

REGISTRATION INSTRUCTIONS

Two Ways to Register

1. Online

a. **Log into thehub.southeast.edu**

b. **Enter your Username and Password.**

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

For example: John Smith, SCC ID number 0123456:
js123456@southeast.edu

If this is the FIRST time you have logged in or if you would like more information, see the "login help" box below.

c. **Select "Student Registration"**

d. **Under the Registration section, select "Register for Sections"**

e. **Choose either Express Registration or Search and Register for Sections**

Express Registration (Choose "Express registration" ONLY if you know exact course information or the synonym. Skip to step # 6.)

If you know the course and section number or the synonym, you can use Express registration. Course and section numbers and synonyms can be obtained from the credit schedule. Be sure to enter the term.

Search and Register for Sections (Choose "Search and register for sections" if you DO NOT know the exact course and section number.) Enter the correct term and at least 1 variable about a class to search for a section - click submit. Leave course level blank.

f. This will produce a list of all the classes available given the variables you submitted. Click on the box in front of the class to **select the course - click submit**. Tip: online sections can be found by using a location of "web."

g. On the next screen, you will see a list of the courses you selected under Preferred Sections. Choose the **action** you want to perform from the drop down box in front of the class and **click submit** at the bottom of the page.

h. **When you have successfully registered for a section, you will see a screen** which confirms your request has been processed and all sections for which you are registered will be listed. When your schedule is final, click on "my schedule" at the bottom of the page and print your schedule.

2. Complete the Official Credit Registration Form

PLEASE PRINT. Complete all blanks and answer all questions.

a. **DEMOGRAPHICS** - Please complete the demographic information. This information is important in maintaining an accurate student information file for you. NOTE: Race is for statistical purposes only.

b. **CREDIT CLASSES** - Enter all information on one line for each class you wish to take. If you need assistance in selecting classes, please see your advisor. Add up the number of credits and enter the total in the box to the left of "Total Credit Hours."

c. **SIGNATURE** - Please sign the registration form.

d. Advisor's signature is required if prerequisite coursework has not been met.

e. If your employer is paying for your courses, please see the cashier.

f. **FINANCIAL AID** - If you have applied for financial aid (PELL Grant or student loan), you must contact the financial aid office to make sure your financial aid file is complete.

g. Tuition and fees are due on or before the first day of class unless noted.

h. **Submit the completed registration form to the Registration & Records office** at one of the three campuses.

- SCC Beatrice Campus, 4771 W. Scott Road, Beatrice, NE 68310
- SCC Lincoln Campus, 8800 O St., Lincoln, NE 68520
- SCC Milford Campus, 600 State St., Milford, NE 68405

➤ Tuition & Fees

Tuition and fees must be paid by the first day of class unless noted in description.

➤ Books

Please contact the SCC Campus Store for additional required class books and/or materials at 402-437-2560 or online at www.sccbookstore.com.

➤ Drop/Withdraw from a Credit Class

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

OR

>Drop the class using WebAdvisor on the Hub.

Failure to attend classes does not constitute a drop or withdrawal.

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

➤ Refund Policy for Credit Classes

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

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

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

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

Refund Table (FOR CREDIT CLASSES)

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

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

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

➤ ADA Reasonable Accommodations

SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.

➤ Additional Registration Information

www.southeast.edu/registrationandrecords



LEARNING
CENTER
at Falls City

Winter 2019 Credit Classes

Hybrid Courses Available

Whether you are a current student, undeclared or need to take a class while attending another college, we have classes for you. Each credit class offered at the Learning Center meets the requirements at SCC for general education for an Associate of Applied Science degree, a prerequisite for the Health programs or for an Associate of Arts degree.

SCC Student

Each credit class offered at the Learning Centers meets the requirements at SCC for general education for an Associate of Applied Science degree, a prerequisite course for the Health programs or for an Associate of Arts degree. Check with your academic advisor on your degree plan.

Student at Another College or University

Many of the classes offered at the Learning Centers are common general education classes at Colleges and Universities. Check with your academic advisor to see if the class will transfer and meet your degree requirements. Another resource to reference transferability is this website for Colleges and Universities in Nebraska:
<https://transfer.nebraska.edu>

SCC is on a quarter system. A 4.5 credit quarter class is the equivalent of a 3.0 credit semester class.

www.southeast.edu/FallsCityLC

BSAD-1010 Microsoft Applications I

Prerequisite: Keyboarding skills and prior computer experience recommended

Use of an Internet browser to work with electronic mail and cloud computing. Use of the Windows operating system and File Explorer to manage folders and files. Use of the Microsoft Office software suite to learn and apply basic features of Word, Excel, Access, and PowerPoint through the creation of various projects.

