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.

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>0 %</td>
</tr>
<tr>
<td>10.1 and over</td>
<td>100 %</td>
</tr>
</tbody>
</table>

The drop date will be the date you provide an “Official Drop/Add Form” to the Registration & Records office or drop the class online.

All days are included in the computation, including Saturdays, Sundays, holidays, and week days. Students are entitled to a refund based on the Refund Table for Credit Classes.

Drop/Withdraw from a Credit Class
Students who receive federal financial aid are subject to federal refund calculations.

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
Summer 2021 Courses

5-Week Session

BSAD-1010
Microsoft Applications I (Hybrid)
Prerequisite: Keyboarding skills and prior computer experience recommended
Use of an internet browser to work with electronic mail and cloud computing. Use of the Windows operating system and File Explorer to manage folders and files. Use of the Microsoft Office software suite to learn and apply basic features of Word, Excel, Access, and PowerPoint through the creation of various projects.

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.-Thurs., May 24-June 24 8-9:25 a.m. Computer Lab Christensen BSAD-1010-HBFC4

BSAD-1050
Intro to Business (Hybrid)
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.

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.-Thurs., May 24-June 24 8-9:25 a.m. Computer Lab Christensen BSAD-1050-HBFC4

10-Week Session

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., May 25-July 29 8-9:50 a.m. Room 101 Whitney ENGL-1010-FC03

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 402-437-2707 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
Mon. & Wed., May 24-July 28 8:30 a.m.-12:30 p.m. Room 102 Coffin HLTH-1150-HBFC8

MATH-1100
Intermediate Algebra
Prerequisite: 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
Tues. & Thurs., May 25-July 29 8-9:50 a.m. Room TBA Vollenweider MATH-1100-FC01

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

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

All classes are held at the Learning Center at Falls City
3200 Bill Schock Blvd.
Falls City, NE
**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>ENGL 1120</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:** 20
- **TERM:** 21
- **CHECK ONE:**
  -   [ ] Fall
  -   [ ] Spring
  -   [ ] Summer

**NEWTSPAPER RELEASE**

- **Hometown Newspaper:**
- **Address:**
- **Signature:**
- **Date:**

**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.

**White - Registration & Records Office**

**Yellow - Student Copy**

**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, 402-323-3413, FAX 402-323-3420, or jsoto@southeast.edu.**

**Declaración de política sobre equidad/antidiscriminación - La política de Southeast Community College es de proveer igualdad, y prohíbe la 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 Colegio. 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 68 Street Place, Lincoln, NE 68510, 402-323-3413, FAX 402-323-3420, o jsoto@southeast.edu.**

**A0029 (07/23/19)**