NEW! Introductory QuickBooks Online
This online version of QuickBooks is for small business owners wanting to learn to utilize the software for tracking of their income and expenses. Business owners will learn how to set up company files; create customers; vendors; create invoices; run reports; and utilize the banking features.

This workshop will be presented in partnership with the Center for Rural Affairs' REAP program and funded in part by the U.S. Small Business Administration. This service is extended to the public on a nondiscriminatory basis and reasonable accommodations for, those in need, will be made if requested in advance.

Keyword: QuickBooks

Feb. 10 1-4 p.m. $59
NE City, NCLC, 102 ACCT-3000-NCSA

Check out all classes offered at www.southeast.edu/NebraskaCityLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratNebraskaCity

For more information, contact Cindy Meyer at 800-828-0072, ext. 3636, or cmeyer@southeast.edu.
## OR Register Online

You must have an email account to register online.

2. 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

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.

*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.*

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## OR Register by Mail, Fax or In Person

### Registration Form - Non-Credit Course

**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**

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 | Home | Business Phone
---|---|---|---
[ ] | | | |

### I identify as: □ Male □ Female 
□ Nebraska Resident □ Non-Resident  
□ Hispanic or Latino □ Not Hispanic or Latino  
□ White □ Asian □ American Indian/Alaska Native □ Black/African-American □ Native Hawaiian/Other Pacific Islander

### Optional:
- Check □ Cash □ Mastercard □ AMEX □ Discover □ VISA □ V Code ______
- Name as it appears on card: ______________
- Exp. Date ______/____
- 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.

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### COURSE NUMBER | TITLE | START DATE | COST
---|---|---|---
[ ] | | | |

### SIGNATURE

☑ Check □ Cash □ Mastercard □ AMEX □ Discover □ VISA □ V Code ______

Name as it appears on card: ______________

Exp. Date ______/____

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.

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**Today's Date**

[ ]/ [ ]/ [ ]

**Would you like a receipt mailed to you?** ☐ Yes □ No

**SCC Staff Tuition Waiver**

[ ]/ [ ]/ [ ]

**TOTAL DUE**

$ [ ]

$ [ ]

$ [ ]

$ [ ]

$ [ ]

[ ]

**FOR OFFICE USE ONLY**

[ ]

[ ]

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