# Social Media

**Winter 2020**

## One-on-One Social Media Training

This learning opportunity is designed for the person who wants one-on-one instruction for how to use social media. Subject-matter experts will work with you at a pace which you are comfortable. Instruction is available for beginning users as well as those who have developed specific questions and want to delve deeper into Facebook®, Pinterest, Twitter, etc.

Registration gives you up to one hour of personalized attention on topics that meets your specific need. After registration, a college representative will contact you to help develop your individualized training plan.

### Social Media

- **Accounting and Finance**
- **Business**
- **College Readiness**
- **Computer Applications**
- **Design and Composition**
- **Health Care and Medical**

### Version Key

Plattsmouth, PLLC... Learning Center at Plattsmouth, 537 Main St.

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**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/studenthandbook and 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.

**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. If a class is cancelled by SCC, all money will be refunded. If a class begins and is cancelled by SCC mid-term, the student may receive a prorated refund based on the date of withdrawal. The above policy pertains to group classes. If classes are cancelled due to low enrollment, 100% of your fee will be refunded. If classes are cancelled due to low enrollment, 100% of your fee will be refunded.

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**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.

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**Registration Form - Non-Credit Course**

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

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**Payment 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**

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**For more information, contact Lyn Belitz at 800-828-0072, ext. 2298, or lbelitz@southeast.edu**

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

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**SCC Staff Tuition Waiver**

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**PROMO OFFICE USE ONLY**

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**FOR OFFICE USE ONLY**

- **Email Address Cell Phone**
- **Residence Mailing Address City State Zip County #**
- **Social Security Number OR SCC Student ID Number Birth Date Name: Last First Middle Initial**
- **Home Business Phone**
- **Email Address**
- **Cell Phone**
- **Name as it appears on card:**
- **Exp.Date _________ CC #**
- **Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)**

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Southeast Community College
Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

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**SEND TO:**

Southeast Community College
Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703
You must have an email account to register online.


2. **Search for your class** by entering either 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**.

6. 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**.

7. 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. A student’s Social Security number information constitutes an “educational record” under FERPA.