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

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**

<table>
<thead>
<tr>
<th>Social Security Number OR SCC Student ID Number</th>
<th>Birth Date</th>
<th>Name: Last</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Residence Mailing Address**

**City**

**State**

**Zip**

**County #**

**Email Address**

**Cell Phone**

**Home**

**Business Phone**

**Ethnicity (select one):**

- Hispanic or Latino
- Not Hispanic or Latino

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

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

**COURSE NUMBER**

**TITLE**

**START DATE**

**COST**

$0.00

$0.00

$0.00

$0.00

**TOTAL DUE**

$0.00

**SCC Staff Tuition Waiver**

- [ ]

**FOR OFFICE USE ONLY**

- [ID#]__________________________

- [DE]__________________________

---

**Signature**

- [Check] [ ] [Cash] [ ] [Mastercard] [ ] [AMEX] [ ] [Discover] [ ] [VISA] [V Code]__________

Name as it appears on card: ____________________________

Exp. Date: __________/______

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**

$0.00

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Submit 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 listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit the completed withdrawal form; 3) that any changes in my personal information, enrollment status, residency status, etc. will be noted in the college’s records; 4) that I certify this information is correct as stated, and that any changes I make in this form will be noted in the college’s records; 5) that any changes in Social Security number, birth date, or any other information provided in this form, will be noted in the college’s records; and 6) any changes in my legal name, address, residency, etc. must follow the college’s 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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301 S. 68th St. Place, Lincoln, NE 68510

402-437-2700 • 800-828-0072 • FAX 402-437-2703

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