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

For more information, visit
http://www.southeast.edu/cefinassist
or contact Cindy at 800-828-0072, ext. 3636, or cmeyer@southeast.edu.
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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### Registration Form - Non-Credit Course

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

Residence Mailing Address: ____________________________
City: ____________________________
State: ____________________________
Zip: ____________________________
County #: ____________________________

Email Address: ____________________________
Cell Phone: ____________________________
Home Phone: ____________________________
Business Phone: ____________________________

I identify as: [ ] Male [ ] Female
[ ] Nebraska Resident [ ] Non-Resident

Ethnicity (select one): [ ] Hispanic or Latino [ ] Not Hispanic or Latino

Race (Select one or more): [ ] White [ ] American Indian/Alaska Native [ ] Native Hawaiian/Other Pacific Islander [ ] Black/African-American

### COURSE NUMBER

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>COST</th>
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**Optional:** Enter your **Additional Registration Information** and click **Submit**.

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### OR REGISTER BY MAIL, FAX OR IN PERSON

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: ____________________________
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**FOR OFFICE USE ONLY**

<table>
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<th>SCC Staff Tuition Waiver</th>
<th>IDN</th>
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TOTAL DUE: ____________________________

Would you like a receipt mailed to you? [ ] Yes [ ] No

**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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**Footer Information**

301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
[www.southeast.edu/continuing](http://www.southeast.edu/continuing)