

### Beginning Genealogy: Start Your Family History

Summer is a great time for genealogy! Bring everything you know about your family to class and begin your journey. Learn the basics: pedigree charts, local resources, clues in the censuses, and Internet treasures. Every family has interesting stories. Find yours this summer.

**Keyword: Genealogy**

July 10-17	W	6:30-8:30 p.m.	\$49
Lincoln, CEC, 403		Stewart	LLLX-0942-CEUA

### Shaking Your Family Tree Trip

**Friday, June 7** TRIP-001-CESA \$109

Trace your family tree at the Midwest Genealogy Center in Independence, Missouri. MGC is one of the nation's premier resources for family history, providing access to almost 750,000 on-site materials. The Center houses all the resources and technology genealogists need to research: microfilm reader-printers, a self-digitization station and significant database access allow researchers to use today's technology to assist their investigations. Our group will receive a tour of the center, and knowledgeable volunteers will be available to assist with your questions and research. You will have approximately two hours to conduct your own research.

*Cost includes motor coach transportation, \$10 meal voucher toward lunch, tour, and research time at MGC. There will be a fast food stop on your own for dinner. Registrations will be taken until enrollment limit is met. Refunds will not be allowed within 14 days of the trip. If you need to request reasonable accommodations based on a disability, you must register and contact the Continuing Education office at 402-437-2700 or 800-828-0072 and [continuinged@southeast.edu](mailto:continuinged@southeast.edu) by May 8. SCC reserves the right to cancel any pick-up stops that do not meet the minimum enrollment. Confirmation letters will be mailed to each student approximately two weeks before the trip. Letters will include exact pick-up times, locations and RSVP information. SCC staff tuition waiver does not apply.*

**Keyword: Trip**

**Bus Schedule**

*(Time is approximate and subject to change)*

**Depart**

7 a.m. ....Lincoln, LNK, South Parking Lot  
8 a.m. ....Beatrice, SCTR, Park in Parking Lot



**Instructors to Teach Personal Interest Classes**  
SCC is seeking instructors who would enjoy teaching our Personal Interest classes. From fitness to software, cooking to painting, we offer a variety of classes. Have a class you'd like to teach that we don't offer? Let us know.  
Submit courses you would like to teach at:  
<http://bit.ly/wanttoteachscc>

**Location Key**  
Beatrice, SCTR \_\_\_\_ Scooter's, 2317 N. Sixth  
Lincoln, CEC \_\_\_\_ Jack J. Huck Continuing Education Center, 301 S. 68th St. Place  
Lincoln, LNK \_\_\_\_ Southeast Community College, Lincoln Campus, 8800 O St.

**FREE TRAINING**  
For information on financial assistance options, visit [www.southeast.edu/cefinassist](http://www.southeast.edu/cefinassist)

**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 a 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. **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.



# REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- Search for your class** by entering 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*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.  
\* You must provide your Social Security Number.
- Optional:** Enter your **Additional Registration Information** and click **Submit**.

- 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**.
- 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.

\* The College requires a student's Social Security number as a condition for enrollment online. A student's Social Security number information constitutes an "educational record" under FERPA.

## OR REGISTER BY MAIL, FAX OR IN PERSON



### Registration Form - Non-Credit Course

Today's Date

Complete this form with payment information and send via mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [www.southeast.edu/collegecatalog](http://www.southeast.edu/collegecatalog) for additional information.

Social Security Number OR SCC Student ID Number		Birth Date	Name: Last		First	Middle Initial
Residence Mailing Address			City	State	Zip	County #
Email Address			Cell Phone	<input type="checkbox"/> Home <input type="checkbox"/> Business Phone		
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X (Gender variant/Non-binary)		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	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"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American	

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$
-	-	-	\$

#### 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 [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

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[www.southeast.edu/continuing](http://www.southeast.edu/continuing)

