BSAD-2310
Business Ethics
Prerequisite: Writing/English Competency recommended
This course explores the challenging world of business ethics. By examining issues and scenarios that relate directly to the work environment, students can develop a clearer sense of how their corporate and personal code of ethics relates to operational decisions made on a daily basis. In addition, the course will allow students to examine their individual ethical standards and how those standards influence personal and work decisions.
(3.0 semester credits)
Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., Aug. 25-Dec. 17
11 a.m.-12:20 p.m.
Room TBA
Harris

BSAD-2560
Project Management (Hybrid)
Prerequisite: Math competency recommended
Introduction to Project Management with emphasis on each of the 5 phases of a project. Topics will include project phases, key roles, documents with each phase, and best practices to gain a foundational knowledge of the project management lifecycle.
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: $333/Non-Resident: $396
Wed., Aug. 26-Dec. 16
7-8:20 p.m.
Room TBA
Porter

ECON-2110
Principles of Macroeconomics
Prerequisite: it is recommended that students have a strong college level math and accounting background before taking this class.
This course is a study of the "big ideas" of macroeconomics such as GDP, inflation, unemployment, labor, and international trade. A look at public-policy decision making using macro theories such as: monetary policy, fiscal policy and other economic-stabilization theories, also is presented. This course will also examine the economic challenges facing our economy.
(3.0 semester credits)
Cost: NE Resident: $333/Non-Resident: $396
Mon. & Wed., Aug. 24-Dec. 16
5:30-6:50 p.m.
Room TBA
Hamilton

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: $333/Non-Resident: $396
Tues. & Thurs., Aug. 25-Dec. 17
9:30-10:50 a.m.
Room 101
Whitney

HIST-2010
American History I—Early America
A survey of American history from the Age of Discovery through the Civil War and Reconstruction. Emphasis is on the political, economic, cultural, social, and technological issues that arise in the development of the American nation.
(3.0 semester credits)
Cost: NE Resident: $333/Non-Resident: $396
Mon., Wed. & Fri., Aug. 24-Dec. 16
Noon-12:50 p.m.
Computer Lab
Davis

All classes are held at the Learning Center at Falls City
3200 Bill Schock Blvd.
Falls City, NE

For all credit classes, books can be ordered through the SCC Campus Store at www.sccbookstore.com
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)
Cost: NE Resident: $333/Non-Resident: $396
Mon., Wed. & Fri., Aug. 24-Dec. 16
11-11:50 a.m.        Room TBA
Newman        PSYC-1810-FC03

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)
Cost: NE Resident: $333/Non-Resident: $396
Mon. & Wed., Aug. 24-Dec. 16
1-1:50 p.m.        Room TBA
Zetocha        SPCH-1110-HBFC8

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.
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. 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 vc coffin@southeast.edu. Required textbook and materials can be purchased at the SCC Campus Store, 8800 O St., Lincoln, during regular business hours, by phone at 800-642-4075, ext. 2560, or at www.sccbookstore.com. (4.0 semester credits)
Cost: NE Resident: $444/Non-Resident: $528
Mon., Tues. & Thurs., Aug. 24-Oct. 15
6-9:25 p.m.        Main Room
HLTH-1150-HBFC8

FALL 2020 DATES
Semester Dates .................................................................Aug. 24-Dec. 17
Last day to add your name to a waitlist/Final Waitlist registration notices emailed .................................................................Aug. 24
Waitlists are closed ..................................................................Aug. 25
Last day to register online ..........................................................Aug. 25
Instructor signature required for adds .........................................Aug. 26
Last day to add classes ................................................................Aug. 28
College closed ........................................................................ Sept. 7, Nov. 25-27
Graduation Application deadline ..................................................Sept. 11
Graduation (check dates/details online at www.southeast.edu/calendar)

All classes are held at the Learning Center at Falls City
3200 Bill Schock Blvd.
Falls City, NE

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

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 and 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
**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>

**Term**
- Year: 2020
- Fall
- Spring
- Summer
- Yes, I am Declared (list program of study)

**Newspaper Release**
- Hometown Newspaper: ___________________________
  
- Address: ______________________________________

**Office Use Only**
- Data Entry ___________________________
  
- Date _______________________

**Equal Opportunity/Non-Discrimination Policy**
- It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admissions, 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 Colleges policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 69th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

- Declaration de política sobre equidad/antidiscriminación - La política publica de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo entre todas las personas sin discriminación por razón de raza, color, religión, sexo, edad, estado civil, origen nacional, raza, orientación sexual, discapacidad, o otros factores prohibidos por la política del colegio. Consultar con el Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 69th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.

**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.