and training center participants. Staff and students are not allowed to park in the visitors' lot. All training center and seminar or workshop participants must display a visitors "Guest Permit" or be ticketed.

### Violation Fees

1. Parking in a restricted permit-only stall without a visible and valid permit/license plate may result in a fine of up to \$100 and the potential to have the vehicle towed at the owner's expense.
2. Improper parking in student parking - \$5 fine; Winter parking violations - \$15.
3. All other parking violations - \$15 fine.
4. Students who have repeated violations will be subject to towing of their vehicle at their expense plus the expense of the parking violation. Towing charges will be paid by the violator to the towing service.
5. Fines are paid to the Business Office.

6. Persons who have acquired a parking permit may receive a replacement permit if identifiable remnants of the original permit are presented to the Campus Parking Office. Persons unable to comply with this requirement must submit an acceptable statement that the original permit has been destroyed and is not available. All violations incurred on the old permit will be charged to the original permit holder.

### **Appeals**

1. Violations may be appealed to the Parking Violations Appeals Team.
2. The Parking Violation Appeals team may uphold or dismiss the violation. Any violation fee paid prior to adjudication by the team will be refunded through normal College processes should the violation be reduced or dismissed.
3. The student or staff filing the appeal must attend a hearing before the Parking Violations Appeals Team within 15 class days from the date of the violation or be assessed the fine.

### **Other Regulations**

1. Outdoor repair of automobiles on or off the student parking lot is discouraged.
2. Inoperable vehicles will be towed at owner's expense if on campus property an unreasonable length of time.
3. Major mechanical work is not allowed on campus or in parking areas.
4. For your safety, we suggest you keep your car doors locked.
5. Do not leave valuables in your car. Purchase and installation of smooth "Theft Proof" lock knobs are advised.
6. Responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not an acceptable excuse for violation of parking regulations.
7. Operation of snowmobiles on all College property is prohibited.
8. All vehicles must be removed from campus over the winter and summer breaks.
9. No vehicle is allowed to occupy more than one stall. Please park between the lines. Improper parking will result in a citation and fine.

### **Winter Parking (Nov. 1 - March 31)**

1. All student vehicles parked overnight (10 p.m. to 7 a.m.) are to be parked in the designated Winter Parking Area - sections B, C, and D in student parking, or the crushed rock area.
2. No vehicles are to remain in the faculty/staff parking lot overnight. Faculty and staff who are off-campus overnight with a College vehicle are to park their personal vehicles in the parking area to the east of the Physical Plant Building.
3. Production vehicles, where the work is completed and being held for payment and pickup, are to be parked in the enclosed production storage area or if space is not available, parked west of the Physical Plant Building. Other production vehicles parked along the Welsh Street are to be parked to the east end of the street.
4. Vehicles left overnight in undesignated student parking areas and faculty/staff parking lots will be ticketed and subject to being towed at the owner's expense.

## **Personal Transportation Devices (skateboards, hoverboards, roller blades, bicycles, scooters)**

The college allows the use of bicycles in a safe and courteous manner as a method of transportation on campus. The use of all other personal transportation devices such as skateboards, hoverboards, scooters and roller blades/skates is banned on campus.

SCC is not responsible for any bodily injury, loss or damage to any property occasioned by use of any personal transportation device. Any damage or loss of property, or injuries on campus should be reported to the Campus Office.

Bicycles are not permitted inside SCC buildings. Bicycle racks shall be provided as needed at various locations on campus.-

The Safety and Security Specialist on each campus may remove any personalized transportation device found parked in violation and may seize hoverboards, rollerblades or skateboards used on campus in violation of this policy. Removed or seized items may be reclaimed by the owner at the Safety/Security Office on campus.

# ACADEMIC SUPPORT

## Advising

**Career advising** services are available to all declared and undeclared students, alumni and the general public. The advising process is tailored to students' needs and includes discussion of student interests, values and aptitudes; review of various programs of study; selection of programs for further exploration; discussion of program requirements; explanation of career options available in various fields of study; and arrangement of appointments with academic or vocational program staff.

One important consideration in career advising is testing and assessment. All students who wish to enter a program of study at SCC must have an assessment of their reading, writing and math aptitude. The assessment is often accomplished by taking the ACT in high school. For students who have not taken the ACT, Southeast Community College has the ASSET/COMPASS/ACCUPLACER tests available for that initial assessment. Each campus has a testing center where students can take the ASSET/COMPASS/ACCUPLACER test. An assessment of reading, writing and math aptitude may also be accomplished through the evaluation of college transfer credit.

Performance on the ASSET/COMPASS/ACCUPLACER affects eligibility for programs of study, eligibility to register for credit courses, as well as English and math classes.

**Academic advisors** are available in each of the instructional divisions to guide and inform declared students about career choices and specific program requirements.

Advisors help students understand degree requirements and maintain knowledge of transfer articulation agreements, requirements and regulations. They assist students in developing meaningful educational goals that are consistent with personal interests, values and abilities. Effective academic advising helps the student identify resources for greater academic success and helps the student navigate immediate questions and concerns and plan for the future.

## Transitions Lab

The Transitions Lab helps prepare students for success in college-level coursework by offering a special "Quick Start" brush-up workshop and the opportunity to meet with a Transition Advisor.

### How does it work?

Transition Advisors meet with new and current students to assess their needs and current course placement based on their college-entrance testing. Transition Advisors can assist people in becoming a college student or help with refreshing their skills by providing ongoing advising as they work on skills development, gain confidence and potentially boost their test scores.

The Transitions Lab is a special opportunity for students to have access to the right resources to successfully obtain a college degree, certificate, or diploma.

Together the student and the Transition Advisor determine the student's appropriate learning path which may include:

Enrolling in the "Quick-Start" brush-up workshop to boost college-level skills.

- Quick-Start is a Continuing Education, non-credit class offered for the cost of \$20 (not covered by Financial Aid)
- Study a minimum of 10 lab hours at your convenience in your needed area: math, reading, writing, technology, or keyboarding skills.
- At completion of your 10 hours, you will retest for free with the goal of higher class placement and possible entrance into your desired program.

# Testing and Assessment

Students who wish to take certain college level English and mathematics classes must demonstrate evidence that they are academically ready to be successful in these courses. SCC administers the ASSET/COMPASS/ACCUPLACER tests on site at each campus to evaluate initial academic readiness. The test administration is provided at no charge but retesting costs \$15. Contact the Testing Center/Assessment Office or Career Advising Center on each campus for details. (See "[Steps for Admission into a Program of Study](#)".)

## Makeup Testing (Lincoln)

With an instructor's permission, the Testing Center may provide makeup testing services for students who cannot attend their regularly scheduled testing date due to circumstances beyond their control. The instructor will complete and attach a "Makeup Test" cover slip to each test submitted. The following procedures are implemented to ensure proper authorization for testing and identification of each examinee:

1. All tests must have a makeup test form properly completed and attached.
2. Students referred for testing must know the title or name of the test, know the instructor's name, and present a picture ID or positive identification by SCC personnel.
3. It is very important that the test be available in the testing center once permission has been given for the student to test.
4. Instructors are responsible for picking up the completed tests.
5. To ensure the integrity of testing activities, no materials may be brought in to the Testing Center without the permission of the faculty. This includes no cell or smart phones or other personal electronic devices being allowed in the testing area of the Testing Center without the instructor's express, written permission.

Note: Reviewing previous tests in preparation for current tests is not appropriate in the testing center.

## Test Proctoring

There will be a \$15 test-proctoring fee per test for students taking a test from another school. Contact the campus Testing Center for information and scheduling.

The Testing Center also provides distance-learning class testing.

## Testing Center Cheating

1. A student caught cheating in the Testing Center will have the test confiscated immediately.
2. The instructor will be notified as soon as possible by the Testing Center.
3. The instructor will address the situation as it is outlined in the course syllabus.
4. The student will be suspended from use of the Testing Center, for that class, until written notification is received by the Testing Center. The written notification will be from the instructor and must request reinstatement of Testing Center use for that student.

