

REGISTRATION INSTRUCTIONS

Two Ways to Register

1. Online

- Log into thehub.southeast.edu
- 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>.

- Select "Student Registration"
- Under the Registration section, select "Register for Sections"
- 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 # 6.)
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.

- 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."
- 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.
- 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.

- 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.
- 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."
- SIGNATURE** – Please sign the registration form.
- Advisor's signature is required if prerequisite coursework has not been met.
- If your employer is paying for your courses, please see the cashier.
- 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.
- Tuition and fees are due on or before the first day of class unless noted.
- 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 QR 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.

$$\frac{(\text{DROP DATE}) - (\text{COURSE START DATE})}{(\text{COURSE END DATE}) - (\text{COURSE START DATE})} = \% \text{ ELAPSED}$$

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.

Refund Table (FOR CREDIT CLASSES)

| | |
|---------------------|-------------|
| % elapsed | % of refund |
| 0.0 - 10.0 | 100 |
| 10.1 and over | 0 |

- 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 beginning 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

Summer 2020 Credit Courses

5-, 8- & 10-Week Courses Available

Are you thinking of starting college?

Are you needing to complete General Education classes for an SCC program or at another college?

Are you needing to complete pre-requisite classes to be admitted to a program in the SCC Health division?

Are you a high school student who would like to complete college General Education credit classes?

Credit classes are delivered via technology to the Learning Center classrooms. Students are able to participate in the class like any student in the originating classroom. Each class offered at the Learning Centers meets the requirement at SCC for general education classes for an Associate degree and/or a prerequisite class for a Health program. Check with your academic advisor on your degree plan.

Do you want to take a credit class that isn't scheduled for your Learning Center?

SCC received a USDA rural development grant which included robots. The robots enable students in the Learning Center service area to attend class on one of the SCC campuses via robot. The student would initially be in the Learning Center to operate the robot, which would be driven from its campus home to the class. The robot is operated by the student via a computer using a few keys. The robots being used are from Double Robot.

Term I - 5-Week Session

BSAD-1010

Microsoft Applications I

Prerequisite: Keyboarding skills and prior computer experience recommended
Use of an Internet browser to work with electronic mail and cloud computing. Use of the Windows operating system and File Explorer to manage folders and files. Use of the Microsoft Office software suite to learn and apply basic features of Word, Excel, Access, and PowerPoint through the creation of various projects.

(3.0 semester credits) **AA**

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

Mon.-Fri., May 27-June 30 8-9:25 a.m.
Plattsmouth, PLLC, 101 BSAD-1010-PL40

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) **AA**

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

Mon.-Fri., May 27-June 30 Noon-1:50 p.m.
Plattsmouth, PLLC, 102 Vespa ENGL-1010-PL40

8-Week Session

SPCH-1110

Public Speaking (Hybrid)

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) **AA**

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

Mon. & Wed., May 27-July 22 11 a.m.-12:50 p.m.
Plattsmouth, PLLC, 101 Masters SPCH-1110-HBPL8

AA = Associate of Arts Degree

AA = General Education Requirement

Location Key

PLLC.....Learning Center at Plattsmouth,
537 Main St.

10-Week Session

PSYC-1810

Introduction to Psychology

An introduction to the science of psychology including the application of critical thinking to the study of learning theory, memory, personality, growth and development, biological and neurological aspects, abnormal behavior, therapies, intelligence, motivation, emotion, sensation, perception, and theoretical perspectives.

(3.0 semester credits) **AA**

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

Tues. & Thurs., May 28-Aug. 4 Noon-1:50 p.m.
Plattsmouth, PLLC, 101 Paul PSYC-1810-PL01

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) **AA**

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

Tues. & Thurs., May 28-Aug. 4 2-3:50 p.m.
Plattsmouth, PLLC, 101 Pothast SOCI-1020-PL01

TERM I - 5-WEEK SESSION

Session Dates.....May 27-June 30

Last day to add your name to a waitlist/final
waitlist registration notices emailedMay 27
Waitlists are closed May 28
Last day to register online May 28
Instructor signature required for adds May 29
Last day to add classes May 29
Graduation Application deadline June 9

8-WEEK SESSION

Session Dates.....May 27-July 22

Last day to add your name to a waitlist/final
waitlist registration notices emailedMay 27
Waitlists are closed May 28
Last day to register online May 28
Instructor signature required for adds May 29
Last day to add classes May 31
Graduation Application deadline June 9

10-WEEK SESSION

Session Dates.....May 27-Aug. 5

Last day to add your name to a waitlist/final
waitlist registration notices emailedMay 27
Waitlists are closed May 28
Last day to register online May 28
Instructor signature required for adds May 29
Last day to add classes June 2
Graduation Application deadline June 9

Find us on Facebook[®] at www.facebook.com/SCCLearningCenteratPlattsmouth

For more information or to register, contact Lyn Belitz, Coordinator, at 800-828-0072, ext. 2298, or lbelitz@southeast.edu.

PLEASE PRINT CLEARLY

✓CHECK ONE:

| | | | | | | | |
|------------------------------------|--|---|---|---|---|---------------------------|--|
| Legal Name: Last | | First | | Middle | | SSC ID Number | |
| Former Name: | | E-mail Address: (required for students on class waitlists) | | | Social Security Number | | |
| Local / Preferred Mailing Address: | | City | | State | Zip | County | |
| Permanent Address: | | City | | State | Zip | County | |
| Birth Date: / / | | I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female | Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino | Race (select one or more): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White | Veteran or Dependent Utilizing Military Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No | | Resident of Nebraska <input type="checkbox"/> Non-Resident |
| Cell Phone: | | Home Phone: | | Business Phone: | | | |
| High School Attended / GED*: | | City | | State | Start Date (mo/year) | Graduation Date (mo/year) | |
| College Attended Post High School: | | City | | State | Start Date (mo/year) | End Date (mo/year) | |

- Beatrice Campus • Fax 402-228-8935
- Lincoln Campus • Fax 402-437-2402
- Milford Campus • Fax 402-761-2324

TERM

Year: 20 20

Fall Spring Summer

Yes, I am Declared (list program of study)

NEWSPAPER RELEASE

Hometown Newspaper: _____

Address: _____

CREDIT COURSES

| Course Number | | | | | | | | | | Course Title | Credit Hours | Begin Time | End Time | Room | Days | LAST DAY to Drop With Refund | | |
|---------------|---|---|---|---|---|---|---|---|---|--------------|--------------|------------------------------|----------|--------|------|------------------------------|-------|--|
| E | N | G | L | 1 | 1 | 2 | 0 | L | N | 8 | 1 | ENGLISH BASICS (sample only) | 3 | 8 a.m. | 9:20 | T-5 | T / R | |
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Day designations when class meets are:
M = Monday, T = Tuesday,
W = Wednesday
R = Thursday, F = Friday
S = Saturday, U = Sunday

(T R means class meets Tuesday AND Thursday)

OFFICE USE ONLY

Data Entry _____

Date _____

TOTAL CREDIT HOURS

Student Signature _____ **Date** _____ **Program Director/Advisor Signature** _____

- 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.

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 pública de Southeast Community College es de proveer equidad, y prohíbe 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.