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

Introduction to Podcasting
If you are interested in podcasting as a marketing tool for you or your business, join us for this information-packed class. Discussion will include the mechanics behind the finished product (recording, editing, up/down loading, etc.), establishing an idea/approach, and boosting your brand with relevant content to drive your audience to subscribe.
NOTE: Class is live-streamed from York.
Keyword: Podcasting
Sept. 14
NE City, NCLC, 102
M Roush
6-9 p.m.
AREA-1405-NCFA
$39

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

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-3700 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 cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office. 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.

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/scceeonlinecourses.

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**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.

**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.

**Social Security Number OR SCC Student ID Number**

**Birth Date**

**Name: Last**

**State**

**City**

**Zip**

**County #**

**Residence Mailing Address**

**Ethnicity (select one):**

- Hispanic or Latino
- Not Hispanic or Latino

**Race (Select one or more):**

- White
- Asian
- Native Hawaiian/Other Pacific Islander
- Black/African-American
- American Indian/Alaska Native

**Additional Registration Information**

**Telephone Number Example:**

**COURSE NUMBER TITLE START DATE COST**

**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.

Would you like a receipt mailed to you?  
- Yes

- No

**TOTAL DUE**

**SCC Staff Tuition Waiver**

- Yes

- No

FOR OFFICE USE ONLY

ID# ____________________

DATE ____________________

DE ____________________

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 courses I select; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to the Office of Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as stated, and should any changes in SIA, legal name, address, residence, etc. occur, 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.

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[www.southeast.edu/continuing](http://www.southeast.edu/continuing)