1. Online
a. Log into thehub.southeast.edu
b. Enter your Username and Password.
Your Username is your first initial + last initial + SCC ID number (with no leading zeros) + @southeast.edu.
For example: John Smith, SCC ID number 0123456: js123456@southeast.edu
If this is the first time you have logged in or if you would like more information, visit http://helpdesk.southeast.edu.
c. Select “Student Registration”
d. Under the Registration section, select “Register for Sections”
e. Choose either Express Registration or Search and Register for Sections
Express Registration (Choose “Express registration” only if you know exact course information or the synonym. Skip to step 8.)
If you know the course and section number or the synonym, you can use Express registration. Course and section numbers and synonyms can be obtained from the credit schedule. Be sure to enter the term.
Search and Register for Sections (Choose “Search and register for sections” if you do not know the exact course and section number.) Enter the correct term and at least 1 variable about a class to search for a section – click submit. Leave course level blank.
f. This will produce a list of all the classes available given the variables you submitted. Click on the box in front of the class to select the course – click submit. Tip: online sections can be found by using a location of “web.”
g. On the next screen, you will see a list of the courses you selected under Preferred Sections. Choose the action you want to perform from the drop down box in front of the class and click submit at the bottom of the page.
h. When you have successfully registered for a section, you will see a screen which confirms your request has been processed and all sections for which you are registered will be listed. When your schedule is final, click on “my schedule” at the bottom of the page and print your schedule.

2. Complete the Official Credit Registration Form
PLEASE PRINT. Complete all blanks and answer all questions.
a. DEMOGRAPHICS - Please complete the demographic information. This information is important in maintaining an accurate student information file for you. NOTE: Race is for statistical purposes only.
b. CREDIT CLASSES - Enter all information on one line for each class you wish to take. If you need assistance in selecting classes, please see your advisor. Add up the number of credits and enter the total in the box to the left of “Total Credit Hours.”
c. SIGNATURE - Please sign the registration form.
d. Advisor’s signature is required if prerequisite coursework has not been met.
e. If your employer is paying for your courses, please see the cashier.
f. FINANCIAL AID - If you have applied for financial aid (PELL Grant or student loan), you must contact the financial aid office to make sure your financial aid file is complete.
g. Tuition and fees are due on or before the first day of class unless noted.
h. Submit the completed registration form to the Registration & Records office at one of the three campuses.
• SCC Beatrice Campus, 4771 W. Scott Road, Beatrice, NE 68310
• SCC Lincoln Campus, 8800 O St., Lincoln, NE 68520
• SCC Milford Campus, 600 State St., Milford, NE 68405

Tuition & Fees
Tuition and fees are due on or before the first day of class.

Books
Please contact the SCC Campus Store for additional required class books and/or materials at 402-437-2560 or online at www.sccbookstore.com.

Drop/Withdraw from a Credit Class
You must drop the class online using WebAdvisor on the Hub OR complete and submit an "Official Drop/Add Form for Credit Classes" to the Registration & Records Office.
Failure to attend classes does not constitute a drop or withdrawal.
Students must submit an official drop form prior to the refund deadline to be eligible for a tuition refund. Failure to attend classes does not absolve the student of making complete payment for all tuition and fees associated with the student’s registration.

Refund Policy for Credit Classes
If you decide to discontinue your studies at SCC, refunds are prorated according to the refund formula.

\[
\text{Refund} = \text{Original Refund Amount} \times \left(1 - \frac{\% \text{ Elapsed}}{100}\right)
\]

The drop date will be the date you provide an “Official Drop/Add Form” to the Registration & Records office or drop the class online. All days are included in the computation, including Saturdays, Sundays, holidays, and week days. Students are entitled to a refund based on the Refund Table for Credit Classes.

<table>
<thead>
<tr>
<th>% Elapsed</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 10.0</td>
<td>100</td>
</tr>
<tr>
<td>10.1 and over</td>
<td>0</td>
</tr>
</tbody>
</table>

Refund checks are mailed to the student’s current address and usually take 3 to 4 weeks.

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.

Additional Registration Information
www.southeast.edu/registrationandrecords
Summer 2020 Courses

**Term II - 5-Week Session**

**BSAD-1050 Intro to Business**
An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

(3.0 semester credits) 
Cost: NE Resident: $324/Non-Resident: $387

Mon.-Fri., July 1-Aug. 5, 8-9:25 a.m.
Falls City, FCLC, COMP
BSAD-1050-FC41

**ENGL-1010 English Composition I**
Prerequisite: Appropriate placement score OR grade of "C" or higher in ENGL-0985 (formerly ENGL-0980)
Composition I offers instructional practice in the techniques of effective writing. The process of planning, writing, revising, and editing essays for particular audiences and purposes and research-related skills are also emphasized.

