NOTE: These classes are conversational in nature. These are non-credit and will not transfer to any credit program.

**Beginning Spanish**  
This is a class for the beginner who has little or no prior knowledge of the Spanish language. Required book can be purchased at the SCC Campus Store or online at www.sccbookstore.com. (*Practice Makes Perfect* (2nd edition) by Dorothy Richmond).

**March 31-May 19**  
Beatrice, JAC, 403 Clay B8BX-1002-BESB  
$80  
Keyword: Spanish

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### Location Key

Beatrice, JAC ________________________ SCC Beatrice Campus, Jackson Hall, 4771 W. Scott Road

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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 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. Any questions concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Title IX, SCC Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

Check out all classes offered at www.southeast.edu/BeatriceCE  
Find us on Facebook® at www.facebook.com/sccbeatricece

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### 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.

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### Registration Form - Non-Credit Course

Current classes:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>START DATE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>March 31-May 19</td>
<td>$80</td>
</tr>
</tbody>
</table>

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### Signature

(__________) Would you like a receipt mailed to you?  
Yes ☐  No ☐  

SCC Staff Tuition Waiver (_______)

For Office Use Only  
ID# __________________  
DE __________________

TOTAL DUE __________________
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.*