**Registration Form - Non-Credit Course**

**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/studenthandbook or jsoto@southeast.edu for additional information.

Submission of 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 my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 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 Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admissions, 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 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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**COURSE NUMBER**

**TITLE**

**START DATE**

**COST**

**Would you like a receipt mailed to you?**

- **Yes**
- **No**

**SCC Staff Tuition Waiver**

- **I**

**TOTAL DUE**

**FOR OFFICE USE ONLY**

- **ID#**
- **DE**

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**Location Key**

Beatrice, KEN ............. Southeast Community College, Beatrice Campus

Kennedy Center, 4771 W. Scott Road

For more information, contact us at 800-828-0072 or continuinged@southeast.edu

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**Electrical Fundamentals**

This three-day seminar covers electrical fundamentals from a troubleshooting perspective. Learn what to expect in operational series, parallel and combination circuits through measuring voltage, resistance and current flow with digital multimeters. Topics include electrical terminology, Ohm’s Law, schematic reading, components, wiring, and safe work practices.

(2.4 CEUs) To help develop and retain skills, 50% of the time is hands-on using custom training consoles. **Gap Assistance is available for those who qualify.** For more information, visit www.southeast.edu/gap. SCC staff tuition waiver doesn't apply.

**Keyword: Electrical**

Oct. 5-7  
Beatrice, KEN, 334  
Aden  
Registration Deadline: Sept. 28  
ELEC-6075-BEFA  
$629

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**Check out all classes offered at www.southeast.edu/BeatriceCE**

**Find us on Facebook** at www.facebook.com/SCCNebCE

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**Registration Deadline: Sept. 28**
Register Online for SCC Continuing Education Classes

You must have an email account to register online.


2. **Search for your class** by entering either 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**.

6. If you want to register for additional classes, select **Search for more classes** under “Choose one of the following.” If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.

7. Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number**, **SCC User ID** and **password**. **Print** this page for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

* The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.