# Disability Services

The Americans with Disabilities Act of 1990 as amended (2008) (ADA) requires the College to make reasonable accommodations to the known physical or mental limitations of current or potential students. An accommodation is any change in the work or learning environment, or in the way things are customarily done, that enables an individual with a qualifying disability to pursue opportunities and have access to employment or programs and services offered by the College.

Southeast Community College desires to create an accessible community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities. To this end the College will:

- Provide direct, reasonable accommodations and support services for individuals with disabilities.
- Encourage self-determination, independence and personal responsibility for students with disabilities.
- Provide resources, advocacy, collaborative services, and outreach throughout the College community.
- Promote an open and welcoming environment around campus for individuals with disabilities.
- Inform and educate the Southeast Community College community about disability-related laws, rules, regulations, and policies.

The Career Advising/Disability Office at each campus location has responsibility for coordinating the efforts of the College to comply with the Americans with Disabilities Act. The office is responsible for working with eligible students to provide and coordinate appropriate academic accommodations.

### **Qualifying Disability**

To have a qualifying disability, an individual must have a record of having a substantial impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for oneself, learning or working.

### **Otherwise Qualified**

An individual must also be “otherwise qualified” (i.e., to be able to meet the requisite technical and academic standards.)

### **Basic Principles of Reasonable Accommodations**

- Individuals with qualifying disabilities must self-identify.
- Recent documentation describing the nature of the disability is required.
- Documentation must meet the criteria established by Southeast Community College.
- Documentation must be supplied by the individual.
- The individual must be “otherwise qualified” for a Program. Once it has been documented that an individual has a qualifying disability, SCC will work with the individual to provide reasonable accommodation.

The College is only obligated to make an accommodation to the known limitations of an otherwise qualified individual with a disability. The College is not required to provide an accommodation that is primarily for personal use. The accommodation provided need not be the most expensive or ideal accommodation, or the accommodation requested by the individual, as long as it is an effective accommodation.

### **The Decision to Self-Identify**

The decision to self-identify and request reasonable accommodations is highly personal. Southeast Community College welcomes current and prospective students to discuss their disability, documentation, possible accommodations, and concerns with Disability Services staff. If you have a disability, there is no requirement that you disclose your disability at any time, but in order to receive accommodations in college, you must self- identify. The decision not to self-identify is understood and respected.

### **Consider self-identifying and requesting reasonable accommodations if:**

- You have a documented disability that significantly affects major life functions.
- You are a client of Vocational Rehabilitation, the Commission for the Blind, the Commission for the Deaf and Hard of Hearing, or a related agency.
- You received accommodations at another college or university.

## **Requesting Reasonable Accommodations**

1. Obtain a copy of the Reasonable Accommodation request form. This form is available online at [www.southeast.edu](http://www.southeast.edu) and in the Career Advising/Assessment Office on each campus.
2. Complete, sign and date the request form.
  - Attach copies of material documenting disability.
  - Submit form and materials to the Disability Services Office on the campus where you will attend classes
    - Acceptable Sources of Documentation: Materials for documenting a disability are accepted from a licensed physician, psychiatrist, psychologist, licensed mental health provider, audiologist, speech pathologist, physical or occupational therapist, or other health care provider qualified to diagnose a disabling condition.
3. Disability Services will respond to the Request for Accommodations.

The request will be reviewed and the Reasonable Accommodation checklist will be completed by the assigned advisor.

When the individual and advisor meet, the advisor will inform the individual about qualification status– verbally and by written documentation.

### **If an individual qualifies:**

At this time, the individual may suggest ideas for reasonable accommodation. SCC will make every reasonable effort to offer an accommodation within approximately ten (10) school days.

If the accommodation is accepted, the individual and advisor will complete the Reasonable Accommodation Agreement form.

Students must contact Disability Services **every term** they attend, to access new or request continuing accommodations.

### **If an individual qualifies but does not accept the offered accommodation:**

The individual has the right to appeal an offered accommodation they may think is unacceptable.

### **If an individual does not qualify:**

The individual has the right to appeal the decision.

### **Responsibility of the Individual:**

- Obtain a copy of the Request for Reasonable Accommodation form from the Disability Services Office. Individuals who need accommodations should make their request as soon as possible.
- Complete the Request for Accommodations form and attach copies of material documenting your disability and include information about the type of accommodation provided previously.
- Submit the completed request form to the Disability Services Office on your campus.
- Disability Services will review the Request for Accommodations and assign an advisor to the individual.

### **Responsibility of the College/Disability Services:**

- Your request will be reviewed to determine whether reasonable accommodations can and should be provided by SCC.
- Disability Services staff will meet with the individual to inform him/her whether he/she qualifies under ADA guidelines to receive accommodation. Written notification of the College's decision shall also be provided to the individual.
- If the individual does qualify, this meeting will be used by the Disability Services advisor to learn more about the individual's disability and to hear suggestions or ideas for reasonable accommodation.
- For individuals who qualify, an offer of accommodation will be made in approximately ten (10) school days.

The individual has the right to accept or refuse the accommodation. If the accommodation is accepted, the individual and the Campus ADA Coordinator or designee will complete the Agreement to Provide Reasonable Accommodation form.

### **Right of Appeal**

Contact the Disability Services Office for more information on the Right of Appeal process.

If the student and the College are unable to successfully resolve problems through the appeal process within Disability Services, the student does have the right to file a grievance.

All students have the right of Due Process and fairness, in matters of dispute, including those arising from objection to, or dissatisfaction with, actions taken by Southeast Community College with regard to requests for reasonable accommodation. Remedies under this Grievance Procedure are corrective steps, measures to provide a reasonable accommodation.

For a complete explanation of the informal and formal grievance processes at SCC, consult either the College Catalog or the current Student Handbook, or contact the Dean of Student Services at your campus location.

Students needing reasonable accommodations to access or participate in the grievance process should contact the Dean of Student Services at their campus location for additional information and assistance.

## Confidentiality & Privacy

Career Advising/Disability Services keeps all records and the documentation of students with disabilities confidential. Any information regarding student's disability and accompanying documentation is confidential and protected by law under the Family Education Records Privacy Act (FERPA), the ADA, and §504 of the Rehabilitation Act.

Individuals should contact the Campus ADA Coordinator or designee.

### **Beatrice**

Disability Services  
402-228-8242 or 800-233-5027 ext. 1242  
BeatriceADA@southeast.edu

### **Lincoln**

Disability Services  
402-437-2620 or 800-642-4075 ext. 2620  
LincolnADA@southeast.edu

### **Milford**

Disability Services  
402-761-8202 or 800-933-7223 ext. 8202  
MilfordADA@southeast.edu

### **Area Office**

ADA Coordinator  
402-323-3412 or 800-642-4075 ext. 3412  
AreaADA@southeast.edu

SCC also has a TDD (Telecommunication Device for the Deaf). The phone number is 402- 437-2702. Contact the Student Services Office for more information.

## Presence & Use of Animals at SCC Facilities and Events

Bona fide service animals may accompany students, employees, and visitors with disabilities to all SCC events, activities, and locations. Local, state, and federal laws regulate the use of service animals at SCC locations and/or events. Animals associated with a college-related Program of Study (e.g. livestock) or research laboratory activity (e.g. livestock, mice) are not covered by these guidelines. Please contact the Dean of Students on your campus for the complete administrative guidelines document for clarification and/or additional information regarding the presence and use of animals at SCC locations and events.

## Personal Counseling

Personal counseling or therapy is not available at Southeast Community College. Students are welcome to visit with SCC advisors about personal concerns to ascertain whether a referral to outside professional mental health services is advisable. Staff will provide information to assist students to locate professional resources appropriate to their needs.

## Student Success

The Student Success Coaches on each campus assist students who are experiencing academic difficulty by helping them develop plans for success. The specialist can help students acquire skills needed for college success, such as how to study effectively, take tests, reduce stress, and manage time. The staff also can help students access other college resources, such as tutoring, career advising, health, and wellness activities. Student Success Coaches can help students problem-solve and sometimes suggest community resources that can help students with stress management or practical problems that arise due to attempting to manage multiple priorities.

