BSAD-1010 Microsoft Applications I  
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.  
(3.0 semester credits)  
Cost: NE Resident: $342/Non-Resident: $405  
Mon., Wed. & Fri., Jan. 10-May 4  
10-10:50 a.m.  
Room TBA  
Fiala  
BSAD-1010-FC08

BSAD-1090 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.  
(3.0 semester credits)  
Cost: NE Resident: $342/Non-Resident: $405  
Mon., Wed. & Fri., Jan. 10-May 4  
9-9:50 a.m.  
Room TBA  
BSAD-1090-FC01

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., Jan. 10-May 4  
10-10:50 a.m.  
Room 101  
Johnson  
ENGL-1010-FC16

HIST-2020 American History II—Late America  
A survey of American history from the end of the Civil War era to the present. Emphasis is on the political, economic, cultural, social, and technological issues that arise in America’s development as a global power.  
(3.0 semester credits)  
Cost: NE Resident: $342/Non-Resident: $405  
Mon., Wed. & Fri., Jan. 10-May 4  
4-5:20 p.m.  
Room TBA  
Davis  
HIST-2020-FC03

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. Course meets using Zoom. You will need access to internet-connected computer, webcam, headphones, and microphone. (3.0 semester credits)  
Cost: NE Resident: $342/Non-Resident: $405  
Mon., Wed. & Fri., Jan. 10-May 4  
12:30-1:50 p.m.  
Room TBA  
Vulgamott  
MATH-1100-WBFC1

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: $342/Non-Resident: $405  
Mon., Wed. & Fri., Jan. 10-May 4  
9-9:50 a.m.  
Room TBA  
PSYC-1810-FC09

All classes are held at the Learning Center at Falls City  
3200 Bill Schock Blvd., Falls City, NE

Are you needing to complete pre-requisite classes to be admitted to a program in the SCC Health division?  
Are you a high school student who would like to complete college General Education credit classes?

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

Find us on Facebook® at www.facebook.com/SCCLearningCenteratFallsCity
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.

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., Jan. 10-May 4
Noon-12:50 p.m. Room TBA
Bock SOCI-1010-HBFC6

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: $456/Non-Resident: $540
Tues. & Thurs., Jan. 11-March 3
4:30-9:30 p.m. Room 101
HLTH-1150-HBFC8

All classes are held at the Learning Center at Falls City 3200 Bill Schock Blvd. Falls City, NE

SPRING 2022 DATES
Semester Dates ................................................................. Jan. 10-May 5
Last day to add your name to a waitlist/Final Waitlist registration notices emailed .................................................................................. Jan. 10
First 5-week classes begin ..................................................................... Jan. 10
First 8-week classes begin ..................................................................... Jan. 10
Waitlists are closed ................................................................................ Jan. 11
Last day to register online ..................................................................... Jan. 11
Instructor signature required for adds ..................................................... Jan. 12
Last day to add classes ........................................................................ Jan. 14
College closed ....................................................................................... Jan. 17
Graduation Application deadline ............................................................ Feb. 4
Graduation (check dates/details online at www.southeast.edu/calendar)
REGISTRATION INSTRUCTIONS

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.
   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.
   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. 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.

   1. Online
   2. Complete the Official Credit Registration Form
   3. Sign your registration form.

   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 Table (FOR CREDIT CLASSES)
% elapsed........% of refund
0.0 - 10.0........100
10.1 and over......0

   • 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 and 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

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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 Without Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1120L81</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>

**Day designations when class meets:**
- M = Monday, T = Tuesday,
- W = Wednesday
- R = Thursday, F = Friday
- S = Saturday, U = Sunday
- (T R means class meets Tuesday AND Thursday)

**OFFICE USE ONLY**

Data Entry __________________
Date _______________________

**Equal Opportunity/Non-Discrimination 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, SACC Area Office, 3015 68th Street Place, Lincoln, NE 68510, 402-323-3423, FAX 402-323-3400, or jsoto@southeast.edu.

**Declaración de política sobre equidad/antidiscriminación** - La política publica de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos aspectos referentes a la admisión, participación, y empleo contra toda persona por motivos de raza, color, religión, sexo, edad, estado civil, origen nacional, raza, condición de discapacidad, orientación sexual, incipacia, o otro factor protegido por la ley o política del Colegio. Consultar la política sobre equidad antdiscriminación de Southeast Community College debe dirigirse a: Vice President for Access/Equity/Diversity, SACC Area Office, 3015 68th Street Place, Lincoln, NE 68510, 402-323-3423, FAX 402-323-3400, o jsoto@southeast.edu.

**CHECK ONE:**
- Beatrice Campus • Fax 402-228-8935
- Lincoln Campus • Fax 402-437-2402
- Milford Campus • Fax 402-761-2324

**Term**

Year: 20___
- Fall  ___
- Spring ___
- Summer  ___

**Newspaper Release**

Hometown Newspaper:

Address:

**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.