Computers & Technology: Getting Started

Spring 2020

Shutterfly Photo Book Memories

Learn how to master the free Internet website Shutterfly to design and create your own photo books and/or albums. Shutterfly has all the tools with easy options for editing, colors, backgrounds, and fonts for the beginner or creatively challenged. You will start a photo book and design in the first class and gain knowledge to work on your project outside of class. The final class will be spent getting one-on-one help and ordering your finished product.

Students need to log on and set up a Shutterfly account prior to first class. Bring to class: Shutterfly account username and password and 12-15 pictures on a flash drive. Basic computer knowledge and Internet skills are needed to be successful. Cost does not include the cost of your finished product.

Keyword: Shutterfly

April 11-18
Beatrice, KEN, 400
9:30-11:30 a.m.
S
Clay
BBXR-1382-BESB

$35

Location Key
Beatrice, KEN .................................. SCC Beatrice Campus, Kennedy Center, 4771 W. Scott Road

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

For more information, contact us at 800-828-0072 or continuinged@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.

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 for additional information.

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Today’s Date

PLEASE PRINT

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

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

TOTAL DUE

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

SCC Staff Tuition Waiver ( )

TOTAL DUE

FOR OFFICE USE ONLY

Expiration Date

CVV

Payment Method

☐ Check  ☐ Cash  ☐ Mastercard  ☐ AMEX  ☐ Discover  ☐ VISA  ☐ Diners

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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Register Online for
SCC Continuing Education Classes

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.