(4.5 quarter credits) AA

Cost: NE Resident: \$312.75/Non-Resident: \$375.75

Mon. & Wed., Jan. 7-March 18

3-4:55 p.m.

Falls City, FCLC, COMP

BSAD-1010-FC11

BSAD-1050 Intro to Business

An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

This is a hybrid course. Hybrid courses require students to meet face-to-face at regularly scheduled times for 50% or more of the course and 50% or less of the course will be online and require computer and Internet access. (4.5 quarter credits) AA

Cost: NE Resident: \$312.75/Non-Resident: \$375.75

Mon., Jan. 7-March 18

3-4:55 p.m.

Falls City, FCLC, TBA

BSAD-1050-HBFC1

AA = Associate of Arts Degree

AA = General Education Requirement

Location Key

FCLC..... Learning Center at Falls City,
116 W. 19th St., Falls City

FCCC..... Falls City Healthcare Community,
2800 Towle St.

ABPS..... Auburn Public Schools, 1713 J St., Auburn

For all credit classes, books can be ordered through the SCC Campus Store at **www.sccbookstore.com**

ENGL-1010 English Composition I

Prerequisite: Appropriate placement score OR grade of "C" or higher in ENGL-0985 (formerly ENGL-0980)

Composition I offers instructional practice in the techniques of effective writing. The process of planning, writing, revising, and editing essays for particular audiences and purposes and research-related skills are also emphasized.

(4.5 quarter credits) AA

Cost: NE Resident: \$312.75/Non-Resident: \$375.75

Tues. & Thurs., Jan. 8-March 19

5:30-7:25 p.m.

Falls City, FCLC, TBA Dutton

ENGL-1010-FC16

HIST-2020 American History II— Late America

A survey of American history from the end of the Civil War era to the present. Emphasis is on the political, economic, cultural, social, and technological issues that arise in America's development as a global power.

(4.5 quarter credits) AA

Cost: NE Resident: \$312.75/Non-Resident: \$375.75

Mon. & Wed., Jan. 7-March 18

5:30-7:25 p.m.

Falls City, FCLC, TBA Stempson

HIST-2020-FC04v

WINTER 2019 DATES

Quarter Dates Jan. 7-March 19

Last day to add your name to a waitlist/Final Waitlist registration

notices emailed Jan. 7

First 5-week classes begin Jan. 7

Waitlists are closed Jan. 8

Last day to register online Jan. 8

Instructor signature required for adds Jan. 9

Last day to add classes Jan. 14

College closed Jan. 21

Graduation Application deadline Jan. 22

Last day to drop classes March 1

Graduation (check dates/details online at www.southeast.edu/calendar)

Nursing Assistant

Completion of this class meets the Nebraska Department of Health requirement for employment as a Nursing Assistant. The course includes classroom, nursing lab, and clinical experience. State of Nebraska requires that Nursing Assistant students must be able to speak and understand English. Attendance to ALL class sessions is mandatory.

(6.0 quarter credits) SCC requires criminal background checks on students taking courses that include experience in patient care settings. **For additional classes held in Falls City and the surrounding areas, visit**

www.southeast.edu/continuing/nursingassistant. This course does not qualify for financial aid. For other funding options, visit www.southeast.edu/cefinassist.

If you have questions, call 402-437-2700 or 800-828-0072. Cost includes liability fee, credit class fee and background check fee. **Payment is due by the first day of class.** Required textbook can be purchased at the SCC Campus Store during regular business hours, by phone at 800-642-4075, ext. 2560, or online at www.sccbookstore.com.

Cost: NE Resident: \$507/Non-Resident: \$591

Auburn - Hybrid

Jan. 29-April 9

Lab/Clinical Location: ABPS

Online Portion: Starts Jan. 29

Lab/Clinical Schedule: Starting Feb. 5 Tues. & Thurs.

from 4:30-8:30 p.m.

NURA-1401-HB01

Falls City - Hybrid

Feb. 5-April 11

Lab/Clinical Location: FCCC

Online Portion: Starts Feb. 5

Lab/Clinical Schedule: Starting Feb. 12 Tues. & Thurs.

from 3:30-7:45 p.m.

NURA-1401-HBFC1



2019 FALL SEMESTER BEGINS AUG. 26

Find us on Facebook® at www.facebook.com/SCCLearningCenteratFallsCity

For more information or to register, contact Holly Carr, Coordinator, at 800-828-0072, ext. 3396, or hcarr@southeast.edu.

