Community Leadership Program

This course will outline the knowledge, skills and resources required for success as a community leader. Students will study how ordinary people can emerge as leaders who can best serve their communities in elected, appointed or volunteer positions. Community groups, organizations, local governing bodies and special-purpose districts are in constant need of new ideas to overcome various issues. Lecture, resource hunting and practical table-top exercises prepare students to use the knowledge and skills acquired for their new real world role as a community leader.

The instructor is a retired Navy Master Training Specialist who has taught leadership and ethics courses at various locations throughout the world, including the United States Naval Academy.

Location: Plattsmouth, PLLC, 101 Tilson

NEW! Bullet Journaling Workshop: The Artful Way

Want to organize your life? Learn the basic techniques of bullet journaling. Bullet journaling combines organizing, journaling and task management to create a planning system uniquely to fit your life. You will create and artfully embellish your bullet journal.

Bring a dot-lined journal. Supply fee of $15 payable in cash to instructor at class. Product sales will not be a part of this class.

Location: Louisville, SHSH

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.
### OR 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.

### OR REGISTER BY MAIL, FAX OR IN PERSON

#### 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.

#### Course Details

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#### Signature

- Check [ ] Cash [ ] Mastercard [ ] AMEX [ ] Discover [ ] VISA [ ] V Code ___________
- Name as it appears on card: ____________________________
- Exp.Date: __/__/____
- 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.

#### Additional Information

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 course(s) 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 will also 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.

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**Today's Date**

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**Submit**

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**TOTAL DUE**

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**FOR OFFICE USE ONLY**

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**DE**

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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)