

Spring 2020 Semester Credit Classes

Are you thinking of starting college?

Are you needing to complete General Education classes for an SCC program or at another college?

Credit classes are delivered via technology to the Learning Center classrooms. Students are able to participate in the class like any student in the originating classroom. Each class offered at the Learning Centers meets the requirement at SCC for general education classes for an Associate degree and/or a prerequisite class for a Health program. Check with your academic advisor on your degree plan.

Are you needing to complete pre-requisite classes to be admitted to a program in the SCC Health division?


Are you a high school student who would like to complete college General Education credit classes?

Do you want to take a credit class that isn't scheduled for your Learning Center?

SCC received a USDA rural development grant which included robots. The robots enable students in the Learning Center service area to attend class on one of the SCC campuses via robot. The student would initially be in the Learning Center to operate the robot, which would be driven from its campus home to the class. The robot is operated by the student via a computer using a few keys. The robots being used are from Double Robot.

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.

(3.0 semester credits) **AA** 


Cost: NE Resident: \$324/Non-Resident: \$387

Tues. & Thurs., Jan. 14-May 7 2:30-3:50 p.m.
Room TBA Borcharding
BSAD-1010-FC10

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.

(3.0 semester credits) **AA** 


Cost: NE Resident: \$324/Non-Resident: \$387

Tues. & Thurs., Jan. 14-May 7 7-8:20 p.m.
Room TBA ENGL-1010-FC18

FSDT-1350 Basic Nutrition

The study of nutrients, digestion, absorption, metabolism, fitness, consumer concerns, food safety, nutrition throughout the life cycle, including cultural influences on food selection. Nutrition in relation to disease and world hunger is explored.

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.


(3.0 semester credits) **AA** 

Cost: NE Resident: \$324/Non-Resident: \$387

Tues., Jan. 14-May 5 6-8:25 p.m.
Room TBA Edeal
FSDT-1350-HBFC2

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.

(3.0 semester credits) **AA** 

Cost: NE Resident: \$324/Non-Resident: \$387

Tues. & Thurs., Jan. 14-May 7 4-5:20 p.m.
Room TBA Davis
HIST-2020-FC03

HLTH-1040 Medication Aide

SCC Requirement: Medication Aide students MUST be at least 18 by the start date of the class.


The purpose of the Medication Aide position is to provide a safe way for individuals other than licensed health care professionals (doctors, nurses, etc.) to provide medications to individuals who are not able to take medications by themselves. Medication Aides assist with the provision of medications. You must be at least 18 years of age or older to be employed as a medication aide in the state of Nebraska.

State laws control the activities of a Medication Aide. These laws ensure the health, safety, and welfare of people by providing for the accurate, cost-effective, efficient, and safe utilization of Medication Aides to assist in administration of medications. You will be responsible for the additional costs charged by the state of Nebraska to complete your licensure. (2.5 semester credits) NOTE: No class Jan. 20.

Cost: NE Resident: \$270/Non-Resident: \$322.50

Mon., Jan. 13-May 4 8:30 a.m.-12:15 p.m.
Room TBA HLTH-1040-FC01

AA = Associate of Arts Degree

 = General Education Requirement

All classes are held at the
Learning Center at Falls City
3200 Bill Schock Blvd., Falls City, NE

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

HLTH-1150

Nursing Assistant (Hybrid)

Prerequisite: Must be at least 16 years old
 Overview of the health care system and role of the nursing assistant as a health care team member. Discussions on the concepts of basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity. Teaches basic nursing skills, including bathing, assisting with dining, ambulating, transferring, and toileting. Included in this course are classroom, nursing lab and clinical experiences in a health care setting.

