few keys. The robots being used are from Double Robot.

The robots are operated by the student via a computer using a software suite to learn and apply basic features of Word, Excel, Access, and PowerPoint through the creation of various projects.

Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., Jan. 12-May 6 8-9:20 a.m.
WHLC, Room 102 Ganic BSAD-1010-WH02

Introduction to Business
An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., Jan. 12-May 6 9:30-10:50 a.m.
WHLC, Room 102 Baillie BSAD-1050-WH02

Business Law I
Introduction to the history and origin of the legal system. All facets of the course are related to business including ethics, the Constitution, crimes, contracts, common law and sales, dispute settlements, torts employment and agency.

Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., Jan. 12-May 6 1-2:20 p.m.
WHLC, Room 102 Kohn BSAD-1090-WH02

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.

Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., Jan. 12-May 6 9:30-10:50 a.m.
WHLC, Room TBA Whitney ENGL-1010-WH14

Basic Nutrition
The study of nutrients, digestion, absorption, metabolism, fitness, consumer concerns, food safety, nutrition throughout the life cycle, including cultural influences on food selection. Nutrition in relation to disease and world hunger is explored.

Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., Jan. 12-May 6 1-2:20 p.m.
WHLC, Room TBA Oerman FSDT-1350-WH06

Beginning Algebra
Prerequisite: A grade of "C" or higher in MATH-0900 or a grade of "B" or higher in MATH-0903 or appropriate score on the math placement test. Study of operations with integers, solve linear equations and inequalities, solve systems of linear equations, solve linear absolute value equations and inequalities, write equations and inequalities, solve linear absolute value equations and inequalities, write equations and inequalities, solve systems of equations, the Laws of Exponents, and operations with polynomials.

Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., Jan. 12-May 6 2:30-3:50 p.m.
WHLC, Room TBA Mejia MATH-0950-WH07

For more information or to register, contact Diana Kerwin-Kubr, Coordinator, at 800-828-0072, ext. 5581, or dkerwin-kubr@southeast.edu.
Spring 2021 Semester

MATH-1100
Intermediate Algebra
Pre-requisite: 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)
Cost: NE Resident: $333/Non-Resident: $396

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

MATH-1100
Intermediate Algebra
Pre-requisite: 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)
Cost: NE Resident: $333/Non-Resident: $396

8-Week Session

HLTH-1150
Nursing Assistant (Hybrid)
Pre-requisite: 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 vcoffin@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

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 www.sccbookstore.com.

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 dates and refund calculations:

• Students who drop a course are subject to a refund based on the drop date.
• Refund checks are mailed to the student’s current address and usually take 3 to 4 weeks.
• 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.

SPRING 2021 DATES

Semester Dates .................. Jan. 11-May 6
Last day to add your name to a waitlist/
Final Waitlist registration notices emailed ...................... Jan. 11
Waitlists are closed .................... Jan. 12
Last day to register online .................... Jan. 12
Instructor signature required for adds .. Jan. 13
Last day to add classes .................... Jan 15
College closed .............................. Jan 18
Graduation Application deadline ........ Feb. 5
Graduation (check dates/details online at www.southeast.edu/calendar)

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

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>Credit Hours</th>
<th>Begin Time</th>
<th>End Time</th>
<th>Room</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1120</td>
<td>3</td>
<td>8 a.m.</td>
<td>9:20</td>
<td>T-5</td>
<td>T / R</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**

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**Equal Opportunity/Nondiscrimination 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, ethnicity, 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 68510, 402-323-3412, FAX 402-323-3402, or jsoto@southeast.edu.

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**Declaración de política sobre equidad/antidiscriminación**

La política pública de Southeast Community College es de proveer equidad, y prohíbe 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, etnia, condición de veteranos, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Gobierno. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3402, o jsoto@southeast.edu.