REGISTRATION INSTRUCTIONS
Two Ways to Register

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:
      jst123456@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.
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.

\[
\text{Refund} = \text{Tuition} \times \left(\frac{\text{Days attended}}{\text{Total days in course}}\right) \times \left(\frac{\text{Weeks attended}}{\text{Total weeks in course}}\right)
\]

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.

Refund Table (FOR CREDIT CLASSES)

<table>
<thead>
<tr>
<th>% elapsed</th>
<th>% of refund due</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>0.1 - 1.00</td>
<td>100.00</td>
</tr>
<tr>
<td>1.01 and over</td>
<td>0.00</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 within the 10% of 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 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) AA
Cost: NE Resident: $324/Non-Resident: $387
Mon.-Fri., May 18-June 5
11 a.m.-1:50 p.m.
York, YKLC, K Christensen SOCI-1010-YK21

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
11 a.m.-1:50 p.m.
York, YKLC, K Christensen BSAD-1010-YK40

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
8-9:25 a.m.
York, YKLC, K Vespa ENGL-1010-YK40

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 Vicki Coffin at 402-437-2707 or vcoffin@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

Mon.-Fri., May 27-Aug. 3 (Hybrid)
Lab/Clinical Location: Milford, ETC, 224
Lab/Clinical Schedule: Mon. & Wed. from 8:30 a.m.-12:30 p.m.  HLTH-1150-HBM1

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
8-9:50 a.m.
York, YKLC, J Paul PSYC-1810-YK01

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) AA
Cost: NE Resident: $324/Non-Resident: $387
Tues. & Thurs., May 28-Aug. 4
8-9:50 a.m.
York, YKLC, TBA Vollenweider MATH-1100-YK01

Location Key
York, YKLC...............................Learning Center at York, 3130 Holen Ave.
Milford, ETC.........................Southeast Community College, Milford Campus, Eicher Technical Center, 600 State St.

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

For more information or to register, contact Heather Hultgrien, Coordinator, 800-828-0072, ext. 3634 or hhultgrien@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 115</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>

**TERM**

- Year: 20
- TERM: Summer

**Tuition Information**

- 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. Any changes in SSN, legal name, address, residency, etc., must follow the College procedures in the College Catalog.

**Office Use Only**

- Data Entry: ____________________________
- Date: ____________________________

**EQUAL OPPORTUNITY/ANTI-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, ancestry, 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 68506, 402-323-3412, FAX 402-323-3413, or justo@southeast.edu.

- The personal information contained herein is correct as shown; and
- The personal information contained herein is correct as shown; and
- Any changes in SSN, legal name, address, residency, etc., must follow the College procedures in the College Catalog.

**DECLARACIÓN DE POLÍTICA SOBRE IGUALDAD/ANTIDISCRIMINACIÓN**

- La política de igualdad de la Comunidad College de Southeast es de proveer igualdad, 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, raza, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio.

**STUDENT COPY**

- Student Signature: ____________________________
- Date: ____________________________

**Program Director/Advisor Signature**

- Equal Opportunity/Anti-Discrimination Office: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68506, 402-323-3412, FAX 402-323-3413, or justo@southeast.edu.