Course is approved by the Nebraska Department of Health and Human Services Regulation and Licensure. Upon successful completion of this course, the student is eligible to test for placement on the Nebraska Nursing Assistant Registry. SCC requires criminal background checks on students taking courses that include experience in patient care settings. **For additional classes, visit www.southeast.edu/nursingassistant. This course does not qualify for financial aid. For funding options, contact the Learning Center coordinator.** If you have questions, contact Natasha Holly at 402-437-2552 or nholly@southeast.edu or Vicki Coffin at 402-437-2707 or vcoffin@southeast.edu. Cost includes fees (liability, credit class and background check). Required book and materials can be purchased at the SCC Campus Store, 8800 O St., Lincoln, during regular business hours, by phone at 800-642-4075, ext. 2560, or at www.sccbookstore.com. (4.0 semester credits) NOTE: No class March 24 and 26.

Cost: NE Resident: \$432/Non-Resident: \$516
 Tues. & Thurs., March 10-May 7 4:30-9:15 p.m.
 Room TBA HLTH-1150-HBFC1

MATH-1100

Intermediate Algebra

Prerequisite: A grade of "C" or higher in MATH-0950 or a grade of "B" or higher in MATH-0953 or appropriate core on the math placement test.
 Study of second year algebra at a college level with emphasis on: Techniques for simplifying algebraic expressions, and solving algebraic equations and inequalities, functions their properties and graphs, complex numbers, graphs of quadratic functions, and systems of equations.

May not fulfill the math requirement for associate degrees - check with transfer institution. (3.0 semester credits) ●
 Cost: NE Resident: \$324/Non-Resident: \$387
 Tues. & Thurs., Jan. 14-May 7 4-5:20 p.m.
 Room TBA Volgamott
 MATH-1100-FC07

PSYC-1810

Introduction to Psychology

An introduction to the science of psychology including the application of critical thinking to the study of learning theory, memory, personality, growth and development, biological and neurological aspects, abnormal behavior, therapies, intelligence, motivation, emotion, sensation, perception, and theoretical perspectives.

May not fulfill the math requirement for associate degrees - check with transfer institution. (3.0 semester credits) AA ✍
 Cost: NE Resident: \$324/Non-Resident: \$387
 Tues. & Thurs., Jan. 14-May 7 5:30-6:50 p.m.
 Room TBA Shaw
 PSYC-1810-FC09

SOCI-1010

Intro to Sociology

Introduction to the basic principles of sociology, including the study of sociological research, theoretical perspectives, culture, socialization, social structure, social institutions, deviance, inequalities of class, race/ethnicity, gender, and age, as well as stratification, demography, and population.

(3.0 semester credits) AA ✍
 Cost: NE Resident: \$324/Non-Resident: \$387
 Mon. & Wed., Jan. 13-May 6 2-2:50 p.m.
 Room TBA Christensen-Nader
 SOCI-1010-FC07

SPRING 2020 DATES

Semester Dates Jan. 13-May 7

Last day to add your name to a waitlist/Final Waitlist registration notices emailed	Jan. 13
First 5-week classes begin	Jan. 13
Waitlists are closed	Jan. 14
Last day to register online	Jan. 14
Instructor signature required for adds	Jan. 15
Last day to add classes	Jan. 17
College closed	Jan. 20
Graduation Application deadline	Feb. 3
Graduation (check dates/details online at www.southeast.edu/calendar)	

AA = Associate of Arts Degree

✍ = General Education Requirement

● = Developmental Course

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

REGISTRATION INSTRUCTIONS

Two Ways to Register

1. Online

- Log into thehub.southeast.edu
- 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, visit <http://helpdesk.southeast.edu>.
- Select "Student Registration"
- Under the Registration section, select "Register for Sections"
- 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.
- 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."
- 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.
- 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.

- 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.
- 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."
- SIGNATURE - Please sign the registration form.
- Advisor's signature is required if prerequisite coursework has not been met.
- If your employer is paying for your courses, please see the cashier.
- 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.
- Tuition and fees are due on or before the first day of class unless noted.
- 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 are due on or before the first day of class.

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

You must drop the class online using WebAdvisor on the Hub OR complete and submit an "Official Drop/Add Form for Credit Classes" to the Registration & Records Office.

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
0.0 - 10.0.....	100
10.1 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

