### 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 DB and 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.

\[
\text{Refund} = \text{Total Credit Hours} \times \left(1 - \frac{\text{Drop Date} - \text{Course Start Date}}{\text{Course End Date} - \text{Course Start Date}} \times 100\right)
\]

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>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 – 10.0</td>
<td>100</td>
</tr>
<tr>
<td>10.1 and over</td>
<td>0</td>
</tr>
</tbody>
</table>

- Student activity fees are refundable only during the tuition refund period.
- Refunds are based on the date the Official Drop Form is submitted to the Registration & Records office.
- Refunds will not be granted after deadlines have passed.
- Refunds for classes cancelled by the College are automatically processed and do not require a drop form.
- Refund checks are mailed to the student’s current address and usually take 3 to 4 weeks.
- Students who receive federal financial aid are subject to federal refund calculations.
- Students who register after the first class meeting and drop a course are subject to a refund based on the requirement dates of the course, not when they register.

Detailed information on tuition and refunds is published online in the SCC College Catalog.

### 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
For all credit classes, books can be ordered through the SCC Campus Store at www.sccbookstore.com.

For more information or to register, contact Cindy Meyer, Coordinator, at 800-828-0072, ext. 3636, or cmeyer@southeast.edu.

www.southeast.edu/NebraskaCityLC

Summer 2020 Courses

3-Week Pre-Session

**SOCI-1010**

Intro to Sociology

Introduction to the basic principles of sociology, including the study of sociological research, theoretical perspectives, culture, socialization, social structure, social institutions, deviance, inequalities of class, race/ethnicity, gender, and age, as well as stratification, demography, and population.

(3.0 semester credits) A/ ◁

Cost: NE Resident: $324/Non-Resident: $387

**Mon.-Fri., May 18-June 5**

11 a.m.-1:50 p.m.

NE City, NCLC, 103  Christensen  SOCI-1010-NC21

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**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) A/ ◁

Cost: NE Resident: $324/Non-Resident: $387

**Mon.-Fri., July 1-Aug. 5**

8-9:25 a.m.

NE City, NCLC, 101  BSAD-1050-NC41

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**8-Week Session**

**PSYC-1250**

Interpersonal Relations (Hybrid)

Personal development and adjustment, self-esteem building, values clarification and decision-making, interpersonal communication skills, appreciation of diversity, development of healthy personal and professional relationships.

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) A/ ◁

Cost: NE Resident: $324/Non-Resident: $387

**Tues.-Thurs., May 27-July 22**

2-3:20 p.m.

NE City, NCLC, 101  Newman  PSYC-1250-NC81

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**10-Week Session**

**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) A/ ◁

Cost: NE Resident: $324/Non-Resident: $387

**Tues. & Thurs., May 28-Aug. 4**

Noon-1:50 p.m.

NE City, NCLC, 101  Whitney  ENGL-1010-NC04

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**HLTH-1150**

Nursing Assistant (Hybrid)

Prerequisite: Must be at least 16 years old

Overview of the health care system and role of the nursing assistant as a health care team member. Discussions on the concepts of basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity. Teaches basic nursing skills, including bathing, assisting with dining, ambulating, transferring, and toileting. Included in this course are classroom, nursing lab and clinical experiences in a health care setting.

(4.0 semester credits) Course is approved by the Nebraska Department of Health and Human Services Regulation and Licensure. Upon successful completion of this course, the student is eligible to test for placement on the Nebraska Nursing Assistant Registry. SCC requires criminal background checks on students taking courses that include experience in patient care settings. For additional classes, visit www.southeast.edu/nursingassistant. This course does not qualify for financial aid. For funding options, contact the Learning Center coordinator. If you have questions, contact Natasha Holly at 402-437-2552 or nholly@southeast.edu or Vichi Coffin at 402-437-2707 or vccoffin@southeast.edu. Cost includes fees (liability, credit class and background check). Required textbook can be purchased at the SCC Campus Store during regular business hours, by phone at 800-642-4075, ext. 2560, or at www.sccbookstore.com.

Cost: NE Resident: $432/Non-Resident: $516

**May 27-Aug. 3 (Hybrid)**

Lab/Clinical Location: NE City, NCCF

Lab/Clinical Schedule: Mon. & Wed. from 8 a.m.-noon

HLTH-1150-HBN1

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**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 score 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.

NE City, NCLC, 102  Vollenweider  MATH-1100-NC01

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For more information or to register, contact Cindy Meyer, Coordinator, at 800-828-0072, ext. 3636, or cmeyer@southeast.edu.

For all credit classes, books can be ordered through the SCC Campus Store at www.sccbookstore.com.

Find us on Facebook© at www.facebook.com/SCCLearningCenteratNebraskaCity
**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>E N G L 1 1 2 0 L N 8 1</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 / R</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**

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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 publica de Southeast Community College es de proveer equidad, y prohíbe la discriminación, en todos asuntos referentes a la admisión, participación, 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 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.