The student success staff can be reached as follows:

### **Beatrice**

Kennedy Center Room K404, 402-228-3468 ext. 1351

**Lincoln**

Room H1, 402-437-2678

Learn to Dream Scholarship program, Room H1, 402-437-2606

**Milford**

Eicher Technical Center, Room 100M 402-761-8416

## TRiO/Student Support Services Program

The TRiO/Student Support Services Program (TRiO/SSS Program) is a federally funded program that helps students overcome class, social, and cultural barriers to higher education. The TRiO/SSS Program provides a holistic, supportive approach to help students succeed in all areas of life. The goal of the program is the increase retention, graduation, and transfer rates of eligible students from two-year to four-year institutions. The TRiO/SSS Program is limited to 160 SCC students who have applied and been accepted each year. Applications are available at the TRiO/SSS Program office or online at: <https://www.southeast.edu/triostudentsupportservices/>

### How do I qualify? To qualify a student must:

**Be one or more of the following:**

- a first generation college student
- within Federal low income guidelines
- a student with a documented disability

**Display an academic need based on any of the following:**

- College entrance scores (Compass, ACT, GED)
- High school cumulative GPA of 2.5 or lower in any area
- No college attendance in the last five years
- Limited English proficiency
- Others as determined by the TRiO Success Coach
- Be accepted and enrolled in a program of study that leads to an associate degree or diploma.
- Be able to complete a program of study in four (4) years.
- Be a U.S. citizen or eligible non-citizen.

What services and activities are available?

- Academic, financial, and personal counseling
- Career planning and job shadowing
- Cultural events and on-campus activities
- Student leadership opportunities
- TRiO scholarships, as available (if eligible)
- Scholarship research assistance
- Four-year college tours and transfer school counseling
- Advocacy and referral services
- Group workshops or individualized help regarding time management, stress management, study skills, test taking, note taking, scholarship essay writing

**TRiO/SSS Program offices**

**Beatrice: Kennedy – 403, 402-228-1215**

**Lincoln: 8800 O Street – H-1, 402-437-2766**

**Milford: Eicher Technical Center – 100Q, 402-761-8235**



## TRIO Upward Bound

TRIO Upward Bound is a grant-funded program awarded to SCC by the U.S. Department of Education. The goals of Upward Bound are to help academically at-risk students in grades 9 through 12 stay in school, graduate and prepare to enter and succeed in college. The program targets low-income, first-generation students.

First-generation students are those whose parents have not graduated from a four-year college.

The SCC Upward Bound program began Sept. 1, 2003 and is located on the Beatrice Campus. The College partners with three southeast Nebraska high schools to serve 50 eligible students. Participating high schools are Beatrice, Fairbury and Southern (Wymore-Blue Springs).

The SCC Upward Bound program provides intensive support to participants including ongoing advising, counseling, tutoring, supplemental education, skills development, career and college exploration and a six-week summer instructional program which includes an out of state trip for qualifying students. Upward Bound participants who graduate from high school have the opportunity to participate in the Bridge Academy – a college transition program that gives students the opportunity to live on campus, take an SCC class, and adjust to becoming a successful college student. For more information visit The Upward Bound staff - Hoover Hall.

## Tutoring Services

Free tutoring services are available to students taking classes on each campus. Tutoring services depend on the availability of tutors and hours vary from campus to campus. Tutors are professional staff and trained students. Students also have access to online tutoring through Smarthinking. See locations listed below for information about tutoring availability, times and locations.

### Beatrice

Student Retention/Multicultural Recruitment Office  
Kennedy Center Room K404, 402-228-3468 ext. 1351

### Lincoln

Multi-Academic Center, located in the Library Resource Center on the Lincoln Campus, Room L1, 402-437-2628  
Academic Transfer Office Suite 112, downtown Education Square (ESQ) location, 402-323-3441

### Milford

Career Advising Office in the Assessment and Placement building, 402-761-8202.

### Smarthinking

With Smarthinking, students experience online tutoring that is simple, fast and always available. Students connect to live educators from any computer that has Internet access, with no special software installation or equipment required.

Smarthinking provides online tutoring 24 hours a day.

Call 402-437-2627 for details, or find Smarthinking via The Hub.

## Placement Services

Placement services for alumni and current students include

- posting of job listings on campus or online at ([www.collegecentral.com/southeast](http://www.collegecentral.com/southeast))
- job referrals
- résumé assistance
- interviewing techniques
- on-campus interviews
- career fairs

### Alumni

The Alumni Offices of SCC cultivate ongoing relationships with alumni. The College invites alumni to open houses, homecoming and other College events and publishes newsletters highlighting College events, programs and opportunities.

## Employment

Current SCC students interested in off-campus employment opportunities should contact the Placement Office or register with the online Placement Web tool at [www.southeast.edu](http://www.southeast.edu). Go to Quicklinks and click on Graduate Employment.

SCC graduates are offered lifetime placement services to assist in their employment search.

# CAMPUS/STUDENT LIFE

## Cancellations & Announcements

### Cancellations

Hazardous driving conditions do not automatically mean classes will be cancelled. However, travel for students is not recommended or encouraged if there is a question of being able to reach the campus safely. Students should use good judgment in making travel decisions.

Only the Campus Director or a designated representative can authorize the cancellation of College programs and activities or announce the cancellation to the news media. It can be assumed that campus programs, classes and services will be held as scheduled if no announcement is made through the news media. Because weather in Nebraska can vary, each campus will announce cancellations separately.

When individual Continuing Education classes are cancelled, the decision will be made with the approval of the Continuing Education dean or the division dean. If an individual class is cancelled, the instructor will notify students. Makeup or rescheduling of individual classes or programs will require the approval of the Continuing Education dean or division dean. Hazardous driving conditions do not automatically mean that classes will be cancelled. Students should use good judgment in making travel decisions.

When weather or other conditions necessitate cancellation, the following procedure is followed as often as possible, giving the nature of changing weather conditions:

- Daytime programs and services - a decision will be made and announced to the news media by 5 a.m.
- Evening programs and services - a decision will be made and announced to the news media by 4 p.m.

### Regroup Emergency Text Messaging

To receive emergency notification via text message, sign up at <http://southeast.regroup.com/signup>. You can elect to sign up for a specific campus or campuses.

### Web

See [www.southeast.edu](http://www.southeast.edu), [thehub.southeast.edu](http://thehub.southeast.edu) or **Facebook**® for inclement weather and closing information. Also, sign up for Regroup text messaging alerts.

### Television

Channel 10-11 KOLN-KGIN TV notified (Lincoln), Channel 8 KLKN TV notified (Lincoln)

### Telephone

#### Beatrice

402-228-3468 – a recorded message will update you on the status of classes.

#### Lincoln

402-437-2405 – a recorded message will update you on the status of classes.

#### Milford

402-761-8400 – a recorded message will update you on the status of classes.

## Radio

### Beatrice stations notified:

KWBE 1450 AM, KGMT 1310 AM, KUTT 99.5 FM, KZKX (96-KX) 96.9 FM, KTGL (THE EAGLE) 92.9 FM, KNDY 1570 AM, 103.1 FM, or 105.5 Translater/Beatrice, KBRZ 102.7 FM (THE BREEZE), KFGF 98.1 FM, KFRX 106.3 FM

### Lincoln stations notified:

KBBK 107.3 FM, KFGF 98.1 FM, KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KBRZ 102.7 FM (THE BREEZE), KKUL 105.3 FM, KLIN 1400 AM, KLMS 1480 AM, KRKR 95.1 FM, KTGL (THE EAGLE) 92.9 FM, KZKX 96.9 FM, KFAB 1110 AM

### Milford stations notified:

KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KZKX (96-KX) 96.9 FM, KFGF 98.1 FM, KTGL (THE EAGLE) 92.9 FM, KQKQ 98.5

## Public Address System

In Milford, announcements of extreme importance are broadcast over the College P.A. system at 8 a.m. Emergency announcements are made when necessary.

