### Languages

**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). NOTE: Class is live-streamed from Beatrice.

**Location Key**

Hebron, HNLC.......................... Learning Center at Hebron, 610 Jefferson Ave.

For more information, contact Crystal Fangmeier at 800-828-0072, ext. 5591, or cfangmeier@southeast.edu

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### Registration Form - Non-Credit Course

**PLEASE PRINT**

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 the College 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. Inquiries 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 justox@southeast.edu.

**March 31-May 19**

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<tr>
<th>Location</th>
<th>Time</th>
<th>Area</th>
<th>Cost</th>
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<tr>
<td>Hebron, HNLC</td>
<td>7-9 p.m.</td>
<td>AREA-6500-HNSA</td>
<td>$80</td>
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**Keywords:** Spanish

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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.

**Today's Date**

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**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**

**Ethnicity (select one):**

- Hispanic or Latino
- Not Hispanic or Latino

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

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

**Registration Form - Non-Credit Course**

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<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>START DATE</th>
<th>COST</th>
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Would you like a receipt mailed to you? [ ] Yes [ ] No

**SCC Staff Tuition Waiver ( )**

**TOTAL DUE**

**FOR OFFICE USE ONLY**

**Today's Date**

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**Would you like a receipt mailed to you?**

- [ ] Yes
- [ ] No

**Name as it appears on card:**

**Exp. Date _________ CC #**

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.
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.