# 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 1 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

### 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.

\[
\text{Refund} = \frac{\text{(Drop date) - (Course start date)}}{\text{(Course end date) - (Course start date)}} \times 100
\]

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.

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

- Student activity fees are refundable only during the tuition refund period.
- Refunds are based on the date the Official Drop Form is submitted to the Registration & Records office.
- Refunds will not be granted after deadlines have passed.
- 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.

### 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

8-Week Session

FSDT-1350
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.
(3.0 semester credits) A *
Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., May 25-July 15 11 a.m.-12:20 p.m. Room 102 Rethmeier FSDT-1350-HN81

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) A *
Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., May 25-July 29 8-9:50 a.m. Room 101 Whitney ENGL-1010-HN03

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) A *
Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., May 25-July 29 Noon-1:50 p.m. Room 101 Paul PSYC-1810-HN01

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) A *
Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., May 25-July 29 8-9:50 a.m. Room 101 Whitney ENGL-1010-HN03

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) A *
Cost: NE Resident: $333/Non-Resident: $396
Tues. & Thurs., May 25-July 29 Noon-1:50 p.m. Room 101 Paul PSYC-1810-HN01

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 402-437-2552 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
May 24-July 28 (Hybrid)
Lab/Clinical Location: Room 102
Lab/Clinical Schedule: Mon. & Wed. from 8:30 a.m.-12:30 p.m. HLTH-1150-HBHN8

All classes are held at the Learning Center at Hebron
610 Jefferson Ave.
Hebron, NE

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

= Associate of Arts Degree
= General Education Requirement

For more information or to register, contact
Crystal Fangmeier, Coordinator, at 800-828-0072, ext. 5591, or cfangmeier@southeast.edu.

Find us on Facebook at www.facebook.com/SCCLearningCenteratHebron
### 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>
<th>LAST DAY to Drop With Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111201</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>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS**

**Declaración de política sobre equidad/antidiscriminación**

La política de SouthEast Community College es de proveer equidad, y prohibir 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 veterano, 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. 68th Street Place, Lincoln, NE 68510, 402-323-3413, fax 402-323-3420; or jsoto@southeast.edu.

**Student Signature**

**Date**

**Program Director/Advisor 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.

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**CHECK ONE:**

- [ ] Beatrice Campus • Fax 402-228-8935
- [ ] Lincoln Campus • Fax 402-437-2402
- [ ] Milford Campus • Fax 402-761-2324

**TERM**

- **Year:** 2021
- **Term:** [ ] Fall [ ] Spring [ ] Summer

**NEWSPAPER RELEASE**

- **Hometown Newspaper:**
  - [ ] ______________
- **Address:**
  - [ ] ______________

**OFFICE USE ONLY**

- **Data Entry:** __________________
- **Date:** _______________________

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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, 402-323-3413, fax 402-323-3420; or jsoto@southeast.edu.

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**Student**

**Signature**

**Date**

**White** - Registration & Records Office

**Yellow** - Student Copy

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**Student**

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**Program Director/Advisor Signature**

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