## Beatrice Campus Late-Start Shortened Schedule (10 a.m. start time)

<b>M-W-F Class Schedule</b>	
Regular Meeting Time	Late-Start Time
8–9:20 a.m.	10–11 a.m.
9:30–10:50 a.m.	11:10 a.m.–12:10 p.m.
11:30 a.m.–12:50 p.m.	12:20–1:20 p.m.
1–2:20 p.m.	1:30–2:30 p.m.
2:30–3:50 p.m.	2:40–3:50 p.m.
4 p.m.	Regular schedule resumes
<b>T-H Class Schedule</b>	
Regular Meeting Time	Late-Start Time
8–9:55 a.m.	10–11:20 a.m.
10:05 a.m.–Noon	11:30 a.m.–12:50 p.m.
12:10–2:05 p.m.	1–2:20 p.m.
2:15–4:10 p.m.	2:30–4:10 p.m.
4:10 p.m.	Regular schedule resumes
<b>Daily Classes</b>	
Regular Meeting Time	Late-Start Time
8–8:50 a.m.	10–10:30 a.m.
9–9:50 a.m.	10:40–11:10 a.m.
10–10:50 a.m.	11:20–11:50 a.m.
Noon	Regular schedule resumes

# General-Purpose-Bulletin-Boards and the Posting/ Distribution of Informational Material

Each campus may provide general-purpose-bulletin-boards which are clearly identified as such. College general-purpose-bulletin-boards are available for use by recognized student groups if scheduled and supervised in accordance with campus rules and regulations. Requests and approvals for use of College general-purpose-bulletin-boards are processed by the Campus Director's Office or designee. The College reserves the right to require any organization requesting use of College general-purpose-bulletin-boards to provide proof of adequate liability insurance which includes SCC as an additional named insured.

The specific use shall observe these rules:

1. No posting for commercial or business purposes.
2. Only one poster/announcement per activity.
3. No poster larger than 11 by 17 inches.
4. Posted material is to be removed on the day following the event.
5. No material posted for more than 14 days. Bulletin boards are to be completely cleared at the end of the academic term.
6. Posters, notices, or announcements may not be posted anywhere except on designated general-purpose-bulletin-boards without prior permission of the Campus Director.

Costs incurred for removal of items posted in violation of this regulation shall be billed to the organization, business, or individual found responsible.

Informational material may be distributed in College buildings by student organizations recognized by the College, but only with the permission of the Campus Director. Such material may be distributed on College property outside of the buildings by individuals or organizations, regardless of whether they are recognized by the College, provided that the Campus Director shall establish guidelines relating to time, location, and manner of such distribution, and that the Campus Director has given permission for the distribution.

Materials may not be distributed so as to interfere with pedestrian or vehicular traffic, or the educational program of the College, or to create a problem of litter. Flyers may not be placed on windshields of vehicles on College property. Costs incurred in removal of any items distributed in violation of these regulations will be billed to the individuals or organizations found responsible.

## **Beatrice Posted Announcements**

A bulletin board located in the Kennedy Center is available for students to advertise items for sale. The Administrative Office must approve all posted announcements and notices.

## **Lincoln Posted Announcements**

Information concerning College matters is posted in each program area and on bulletin boards located throughout the building. A bulletin board is located in the student center for student use. All announcements for posting must be approved by the student activities coordinator and posted only on this bulletin board.

## **Milford Posted Announcements**

Information concerning College matters is posted daily in each program area and on first floor bulletin boards of the Eicher Technical Center and on The Hub. All announcements and notices posted must be approved by the Student Services Office and hung only on bulletin boards.

## Athletics

### Intercollegiate Athletics

SCC is a member of the Nebraska Community College Athletic Conference and the National Junior College Athletic Association. SCC- Beatrice competes at the intercollegiate level in men's and women's basketball, men's golf and baseball, women's volleyball and softball, and men's and women's cross country. The campus mascot is the Storm.

To compete in intercollegiate athletics, students must maintain the required scholastic level and conduct themselves on and off campus in a manner which brings credit to themselves, to teammates and to the College.

SCC's athletic participation is governed by the eligibility rules of the NJCAA.

### Intramural Athletics

Each campus of SCC offers intramural sports/recreational activities for any full- or part- time student enrolled in credit division courses. Intramural sports are arranged by the Campus Activities Office and may include flag football, basketball, volleyball, softball, golf, tennis and racquetball. Each campus also has tennis courts and a gymnasium available for student use. For additional information about the intramurals on campus, contact the Student Activities Office on campus.

## Bookstore

The College operates and manages a campus bookstore on each campus. Books also are available online at [www.sccbookstore.com](http://www.sccbookstore.com).

A full range of new and used textbooks, supplies, educational aids, gift items and personal items is available.

Students attending Education Square can pre-order books for pickup or free delivery.

The bookstore offers book rental and a buy-back program for used textbooks. (Buy back is generally at the end of the term.) Bookstore hours are compatible with most class schedules. The bookstore accepts cash, checks, MasterCard, VISA, and Discover credit cards.

## Bus Service

The Lincoln Campus is served by the City of Lincoln StarTran. Bus service is provided at the main entrance (east) of the 8800 O Street building. Bus service also is available for the Education Square location in downtown Lincoln at 11th and O Streets and the Jack J. Huck Continuing Education and Entrepreneurship centers at 68th and O Streets. For bus schedules and information about pickup and delivery points and fees, contact the Lincoln Transportation System.

## Cafeteria/Food Service

The College provides food service on each campus. Vending machines are available on each campus as well as Education Square location, the Jack J. Huck Continuing Education Center and the Entrepreneurship Center.

### Beatrice

The Beatrice Campus operates the Storm Center Café located in Kennedy Center. It is open to students, staff, and the general public, and serves breakfast, lunch, and snacks Monday through Friday.

Students eating in the Storm Center are requested to be considerate of others. Reasonable cleanliness and appearance in dress are expected. Snack bar customers are to bus their own dishes and leave the table clean for the next person.

Vending machines and microwave also are available. Catering service is available by special arrangements.

### Lincoln

The Lincoln Campus operates the Campus Café and Campus Commons located near the east entrance and is open to SCC students, employees and the general public. The café serves breakfast and lunch, and a snack menu throughout the afternoon and evening hours. Vending machines and a microwave also are available in the Commons area and other designated areas on campus. Catering service is available by special arrangements.

Students eating in the Commons are requested to be considerate of others. All Café and Commons customers are to bus their own dishes and leave the table clean for the next person. Reasonable cleanliness and appearance in dress are expected.

### **Education Square, Jack J. Huck Continuing Education and Entrepreneurship Centers**

The Education Square downtown location and the Jack J. Huck Continuing Education and Entrepreneurship Centers have vending machines and a microwave available.

### **Milford**

Contract food service is provided at the Milford Campus cafeteria. Non-contract meals for visitors and guests also are available. The cafeteria is closed on Friday evenings and on weekends.

The cafeteria is located in the G. Alan Dunlap Center. All students living in Nebraska and Cornhusker residence halls must contract to eat meals in the cafeteria. Room and board contracts are signed for each term. Contracts are considered to be in effect until expired or terminated. A registered, full-time student whose course of study requires the majority of time to be spent off campus during meal time, may request a waiver of this cafeteria contract from the Dean of Student Services. Cafeteria contracts are available for students living off campus.

Students eating in the cafeteria are requested to be considerate of others. Cafeteria customers are to bus their own dishes and leave the table clean for the next person. Reasonable cleanliness and appearance in dress are expected, and it is requested that shoes be worn, shirts buttoned and dirty gym clothes covered with a jacket or shirt.

The cafeteria is operated by a private contractor, and is managed by their personnel. The manager has the right to refuse service to individuals who ignore or fail to comply with established standards of good health, conduct, appearance and dress.

A cafeteria committee comprised of students, the manager and the Student Activities Coordinator, meets regularly to discuss mutual problems. All comments and concerns about the cafeteria are handled through this committee. Special meetings are called when needed. The cafeteria contract is on a declining balance. When you purchase food, the amount will be subtracted from your account. You cannot carry over credit to the next term.

## **Calendar**

The Student Activities Office prepares a calendar of activities and events scheduled on campus. The calendars are available to students free of charge from the Student Activities Office.

A College calendar with each campus beginning, ending, registration, and graduation dates is available on the College website, [www.southeast.edu](http://www.southeast.edu), and on The Hub under ACADEMICS.

