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: $342/Non-Resident: $405
Wed., Aug. 25-Dec. 15 5:30-6:50 p.m.
York, YKLC, Room J Jardening BSAD-1010-HBYK2

BSAD-1050
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: $342/Non-Resident: $405
(3.0 semester credits)

BSAD-2310 Business Ethics
Prerequisite: Writing/English Competency recommended
This course explores the challenging world of business ethics. By examining issues and scenarios that relate directly to the work environment, students can develop a clearer sense of how their corporate and personal code of ethics relates to operational decisions made on a daily basis. In addition, the course will allow students to examine their individual ethical standards and how those standards influence personal and work decisions.
Cost: NE Resident: $342/Non-Resident: $405
Mon. & Wed. & Fri., Aug. 23-Dec. 17 11-11:50 a.m.
York, YKLC, Room J ENGL-1010-YK14

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: $342/Non-Resident: $405
Mon., Wed. & Fri., Aug. 23-Dec. 17 11-11:50 a.m.
York, YKLC, Room J ENGL-1010-YK14

ENGL-1020 English Composition II
A grade of “C” or higher in ENGL-1010 Students will read and analyze various texts and respond with research-based argumentative essays that demonstrate information literacy, critical-reading, and source integration. A significant research project is required.
(3.0 semester credits)
Cost: NE Resident: $342/Non-Resident: $405
Tues. & Thurs., Aug. 24-Dec. 16 1-2:20 p.m.
York, YKLC, Room K ENGL-1020-YK04

FSDT-1350
Basic Nutrition (Hybrid)
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.
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: $342/Non-Resident: $405
Mon. & Wed., Aug. 23-Dec. 15 1-1:50 p.m.
York, YKLC, Room J Partch FSDT-1350-HBYK1

For more information or to register, us at 800-828-0072, ext. 3634, or hhultgrien@southeast.edu.
HIST-2010  
**American History I—Early America**  
A survey of American history from the Age of Discovery through the Civil War and Reconstruction. Emphasis is on the political, economic, cultural, social, and technological issues that arise in the development of the American nation.  
(3.0 semester credits)  
**Cost:** NE Resident: $342/Non-Resident: $405  
**Mon., Wed. & Fri., Aug. 24-Dec. 17 Noon-12:50 p.m.**  
York, YKLC, Room J  
Davis  
**HIST-2010-YK05**  

SOCI-1010  
**Introduction to Sociology**  
Introduction to the basic principles of sociology, including the study of sociological research, theoretical perspectives, culture, socialization, social structure, social institutions, deviance, inequalities of class, race/ethnicity, gender, and age, as well as stratification, demography, and population.  
(3.0 semester credits)  
**Cost:** NE Resident: $342/Non-Resident: $405  
**Tues. & Thurs., Aug. 24-Dec. 16 1-2:20 p.m.**  
York, YKLC, Room J  
Mabeya  
**SOCI-1010-YK08**

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**8-Week Session**

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](http://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 402-427-2707 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](http://www.sccbookstore.com).  
(4.0 semester credits)  
**Cost:** NE Resident: $456/Non-Resident: $540  
**Mon., Wed. & Thurs., Aug. 23-Oct. 14 6-9:30 p.m.**  
Milford, ETC, Room 224  
**HLTH-1150-HBM80**  
**Mon. & Wed., Oct. 14-Dec. 15 8 a.m.-1 p.m.**  
Milford, ETC, Room 224  
**HLTH-1150-HBYK8**

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**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](http://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.

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**Refund Table (FOR CREDIT CLASSES)**  
% elapsed ..... % of refund  
0.0 – 0.9 ...... 100  
1.0 and over ...... 0

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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.

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For all credit classes, books can be ordered through the SCC Campus Store at [www.sccbookstore.com](http://www.sccbookstore.com)

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**Fall 2021 Dates**

**Semester Dates .................. Aug. 23-Dec. 17**  
Last day to add your name to a waitlist/ Final Waitlist registration notices emailed .................. Aug. 23  
First 5-week classes begin .................. Aug. 23  
First 8-week classes begin .................. Aug. 23  
Waitlists are closed .................. Aug. 24  
Last day to register online .................. Aug. 24  
Instructor signature required for adds.Aug. 25  
Last day to add classes ........................ Aug. 27  
Graduation Application deadline ........... Sept. 17  
Graduation (check dates/details online at [www.southeast.edu/calendar](http://www.southeast.edu/calendar))
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>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 110</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**

[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 courses, 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.]

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

Declaración de política sobre equidad/antidiscriminación - La política publica 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, raza, condición de veteranos, orientación sexual, incapacidad, u otros factores prohibidos por ley o la política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse al Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, Fax 402-323-3420, o jsoto@southeast.edu.

**OFFICE USE ONLY**

Data Entry ____________________

Date _______________________

**CHECK ONE:**

- [ ] Beatrice Campus • Fax 402-422-8935
- [ ] Lincoln Campus • Fax 402-437-2402
- [ ] Milford Campus • Fax 402-761-2324

**TERM**

Year: 20 __________

- [X] Fall ☐ Spring ☐ Summer

☐ Yes, I am Declared (list program of study)

**NEWSPAPER RELEASE**

Hometown Newspaper: ____________________________

Address: ______________________________________