NEW! College Tuition Planning
It's college application time! Preparing for this journey should be fun, but then there is the financial reality. Discover the various ways to plan a pay for college. Gain an understanding of current college cost, future trends and discuss strategies on how to pay for college by exploring various types of accounts available in the market to use to save for college. Discussion of the financial aid application will be included.

Jan. 16
York, YKLC, J
Th 6-9 p.m.
$39

Keyword: Tuition

Introduction to Podcasting
If you are interested in podcasting as a marketing tool for you or your business, join us for this information-packed class. Discussion will include the mechanics behind the finished product (recording, editing, up/down loading, etc.), establishing an idea/approach, and boosting your brand with relevant content to drive your audience to subscribe.

Jan. 30
York, YKLC, J
Th 6-9 p.m.
$39

Keyword: Podcasting

Cooking with Allergens
If you have a food allergen, this class is for you. Learn about cooking dairy, soy, peanut, and gluten-free.

Registration deadline Jan. 13.

Jan. 18
York, YMS, FCS
Sa 9 a.m.-Noon
$29

Keyword: Cooking

NEW! Business Writing
Focus on the creative process of writing and creating the “down draft.” You will explore ways to engage readers to accomplish our goals (including using the principles of “plain language”) and focus on revision rather than drafting. Essential email elements and reader-focused strategies for the most effective email communication will be discussed. Enjoy playing with “dental drafts” to learn and review basic writing mechanics. Learn the 20 most common writing errors that can kill our credibility.

A certificate of professional development and 0.8 CEUs will be awarded for successfully completing this class. Registration deadline March 6. NOTE: Class is live-streamed from Lincoln.

Keyword: Business

For more information, contact Heather Hultgrien at 800-828-0072, ext. 3634, or hhultgrien@southeast.edu

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.

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**

[Seal]

Please Print

**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.

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<tr>
<th>Social Security Number or SCC Student ID Number</th>
<th>First Name</th>
<th>Last Name</th>
<th>State</th>
<th>Zip</th>
<th>County #</th>
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**Residence Mailing Address:**

- [ ] Male
- [ ] Female
- [ ] Nebraska Resident
- [ ] Non-Resident

**Ethnicity (select one):**

- [ ] Hispanic or Latino
- [ ] Not Hispanic or Latino

**Race (Select one or more):**

- [ ] White
- [ ] Asian
- [ ] Native Hawaiian/Other Pacific Islander
- [ ] Black/African-American
- [ ] American Indian/Alaska Native

**Today’s Date**

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**Course Number**

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<th>Title</th>
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**TOTAL DUE**

$__________

**Signature**

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

SCC Staff Tuition Waiver ( )

FOR OFFICE USE ONLY

- [ ] ID #
- [ ] DE

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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 course (s) I elect; (2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit the form; (3) that I certify the course(s) for which I am registering is (are) the correct course(s) for which I want to register; (4) that I understand that I am responsible for any changes to my personal information. The college reserves the right to reject forms that do not include the required information. If there are any discrepancies between the information contained herein and my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information I provide 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. In 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, creed, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Requests 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.

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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)