## **Child Care**

### **Lincoln**

The Child Development Center located on the Lincoln Campus provides SCC-Lincoln students with priority status for developmental child care. A professional staff provides care and education for the center's children. Since children are enrolled on a first-come, first-served basis according to age groups, early contact is advised. Services are available for children aged six weeks to kindergarten. The Center offers full-time and part-time options.

The U.S. Department of Education CCAMPIS grant provides a limited number of scholarships for eligible students for the following child care services.

Summer Camps are available June-August for children ages Post K-age 11.

Adventure Mini-Camps for children ages 5-11 are available during the school year for specified days that the Lincoln Public Schools are not in session. Applications for both programs are available in the Child Development Center, Room C-1.

Additional information may be obtained by contacting the Child Development Center director on the Lincoln Campus.

### **Milford**

The Milford Campus assists those needing day care services to locate services available in the community. Contact Student Services for more information.

## Clubs & Organizations

### Student Organizations

SCC believes that an important part of an educational program for students includes the opportunity to participate in extracurricular activities. Each campus provides an organized activities program for students. The goal is to encourage the social, cultural and/or physical development of students. Leadership and participation in activities are looked upon favorably by future employers. Students gain a sense of satisfaction and accomplishment as well.

### Student Organization Guidelines

SCC recognizes student organizations which will contribute to the intellectual development of students. In order for a student organization to gain recognition from the College, it must have an approved constitution, a faculty member as advisor and be approved by the Student Senate and the campus administration. For the process of establishing a new organization, information about a specific organization or how you can join, contact the Student Activities Coordinator.

### Fund-Raising

Fund-raising activities by recognized student organizations or other non-profit organizations may only be conducted with the permission of the Campus Director.

### Classification for Student Organizations

#### Classification A:

Associations, Societies related to SCC programs, careers, degrees (e.g. AWS, AITP affiliated to national). Directly related to SCC Mission/Program/Curriculum (e.g. Ag Club, ENACTUS, SkillsUSA)

#### Classification B:

Honoraries (e.g. Phi Theta Kappa)

#### Classification C:

Social/Recreational groups sponsored by the College (MESO, Kaleidoscope, etc.)

#### Classification D:

Student Support/Special Interests not sponsored/endorsed by the College (e.g. other recreational, religious, political, social, affinity groups, Fraternities/Sororities)

### Travel and Transportation Guidelines for SCC Vehicles

#### Student Organizations classified as "A", "B" or "C"

1. Travel destination must be approved by Student Activities Coordinator or campus designee.
2. Travel for student organizations in the A, B, or C categories may use available SCC vehicles:
  - Travel must be within a distance not to exceed a 250-mile radius from campus.
  - Eligible student organizations must complete the physical plant mileage reimbursement form.
  - Physical plant will bill the eligible student organization for the total miles traveled at the current IRS mileage rate approved by the SCC Board of Governors.
  - The miles traveled by the Student Organization will be paid out of the Campus Student Activities Fund (cost center budget 725).
  - Student organizations in A, B, or C categories will be eligible for subsidized mileage reimbursement up to \$750 per year. Each Student organization whose travel exceeds the \$750 limit per year will be required to raise funds (in advance) to pay for the travel that exceeds the subsidized \$750 limit.
  - Student organization trips that exceed the 250 mile radius limit will not be eligible for college vehicle usage. Student organizations traveling to destinations outside of the approved 250 mile limit must make and pay for all of their travel arrangements. College vehicles may not be used and the college will not pay for any expenses associated with the travel.

## Student organizations in the “D” classification

1. Are not eligible to use SCC College vehicles.
2. Are not eligible for mileage reimbursement from the SCC Student Activities Fund.

### Beatrice Clubs And Organizations

*AGRICULTURE CLUB: The Agriculture program has a club with several “interest areas” for members. It includes divisions for Agribusiness, Agronomy, Crops judging, and Horticulture. Classification A.*

*See listings below...*

*AGRIBUSINESS – Agribusiness students develop leadership skills by participating in activities which improves their qualification for professional employment. The members and officers of the Agribusiness Club will learn the skill of “involvement” which is highly sought by employers who seek to motivate their current workforce and increase productivity. Classification A.*

*AGRONOMY – Agronomy students learn expert crop judging. Members participate in the annual NACTA Crops Judging contests and sponsor students in the annual fall Collegiate Crops Judging Contest in Kansas City and Chicago. Invaluable experience is gained in grain grading, seed analysis, identification and general agronomic knowledge by participating on these teams. Classification A.*

*HORTICULTURE – Horticulture students participate in activities such as community landscaping projects, the annual bedding plant sale, and the annual golf tournament. Students are able to further their professional development by improving their leadership and teamwork skills. Members will participate in various conferences and trade shows related to their fi of study such as the NNLA (Nebraska Nursery & Landscape Association), and GCSAA (Golf Course Superintendents Association of America) annual conference and trade show. Classification A.*

*LIVESTOCK JUDGING – Students learn leadership skills and gain an opportunity to participate in college level livestock judging competitions. Students will have an opportunity to travel and compete in contests throughout the Midwest including Louisville, Kansas City and Denver. To compete at livestock judging contests students must fi enroll in Introduction to Livestock Evaluation and Advanced Livestock Evaluation classes. These courses are not required to become a club member. Expenses for travel are raised by the club through various activities. College scholarships are available to members of the Livestock Judging Club. Classification A.*

*RODEO/HORSE SHOW – Students gain leadership skills and have opportunities to participate in Intercollegiate Rodeo and Intercollegiate Horse Show Association events. Membership is open to all SCC Students beginning each fall with new members welcomed throughout the year. The Rodeo participants affiliate with the Great Plains Section of the National Intercollegiate Rodeo Association (NIRA) and may compete in ten sanctioned Great Plains Rodeos each school year collecting points to qualify them for the National Finals held each June. The Horse Show participants affiliate with Zone 9, Region 3, of the Intercollegiate Horse Shows Association, (IHSA) and may compete in ten sanctioned Region 3 Horse Shows each year collecting points to qualify them for Region, Zone, Super Zone and National Finals held in March, April and May. Other club activities include community service, support for horse events and involvement in college activities. Classification C.*

*COLLEGIATE NEBRASKA CATTLEMANS – This organization is to discuss issues and fi solutions to problems that may be arising in the cattle industry. Classification D.*

*HUMANITIES CLUB – This club provides students with opportunities to experience the visual and performing arts at SCC and in eastern Nebraska. Student participants plan group trips to visit local art galleries, museums, plays, and musical performances. The purpose of Humanities Club is to promote student appreciation and understanding of the arts. This club is open to all interested students regardless of program major. Classification A.*

*LICENSED PRACTICAL NURSES ASSOCIATION OF NEBRASKA (LPNAN) – LPNAN is an organization for LPN students that provides members with leadership training and orientation to professional organizations. It serves as a network with other students throughout the state of Nebraska. Classification A.*

*MULTI ETHNIC STUDENT ORGANIZATION (MESO)–This club provides opportunities for students to become more culturally sensitive to and aware of multicultural and human relations issues. The organization provides an avenue for students to gain skills to set and meet goals, improve their coping skills, increase their knowledge and skills on how to make the system work, and to experience greater involvement in the College. Classification C.*

*NEBRASKA LUTHERAN CAMPUS – Invite people, in academic settings, more deeply into Jesus Christ and the community that bears this name, so that they may discover and fulfill their vocation as disciples. Classification D.*



*PHI BETA LAMBDA – This group is a national business honorary for College business students. It is the college level equivalent of Future Business Leaders of America. Phi Beta Lambda promotes interest in business administration; accounting and secretarial education and helps members gain self-confidence and develop leadership skills. Classification A.*

*PHI THETA KAPPA-ETA ALPHA CHAPTER – This national two-year college honorary organization is comparable to Phi Beta Kappa at a four-year college. It is open to students who have a cumulative grade-point average of 3.5 or higher on a 4.0 scale. Students participate in an induction ceremony and must develop an “honors theme” each year. Members are involved as volunteers in a variety of campus and community service projects. They also are eligible to apply for transfer scholarships to four-year institutions. SCC-Beatrice has a thriving chapter composed of about 60 members. Classification A.*

### **Lincoln Clubs And Organizations**

*AMERICAN WELDING SOCIETY–The SCC Chapter is designed to advance the science and technology of welding and promote the educational opportunities for student members. Classification A.*

