LinkedIn® for Business: Basic

If Facebook® is the place to check in with family and friends, LinkedIn® is the place to network with customers, expand your business network, and job hunt. We'll cover the basics of LinkedIn® and learn the terminology, as well as how to get more out of LinkedIn®.

LinkedIn® account and login information required.

Keyword: LinkedIn

July 20
LIVE Online, Zoom
M Siefkes
1-4 p.m.
BSAD-6499-TCUA

$56

For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom. They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home.

Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.

Have an idea for a class that could be offered live online? Please submit your idea at https://bit.ly/scceonlinecourses.

Check out all classes offered at www.southeast.edu/FallsCityLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratFallsCity

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-427-2700 or 800-828-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is canceled or student drops (according to the refund policy), refunds will be issued to the student. 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.

FREE TRAINING

For information on financial assistance options, visit www.southeast.edu/cefinassist
**REGISTER ONLINE**

You must have an email account to register online.

2. **Search for your class** by entering a key word in the title or the course number. Click **Submit**. (Enter information in only one field for broader results.)
   - **Key Word Example:** Driver
   - **Course Number Example:** TRAN-3398
3. **Select the course** for which you wish to register. Click **Submit**.
4. Enter your **personal information**, **certify your identification** and click **Submit**.
   - *You must provide your Social Security Number.*
5. Optional: Enter your **Additional Registration Information** and click **Submit**.

*The College requires a student's Social Security number as a condition for enrollment online. A student's Social Security number information constitutes an "educational record" under FERPA.*

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**OR REGISTER BY MAIL, FAX OR IN PERSON**

**Registration Form - Non-Credit Course**

Complete this form with payment information and send via mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [www.southeast.edu/collegecatalog](http://www.southeast.edu/collegecatalog) for additional information.

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last Name: First Name: Middle Initial</th>
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<tbody>
<tr>
<td>Residence Mailing Address</td>
<td>City</td>
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<td>Email Address</td>
<td>Cell Phone</td>
<td>q home q Business Phone</td>
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<td>I identify as:</td>
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<td>q Nebraska Resident</td>
<td>q Non-Resident</td>
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<td>Ethnicity (select one):</td>
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<td>q Hispanic or Latino</td>
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<td>Race (Select one or more):</td>
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<td>q Asian</td>
<td>q American Indian/Alaska Native</td>
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<td>q Other</td>
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**COURSE NUMBER**

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<th>COURSE NUMBER</th>
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**SIGNATURE**

- **Check**
- **Cash**
- **Mastercard**
- **AMEX**
- **Discover**
- **VISA**
- **V Code**

Name as it appears on card: ________________________________
Exp. Date: __/___/____
CC #: ________________

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

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Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the course(s) enrolled; 2) that should I unofficially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit this form; 3) that I fully understand and acknowledge that a course withdrawal, cancellation, or drop by the student constitutes an "educational record" under FERPA; 4) that I have had the opportunity to provide the College with the most current Social Security number and legal name and that any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC 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. Requests concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE  68510, or jsoto@southeast.edu.