

# Syracuse Classes

SE  
Southeast Community College

CONTINUING EDUCATION

Personal. Professional. Practical.

## Smart Phone Basics

You have a cool new smart phone, but where are all the buttons?! This class will teach you which icons to use (what are icons? We'll cover that!), which apps you want to download (what are apps? We'll cover that!), and how to use all the cool features of your smart phone! We will cover both Android and iOS systems (what are those? We'll cover that!)



Bring your phone fully charged so you can practice using the phone you own. If you don't own a smart phone yet, come anyway!

**Monday, Jan. 30, 2017 from 6-8 p.m.**  
\$19 • Instructor: Hogue

## Facebook® for Adults

So you finally have your Facebook® page, but now what? Are you using it to its full potential? Learn all the neat things Facebook® can do. Surprise your children, grandchildren, and friends with your new-found knowledge. Connect with relatives, old friends and even high school and college classmates. Spruce up your profile with information and pictures, all while learning to use Facebook® safely.

You will need an email address to set up a Facebook® account.

**Tuesday, Feb. 7, 2017 from 6-8 p.m.**  
\$19 • Instructor: Hogue

## 8 Keys to Retirement



This workshop will cover the 8 Keys to Planning Your Retirement, including goal setting, overcoming barriers to getting started, various insurance plans (life, health, property and casualty), estate planning, and retirement plans. It's important to understand risk versus reward when planning for retirement as well as income tax considerations. The most important thing is getting started and gain confidence in monitoring your plan along the way.

**Tuesday, March 28, 2017 from 10-11 a.m.**

\$15 • Instructor: Wheeler

## Twitter: Basics

Take the next steps into social media marketing and start "tweeting." In this interactive class you will SET UP a Twitter account. You will learn the language (what is a hashtag?). You will learn the top five tips of Twitter and much more. If you don't have a Twitter account but want one, this class is for you.

**Tuesday, Feb. 21, 2017 from 1-4 p.m.**

\$49 • Instructor: Wheeler

## Medicare ABCs

This workshop will cover Medicare basics: who is eligible, what is covered, how much it costs, and how to enroll. Good introductory program for people new to Medicare, and excellent review for current beneficiaries who want to understand Medicare better.

Nebraska SHIIP is a federally-funded division of the state Department of Insurance. SHIIP does not sell insurance or endorse any insurance products or companies. Tuition is being provided by the Nebraska SHIIP. To register, please visit [www.doi.ne.gov/shiip](http://www.doi.ne.gov/shiip). For questions, please call 402-471-4506.

**Tuesday, March 7, 2017 from 6-8 p.m.**

\$0 • Instructor: SHIIP Staff

All classes are held at the  
Syracuse Public Library,  
480 Fifth St., Syracuse, NE

Preregistration is required.

**Cancellation/Refund Policy:** You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office.

For more information, contact **Cindy Meyer** at 402-323-3636 or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu).

## REGISTRATION FORM - NON-CREDIT COURSE

Southeast Community College

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

**Southeast Community College, Continuing Education**  
301 S. 68th St. Place, Lincoln, NE 68510  
FAX: 402-437-2703

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

PLEASE PRINT

### 2017 QUARTER

<input type="checkbox"/> SUMMER	<input checked="" type="checkbox"/> WINTER
<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING

Social Security Number OR SCC Student ID Number		Name: Last		First	Middle Initial	Email Address	
Residence Mailing Address			City	State	Zip	County #	<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (select one or more): <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident		Home Phone

Please Check:  Smart Phone Basics • Jan. 30 6-8 p.m. • \$19 AREA-1382-OCWA  Facebook® for Adults • Feb. 7 6-8 p.m. • \$19 AREA-1383-OCWA  8 Keys to Retirement • March 28 10-11 a.m. • \$15 AREA-6661-OCWA  Twitter: Basics • Feb. 21 1-4 p.m. • \$49 AREA-1400-OCWA

### SIGNATURE

Check  Cash  Mastercard  AMEX  Discover  VISA V Code \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Exp. Date \_\_\_\_\_ CC # \_\_\_\_\_

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you?  
 Yes  No

SCC Staff Tuition Waiver ( )

**TOTAL DUE**

FOR OFFICE USE ONLY

ID# \_\_\_\_\_

DE \_\_\_\_\_

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or [joto@southeast.edu](mailto:joto@southeast.edu).

# Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
2. **Search for your class** by entering either a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)  
Key Word Example: *Driver*  
Course Number Example: *TRAN-3398*
3. **Select the course** for which you wish to register. Click **Submit**.
4. Enter your **personal information, certify your identification** and click **Submit**.  
\* You must provide your Social Security Number.
5. *Optional*: Enter your **Additional Registration Information** and click **Submit**.
6. If you want to register for additional classes, select **Search for more classes** under "Choose one of the following." If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.
7. Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number, SCC User ID** and **password**. You also will receive an email with this same information for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

**“Southeast community college**

Jack J. Huck Continuing Education Center,  
301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703

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