*CRU–This group is an interdenominational, primarily student, Christian organization seeking to provide a spiritual environment to study and discuss the Bible, worship, pray, encourage, and provide opportunities for Christian fellowship. Classification D.*

*ENACTUS–This organization has a mission to provide members the best opportunity to make a difference and develop leadership teamwork and communication skills through learning, practicing and teaching the principles of free enterprise. Classification A.*

*KAPPA BETA DELTA–The purpose of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; to pursue an associate degree and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to human kind. It is organized exclusively for charitable and educational purposes. Classification B.*

*KALEIDOSCOPE ALLIANCE–This group works to create a positive environment for gay, lesbian, bisexual, transgendered and questioning students at SCC by increasing community awareness and understanding the needs of the GLBTQ community. Classification C.*

*LICENSED PRACTICAL NURSES ASSOCIATION OF NEBRASKA (LPNAN)–LPNAN is an organization for LPN students that provides members with leadership training and orientation to professional organizations. It serves as a network with other students throughout the state of Nebraska. Classification A.*

*MULTI ETHNIC STUDENT ORGANIZATION (MESO)–This club provides opportunities for students to become more culturally sensitive to and aware of multicultural and human relations issues. The organization provides an avenue for students to gain skills to set and meet goals, improve their coping skills, increase their knowledge and skills on how to make the system work, and to experience greater involvement in the College. Classification C.*

*NATIONAL STUDENT NURSES’ ASSOCIATION (NSNA)–The SCC chapter assumes responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the whole person, the professional role and the responsibility for the health care of people in all walks of life. Classification A.*

*NEBRASKA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)–The purposes of the SCC student section of NAEYC Chapter of the Nebraska AEYC, Inc., shall be charitable and educational and, include but not be limited to serving and acting on behalf of the needs, rights, and well-being of all area young children and their families, with special emphasis on developmental and educational services and resources and fostering the growth and development of the membership in their work with, and on behalf of, young adults. Classification A.*

*NEBRASKA SOCIETY FOR CLINICAL LABORATORY SCIENCE (NSCLS)–The society will work with the American Society for Clinical Laboratory Science in providing the opportunity to increase knowledge in scientific depth and in the advancement of the profession through continuing education. The goals of the society are: To assure patients and their physicians as well as those persons concerned with health and research; the highest quality laboratory services that modern science can provide. To encourage intelligent and capable individuals to enter the educational path that leads to service in this profession. To promote programs of continuing education, research and development. To encourage devotion to professional service. Classification A.*

*PHARMACY TECHNICIAN STUDENT ORGANIZATION is established for the purpose of assuming responsibility for contributing to Pharmacy Technician education in order to provide for the highest quality of health care, to aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of the pharmacy patient, and to provide an avenue to create funds for projects and educational opportunities for organization members to enhance their educational experience in the Pharmacy Technician program. Classification A.*

*PHI THETA KAPPA (PTK)–ALPHA PI LAMBDA CHAPTER–This group is an affiliate of Phi Theta Kappa International designed to promote scholarship, develop leadership and service, and to cultivate fellowship among qualified students of the College. Classification B.*

*PSYCHOLOGY/SOCIOLOGY–This purpose of the group is to promote interest, provide information and activities that allow students in the social sciences’ fi of psychology and sociology to learn and pursue their interest. To develop and promote a program of social and educational activities related to psychology and sociology such as lectures, panels, discussions and movies for the benefit of the student body. To promote awareness and understanding for students about the fi and potential career paths within both the psychology and sociology fields. Classification A.*

*SKILLSUSA—This club is an affiliate of the National SkillsUSA, an organization that prepares America’s high performance workers. SkillsUSA is designed to provide quality education experiences in leadership, teamwork and character development. It builds and reinforces self- confidence work attitudes and communication skills and emphasizes high-ethical standards, superior work skills and life-long education. Classification A.*

*STUDENT PHYSICAL THERAPIST ASSISTANT ASSOCIATION—The Student Physical Therapist Assistant Association is established for the purpose of providing opportunities for the enhancement of academic, social, professional and recreational aspects of student life and future physical therapist assistants. Classification A.*

*STUDENT VETERANS ORGANIZATION—The goal is to provide student veterans the opportunity to network with other veterans, provide support for academic success, increase veteran-related programming, and allow veterans to be actively engaged in community service projects that will assist veterans at Southeast Community College. Classification D.*

*SURGICAL TECH STUDENT ASSOCIATION—This organization has a purpose to establish and promote an atmosphere conducive to optimum learning and career preparation based on a sense of tradition, camaraderie and teamwork encompassing all students currently enrolled in the Surgical Technology program. Classification A.*

### **Milford Clubs And Organizations**

*AMERICAN SOCIETY FOR NONDESTRUCTIVE TESTING –This group is an affiliate of the ASNT and open to all NDT students. ASNT is designed for the advancement of scientific engineering and technical knowledge of NDT through planned group activities. Classification A.*

*ASSOCIATED GENERAL CONTRACTORS – This group is a student chapter of the Associated General Contractors, Nebraska Building Chapter and is open to students enrolled in Architectural Engineering Technology and Building Construction Technology. The purpose of the organization is to increase student awareness of the commercial construction industry through the use of guest speakers, product demonstrations, and fi trips; to provide students networking opportunities with other construction division students and construction professionals; to provide community service; and to develop leadership skills in the student members. Classification A.*

*CRU—This group is an interdenominational Christian student organization open to all students. Weekly meetings are held to help meet the spiritual needs of students through worship, music, Bible study, and fellowship. Evenings and weekend retreats are designed to provide interaction with students from other colleges. Classification D.*

*FUTURE OPERATORS OF AMERICA (FOA) – This group is a student group to encourage communication between energy generation program students, employers and faculty as well as to make students aware of career opportunities, to provide community service to the surrounding area and campus, to provide input for the continual updating and improvement of course curriculum, to promote leadership, involvement and input into the program, and to promote sound professional conduct. Classification A.*

*NATIONAL ASSOCIATION OF HOME BUILDERS—This group is a student chapter of the National Home Builders Association sponsored by the Lincoln Home Builders Association and is open to students enrolled in any of the construction technology programs. NAHB is designed to enhance educational opportunities for students interested in careers related to residential/light commercial construction remodeling and provides professional growth beyond the classroom environment. The Milford Campus chapter was selected the nation’s “outstanding chapter” for 1990, chosen over Texas A & M and Purdue University, who placed second and third respectively. Classification A.*

*PHI BETA LAMBDA – This group is a national business honorary for College business students. It is the college level equivalent of Future Business Leaders of America. Phi Beta Lambda promotes interest in business administration; accounting and secretarial education and helps members gain self-confidence and develop leadership skills. Classification A.*

*PROFESSIONAL SURVEYORS ASSOCIATION OF NEBRASKA (PSAN) – This group promotes community service, camaraderie, and a link between Surveying/Civil Engineering education and Surveying/ Civil Engineering Industry. PSAN is designed to promote the preservation and conservation of survey markers and the land and the communities that surround them. This group is open to students in the Land Surveying/Civil Engineering Program. Meetings are held the fi Wednesday of each month. Classification A.*

*SKILLSUSA—This club is an affiliate of the National SkillsUSA, an organization that prepares America’s high performance workers. SkillsUSA is designed to provide quality education experiences in leadership, teamwork and character development. It builds and reinforces self- confidence, work attitudes and communication skills and emphasizes high-ethical standards, superior work skills and life-long education. Classification A.*

*SOCIETY OF MANUFACTURING ENGINEERS S218—This group is a student affiliate of the Lincoln Senior Chapter 222 open to Manufacturing Engineering and Precision Machining and Automation students in other programs related to manufacturing. The organization is designed to promote higher levels of understanding in areas related to manufacturing, to provide an opportunity for professional association membership, and to allow students opportunities for professional development in the world of manufacturing. Classification A.*

## **College Colors**

The College’s colors are blue and white.

## Commons Areas

### Student Centers/Campus Commons

SCC provides campus Student Centers where students meet to relax, socialize with other students, or participate in scheduled activities. Each Student Center provides a lounge area, snack area, TV, video games, vending machines, and wireless internet access. The hours of each campus Student Center are posted.