(3.0 semester credits) 
Cost: NE Resident: $324/Non-Resident: $387
Tues. & Thurs., May 28-Aug. 4, Noon-1:50 p.m.
Falls City, FCLC, TBA
Whitney
ENGL-1010-FC04

**MATH-1100 Intermediate Algebra**
Prerequisite: A grade of "C" or higher in MATH-0950 or a grade of "B" or higher in MATH-0953 or appropriate core on the math placement test.
Study of second year algebra at a college level with emphasis on: Techniques for simplifying algebraic expressions, and solving algebraic equations and inequalities, functions their properties and graphs, complex numbers, graphs of quadratic functions, and systems of equations.

May not fulfill the math requirement for associate degrees - check with transfer institution.

(3.0 semester credits)
Cost: NE Resident: $324/Non-Resident: $387
Tues. & Thurs., May 28-Aug. 4, 8-9:50 a.m.
Falls City, FCLC, 102
Vollenweider
MATH-1100-FC01

**SPCH-1110 Public Speaking**
This course will enable students to master the skills required of speaking in today's workplace and society. This course will focus on the organization, preparation, research, and evidence needed for a presentation that is tailored to fit the audience. This course also will enhance the students' listening skills which will assist them in everyday situations.

**This is a hybrid course.** Hybrid courses require students to meet face-to-face at regularly scheduled times for 50% or more of the course and 50% or less of the course will be online and require computer and Internet access.

(3.0 semester credits)
Cost: NE Resident: $324/Non-Resident: $387
Mon. & Wed., May 27-July 22, 11 a.m.-12:50 p.m.
Falls City, FCLC, TBA
Masters
SPCH-1110-HBFC8

**SOCI-1020 Diversity in Society**
An overview of minority groups and majority-minority relations in the United States. Topics include awareness of similarities and differences, prejudice, discrimination, and the benefits of a diverse society.

(3.0 semester credits)
Cost: NE Resident: $324/Non-Resident: $387
Tues. & Thurs., May 28-Aug. 4, 2-3:50 p.m.
Falls City, FCLC, TBA
Pothast
SOCI-1020-FC01

For more information or to register, contact Holly Carr, Coordinator, at 800-828-0072, ext. 3396, or hcarr@southeast.edu.
### REGISTRATION FORM

#### CREDIT COURSES

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Begin Time</th>
<th>End Time</th>
<th>Room</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1120LN81</td>
<td>ENGLISH BASICS (sample only)</td>
<td>3</td>
<td>8 a.m.</td>
<td>9:20</td>
<td>T-5</td>
<td>T</td>
</tr>
</tbody>
</table>

**Total Credit Hours**

**TERM**
- **Year:** 20
- **Term:** Summer

**NEWSPAPER RELEASE**
- **Hometown Newspaper:**
- **Address:**

**OFFICE USE ONLY**
- **Data Entry:** __________________
- **Date:** _______________________

**Equal Opportunity/NonDiscrimination Policy** - It is the policy of Southeast Community College 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 Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

**Declaración de política sobre equidad/antidiscriminación** - La política de equidad/antidiscriminación de Southeast Community College es de proveer igualdad de oportunidad, y prohíbe la discriminación, en todos asuntos relacionados a la admisión, asistencia, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.

**Submission of this form indicates that I understand:**
1. My information is complete and I am accountable for the tuition and fees and subject to a grade in the courses listed;
2. To drop or withdraw from classes, I must submit an ‘Official Drop/Add Form for Credit Classes’ in writing to the Registration Office located in Student Affairs or drop the classes using WebAdvisor. Failure to attend a course does not constitute an official drop;
3. I understand tuition charges and refund policies are published in the College Catalog;
4. The personal information contained herein is correct as shown; and
5. Any changes in SSN, legal name, address, residency, etc., must follow the College procedures in the College Catalog.

**White** - Registration & Records Office
**Yellow** - Student Copy

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**CHECK ONE:**
- [ ] Beatrice Campus • Fax 402-228-8935
- [ ] Lincoln Campus • Fax 402-437-2402
- [ ] Milford Campus • Fax 402-761-2324

**OFFICE ONLY**
- **Program Director/Advisor Signature:**
- **Date:** ________________