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 # 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.
      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

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.

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

<table>
<thead>
<tr>
<th>% elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0 - 10.0</td>
<td>100.00</td>
</tr>
<tr>
<td>101.0 and over</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The drop date will be the date you provide an "Official Drop/Add
Form" to the Registration & Records office or drop the class online.

Drop/Withdraw from a Credit Class
All days are included in the computation, including Saturdays,
Sundays, holidays, and weekdays. Students are entitled to a
refund based on the Refund Table for Credit Classes.

Refund Table (FOR CREDIT CLASSES)
% elapsed ...... % of refund

- 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 and 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

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.

www.southeast.edu/WahooLC
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) ≈ General Education Requirement

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

Mon.-Fri., May 18-June 5

Wahoo, WHLC, TBA

Chrisensen SOCI-1010-WH21

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

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Term I - 5-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) ≈ General Education Requirement

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

Mon.-Fri., May 27-June 30

Wahoo, WHLC, 102

Vespa ENGL-1010-WH40

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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) ≈ General Education Requirement

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

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

Wahoo, WHLC, 102

BSAD-1050-WH41

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8-Week Session

**PSYC-1250**

**Interpersonal Relations**

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) ≈ General Education Requirement

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

Tues.-Thurs., May 27-July 22

Wahoo, WHLC, 102

Newman PSYC-1250-WH81

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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) ≈ General Education Requirement

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

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

Wahoo, WHLC, 102

Paul PSYC-1810-WH01

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For more information or to register, contact Diana Kerwin-Kubr at 800-828-0072, ext. 5581 or dkerwin-kubr@southeast.edu.

Find us on Facebook® at www.facebook.com/SCCLearningCenteratWahoo

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10-Week Session

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

Last day to add your name to a waitlist/final registration notices emailed ...........May 27 Waitlists are closed ..................May 28

Last day to register online ............May 27

Instructor signature required for adds..................May 28

Last day to add classes ..................May 31

Graduation Application deadline ..................June 9

For more information or to register, contact Diana Kerwin-Kubr at 800-828-0072, ext. 5581 or dkerwin-kubr@southeast.edu.

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www.southeast.edu/WahooLC
**REGISTRATION FORM**

**CREDIT COURSES**

### 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. Equal Opportunity/Non-Discrimination 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, 402-323-3420, or jsoto@southeast.edu.
5. Declaration of politics 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 deban dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, 402-323-3420, o jsoto@southeast.edu.

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**PLEASE PRINT CLEARLY**

<table>
<thead>
<tr>
<th>Legal Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>SCC ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Former Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address: (required for students on class waitlists)</td>
<td></td>
<td></td>
<td></td>
<td>Social Security Number</td>
</tr>
</tbody>
</table>

**Local / Preferred Mailing Address:**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
</tr>
</thead>
</table>

**Birth Date:**

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)

**Term**

- Fall
- Spring
- Summer

**Neighborhood/Address:**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
</tr>
</thead>
</table>

** Permanent Address:**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
</tr>
</thead>
</table>

**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)

**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 1120 LN 81</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**

**Office Use Only**

- Data Entry ________________
- Date ______________________

**Student Signature**

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- Date ______________________
- Program Director/Advisor Signature

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White - Registration & Records Office

Yellow - Student Copy

A0029 (07/23/19)