### Wellness/Fitness Center

Each campus has a Wellness/Fitness Center that provides, free to students, the use of exercise equipment that is designed to help students achieve a healthy lifestyle.

## Communication & Email

The College will provide each student with an email account. This will be the College's preferred method of communication with a student. The account provides students with 7 Gig of free storage in the cloud plus web apps for access to Microsoft Word, Excel, PowerPoint, and OneNote products. A link to this provided email account is located on the main page of The Hub portal. Once the student successfully logs into The Hub, they can follow the email link from main page of The Hub to access their account. Students needing more information should go to The Hub at <http://thehub.southeast.edu>.

## Employment

Students interested in current off-campus employment opportunities should contact the Placement Services or register at [www.southeast.edu](http://www.southeast.edu). Click on Placement Services then click on Online Employment Services.

## Facilities Use

College facilities are available for use by recognized student groups if scheduled and supervised in accordance with campus rules and regulations. Requests and approvals for use of College facilities are processed by the Campus Director's Office or designee. The College reserves the right to require any organization requesting use of College facilities to provide proof of adequate liability insurance which includes SCC as an additional named insured.

Requests to utilize college space for events/activities not directly related to the College's mission/business/operations (e.g., credit and non-credit courses), will not be scheduled/ reserved for more than 3 times/week and will only be scheduled/reserved for the duration of a given term (quarter). Please contact the campus director for additional terms and conditions.

## Fax

### **Beatrice**

A FAX machine is available for student use at the Switchboard. There is a cost of \$1 per page for each page sent or received. The number is 402-228-2218.

### **Lincoln**

A FAX machine is available for student use in the Student Activities Office. There is a cost of \$1 per page for each page sent or received. The number is 402-437-2633.

### **Milford**

A FAX machine is available for student use at the Switchboard. There is a cost of \$1 per page for each page sent or received. The number is 402-761-2324.

## Fees

The Student Services' fee is used to finance scholarships, student activities, programs and events which include intramural sports, social and cultural activities, Student Senate, tutorial services, and wellness. All part-time and full-time credit students are charged a Student Services fee each term. The Student Senate provides advice to Student

Activities Coordinators for budgeting this fee. The furnishings and equipment in the student center are examples of the use of this fee. See Tuition, Fees and Housing information online.

## First Aid

College personnel reserve the right to call an ambulance whenever they deem necessary. The College requires all injuries to staff, students, and visitors to be reported to the College Administrative Offices, regardless of whether medical attention is needed.

The College makes every effort to provide emergency first aid. First aid kits are located throughout the campus. In Beatrice or Milford, contact your instructor or residence hall counselor for assistance.

### **Beatrice**

First aid kits are available throughout the Beatrice campus including in residential housing units.

### **Lincoln**

The campus first aid station is located in the Wellness Center, room O-3. First aid kits are located throughout the campus.

### **Milford**

The campus first aid area is located in the Business Office in the Eicher Technical Center.

## Food and Drinks

Students are not permitted to eat food or drink beverages in the instructional classrooms, laboratories or the Library Resource Centers. Snacks, drinks and other refreshments are to be consumed in designated areas only. The College currently allows only clear bottled water in all College facilities except in designated areas where doing so may cause potential damage to equipment or health and safety concerns. Appropriate signs designate where bottled water is prohibited.

### **Beatrice**

Food and beverages are allowed in the Storm Center Café.

### **Lincoln**

Food and beverages are allowed in the Campus Café, Commons and Student Center. The Campus Director must approve special arrangements for food service in non-designated areas.

### **Milford**

Food and beverages are allowed in the student lounge, cafeteria, and snack bar.

## Government & Leadership

### Student Ambassadors

Student Ambassadors is designed for students to experience and assist with campus public relations activities. The Ambassadors serve as tour guides, admissions assistants and goodwill ambassadors for the College. If you are interested in becoming an Ambassador, contact Student Services.

### Student Senate

Student Senate is the student governing body of the campus participating in the administration of student affairs. The Senate acts in an advisory capacity and represents students in the planning and decision-making process. The president of Student Senate is a non-voting member of the SCC Board of Governors. The student Board member helps present students' issues and enables positive communication among the students, the administration and the Board of Governors. This position is shared by three students, each representing his/her respective campus.

If you would like more information on Student Senate, contact the Student Activities Coordinator on your campus.

## Residence Hall Assistants

Resident Assistants are live-in positions (in student housing) designed for exceptionally mature students who have the interest, skills, and time necessary to perform assigned duties and assist in the development of the SCC Residential Life Program. Resident Assistants are presented with unique opportunities for personal development and are trained in the areas of peer advising and referral, interpersonal communication, programming, team building, community development, and administration. Selected each spring, Resident Assistants are appointed for the following academic year.

## Housing

The College provides on-campus housing at the Milford and Beatrice campuses. Students living in housing must maintain a full-time student status (12 credit hours). If students should fall below full-time status, approval from the Dean of Students must be obtained to allow their staying in housing.

The College is not responsible for personal items which may be stolen or damaged. Students should carry personal property insurance for their belongings.

**NOTICE:** Any student on the registered sex offender list is prohibited from residing, working, or volunteering in any student residence facility owned and/or operated by the College.

### Beatrice

Beatrice has traditional housing and apartment-style housing available. Priority for the newer, apartment-style housing is given to second year students in good standing. All apartment-style units have a kitchenette. For student convenience, all residence halls at Beatrice have cable TV and Internet access in each room. Housing on campus is available to all eligible/qualifying students. An ala carte meal plan is available on the Beatrice Campus, and the Storm Center Café is open Monday through Friday.

(For information on housing costs see Tuition, Fees, & Housing information online.) Beatrice Campus maintains off-campus housing for Parents of All Ages program participants.

### Lincoln

Lincoln Campus does not provide student housing, but it will provide information for students seeking housing which includes apartment and home listings, city locator maps, prices and general information on independent living. Please contact the Student Services Office for more information. NOTE: The College does not endorse, approve, inspect or recommend any apartments or homes include in any listings.

### Milford

Milford residence halls have cable TV and Internet access. Housing is available to all eligible/qualifying students. Housing contracts are signed prior to the beginning of each term on the Milford Campus. (For information on housing costs see the Tuition, Fees, & Housing information online.)

## The Hub

The Hub (<https://thehub.southeast.edu>) is SCC's intranet portal, a means of providing information, communication and applications easily through personalized views. Only current students can log in and access the site.

The Hub:

- includes a single sign-on to WebAdvisor, Moodle and the `firstname.lastname@my.southeast.edu` email account
- includes notifications of important information for students
- provides access on and off campus to all library databases and Films on Demand
- is where students access their online Moodle classes
- provides access to information students need to know about the College
- Provides access to student services such as registration, financial aid information, bill pay, etc.

## I.D. cards

Students who are currently enrolled at SCC must obtain a free SCC photo identification card (ID) by presenting a copy of their class registration form. Free photo identification cards (IDs) are available for each student for use on campus in the LRC, Business Office, Bookstore, entry to College activities, etc.

Photo IDs are not transferable. Any students requesting a replacement student photo ID card, for whatever reason during the term they are enrolled, will be charged a \$5 fee. A new ID card would be issued without the \$5 replacement charge for students returning to school who have not taken classes for one or more terms.

Students transferring to a different campus would be considered a new student and would not be charged for a replacement ID card. Photo times will be announced and taken at the following locations.

### **Beatrice**

Library Resource Center

### **Lincoln**

Information Desk (in section "V" across from Admissions) or Student Activities Office (section "O" by the gym)

### **Milford**

Student Services Desk in Welcome Center

## Library Resource Center/Media Services

The Library Resource Centers of SCC operate to provide accessible learning environments for students and employees. By using both traditional and electronic resources, the LRCs meet the needs of students and employees at each campus while serving the College as a whole.

Hours of service, phone numbers and access to the LRCs' electronic resources are available at the LRCs' web page at [www.southeast.edu](http://www.southeast.edu). Loan policies vary by location. A valid student identification card is required to check out materials. Overdue fees and replacement fees may be charged for late, lost or damaged materials. On campus and remote access to LRC databases is provided through The Hub. Separate passwords are not required for access; if students and employees experience problems accessing the databases, they should contact their campus LRC for assistance. Training with the databases is available.

Media services are available through the LRCs. Although each campus LRC laminates materials and runs transparencies, the Media services differ by campus. If interested in media services, contact your campus LRC for additional information.

## Lost and Found

### **Beatrice**

Lost and found items may be reclaimed at the Switchboard Office.

### **Lincoln**

The campus lost and found is located at the switchboard across from Student Services. Report lost items and turn in found items to this location. Unclaimed items are donated to charity at the end of each term.

Education Square's is located in Room 112.

### **Milford**

The lost and found department is located in the Student Services Office in the Eicher Technical Center. Items found should be turned in, and items lost should be reported. Unclaimed items will be donated to charity.

# Mail

## **Beatrice**

Incoming - Mail for residents of student housing is placed in an assigned mailbox. The address for resident students is:

Student's Name SCC-Beatrice  
Hall, Room #  
4771 W. Scott Rd.  
Beatrice, NE 68310-7042

Outgoing - A mailbox for outgoing mail is located in the Kennedy Center near the mail room and in the mail room in Hoover Hall.

## **Lincoln**

Lincoln Campus does not have incoming mail service for students. An outgoing mail box is available in the campus Bookstore and stamps may be purchased there.

## **Milford**

Incoming - Postal boxes for residence hall residents are located in Cornhusker Hall. Resident students are requested to use the following residence address:

Student's Name SCC-Milford  
Hall, Room #  
621 State Street  
Milford, NE 68405-8498

Outgoing - A mailbox for outgoing mail is located on campus by the Eicher Technical Center on the south side of the LRC.

# Messages

The campus will attempt to notify a student if an emergency message is received. However, the College cannot assume liability or responsibility for messages not successfully delivered. Non-emergency message service is not available.

# Newspapers

## **Beatrice**

The Storm Alert is a weekly bulletin of current events and news that is produced by the student activities coordinator and is distributed on campus each Monday.

Students may work on the campus newspaper, The Challenge, in a variety of capacities if they have experience from high school, another college, or a commercial newspaper. Positions are open for reporters, photographers and page layout designers who are familiar with InDesign software. Students receive one hour of college credit.

Students also receive training in online publishing at The Challenge. Go to [www.sccchallenge.com](http://www.sccchallenge.com).

## **Lincoln**

The Source is a weekly bulletin of current events and news that is produced by the Student Activities Coordinator and is distributed on campus each Monday as well as online. Deadline for submitting articles and news items is the preceding Thursday at noon. Items should be submitted to the Student Activities Office located in the Student Center. The activities coordinator prepares the publication and serves as editor.

The Monday Memo is an electronic bulletin of events and news occurring at the campus throughout the week.

## **Milford**

The Monday Memo is an electronic bulletin of events and news occurring at the campus throughout the week. Access it on The Hub at <https://thehub.southeast.edu>.

## Notary

### **Beatrice**

There is not currently a notary on the Beatrice Campus.

### **Lincoln**

Notary service is available free of charge in U4, J2, L3 and at the Information Desk.

### **Milford**

Notary service is available free of charge in the Student Services Office and the Business Office.

## Performing Arts–Beatrice & Lincoln College Choir

The College choir “After the Storm” performs a variety of musical styles in concerts on campus and for organizations in the community.

### **Theatre**

Theatre production classes are open to all interested students. Theatre students rehearse and perform two productions each school year.

## Photocopy

Copy machines are available in each campus LRC for student use; some copiers are coin- operated. Copyright restrictions apply. For more information on copyright law, please contact the LRC staff.

## Solicitation on Campus

Solicitation on campus grounds, including Residence Halls or students’ residences, is prohibited. Commercial vendors, authorized by the Campus Director and invited by an authorized designee of the College, are exempt and allowed to supply necessary items at times, places and in a manner determined by campus administration.

## TDD (Telecommunication Device for the Deaf)

The Lincoln Campus has a TDD located in the Career Advising Center.

## Tools

The majority of the tools and equipment used by students in the programs are supplied by the College. However, students may want to purchase their own tools and equipment. Students in some programs are required to purchase hand tools. Students will want to own an electronic calculator.

Detailed tool lists for each program are available in the bookstore and/ or the Student Services Office. Instructional staff in individual programs will offer guidance to enable students to purchase the most serviceable tools for the money. Tool companies visit the school throughout the school year and those dates are announced.

Students are strongly encouraged to carry insurance for their personally-owned equipment.



# QUALITY ASSURANCE

## Engaged Learning Experience

Southeast Community College supports the Engaged Learning Experience where teaching and learning focus on engaging students in the application of knowledge and skills through interactive activities. ELE is based on a five-part framework:

1. Pre-Class Content Delivery
2. Pre-Class Assessment/Ticket to Class
3. Engaging Classroom Activities
4. Assessment of Higher Order Thinking
5. Remediation, Redirection and Review

ELE creates a learning environment that happens in and outside the classroom to enhance student learning.

## Global Education - Student World Denizen Project

What is a denizen? A denizen is someone who has lived at a particular place for a prolonged period of time and has learned the culture of his/her new environment. It is our hope that students who become part of the Student World Denizen Project will learn and embrace the new diverse cultures and people with which they come into contact. We want our students to look beyond the classrooms of SCC and see the world and understand that our concept of community now extends beyond the campus, city, county, and the state, to encompass the world. We want our students to have the knowledge and skills that will allow them to participate in the global community and to become global citizens.

SCC's Global Education Student World Denizen Project is designed to more fully globalize our curriculum and increase faculty, staff and student awareness and involvement in global issues, activities and dialogue through the implementation of a series of SCC-sponsored activities. The Global Education Student World Denizen project includes the following requirements:

1. Students will complete at least 22.5 credits (five courses) from the approved list of Global Education Courses (all interested students must secure approval from the Office of Global Education Initiative prior to stating the SCC Global Education Student World Denizen Project). All of the course requirements for the project are listed on the Global Education website: [www.southeast.edu/globaleducation](http://www.southeast.edu/globaleducation). Approved transfer credit will be accepted for courses comparable to the approved list of Global Education classes offered at SCC.
2. Students will maintain a B average or a grade-point average of 3.0 in courses designated as having global content.
3. Students will participate in six total (a minimum of three activities during each academic year) international passport activities (screening of a film, book reading group, International Education Week activities, speakers/dialogue or an approved community event) before they graduate or transfer from SCC.
4. Students will help plan one approved on-campus event relating to a global issue.
5. Students gain global experience (45 hours of participation) in either a Global Education Global Studies (GLST 2970/GLST 2980) travel course and trip, an approved International Internship/Cooperative, or an approved local global domestic experience.
6. Students will give a formal capstone presentation related to their global experience (class/trip or domestic experience).
7. Students will submit the PowerPoint of their capstone presentation to the Global Education Coordinator, to be placed on the Global Education website.
8. Students completing the requirements of the Global Education Student World Denizen Project will receive an official Letter of Distinction.

## Assessment of Student Learning and Program Review

Student assessment is a major focus in higher education. The programs at SCC conduct an ongoing assessment of student learning with an annual report completed each fall. This process is managed by the faculty within each program who assess the instruction, the quality of the program and the student learning that is taking place. Students are assessed as they enter the college/programs, during their studies and as they complete their Program of Study. Continual modifications are made to enhance the programs for more student learning opportunities.

Program Review is a formal review process completed for the Nebraska Postsecondary Coordinating Commission on a seven-year rotation. The programs utilize advisory committees on an annual basis. These committees consist of employers that are business and industry professionals. The annual review and formal program review provide SCC with assistance in making decisions regarding program content and program changes.

## Student Evaluation of Faculty and College Services

Students are provided opportunities to evaluate their courses and instructors and other college services provided by the College. College services includes, Financial Aid, Registration, Admission, Student Activities, Child Care, Food Service, Library Services, Technology, and the overall appearance of the College. The purpose for us wanting your feedback is for improvement in either instructional methods or college services. For information regarding course evaluations please contact your Program Chair, or for college services, contact the Campus Director.