For more information or to register, contact Vicki Northrop, Coordinator, at 800-828-0072, ext. 3634, or vnorthrop@southeast.edu.
**SOCI-1010 Introduction to Sociology (Hybrid)**

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.  York, YKLC, Room J  Bock  SOCI-1010-HBYK6

**SPCH-1110 Public Speaking**

This course will enable students to master the skills required of speaking in today’s workplace and society. This course will focus on the organization, preparation, research, and evidence needed for a presentation that is tailored to fit the audience. This course also will enhance the students’ listening skills which will assist them in everyday situations.  

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Cost: NE Resident: $342/Non-Resident: $405  
Mon. & Wed., Jan. 10-May 4  3-4:20 p.m.  York, YKLC, Room J  Zetocha  SOCI-1010-YK07

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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 courses, 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 Vichi 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  
Mon., Wed. & Thurs., Jan. 10-March 3  6-9:30 p.m.  Milford, ETC, Room 224  HLTH-1150-HBM80  
Mon., Tues. & Thurs., March 7-May 3  6-9:30 p.m.  York, YGH  HLTH-1150-HBYK8

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**SPRING 2022 DATES**

**Semester Dates ................. Jan. 10–May 5**

First 8-week classes begin .......... Jan. 10  
First 5-week classes begin .......... Jan. 10  
Waitlists are closed ................. Jan. 11  
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)

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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.

**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.

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.

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

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**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.
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>E1L120L81</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**

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**LEGAL NAME:** Last First Middle

**SSC ID Number**

**FORMER NAME:**

**E-MAIL ADDRESS:** (required for students on class waitlists)

**SOCIAL SECURITY NUMBER**

**LOCAL / PREFERRED MAILING ADDRESS:** City State Zip County

**BIRTH DATE:**

**CELL PHONE:**

**HOME PHONE:**

**BUSINESS PHONE:**

**RESIDENT OF NEBRASKA**

**NON-RESIDENT**

**VETERAN OR DEPENDENT UTILIZING MILITARY BENEFITS**

**I identify as:**

- Male
- Female

**ETHNICITY (SELECT ONE):**

- Hispanic or Latino
- Not Hispanic or Latino

**RACE (SELECT ONE OR MORE):**

- Black or African American
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native
- Asian
- White

**HIGH SCHOOL ATTENDED / GED:**

**HOMETOWN:**

**NEWSPAPER:**

**HOMETOWN NEWSPAPER:**

**ADDRESS:**

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**TERM**

- **Year:** 2022
  - **Fall**
  - **Spring**
  - **Summer**

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**NOTE:**

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

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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, 402-323-3412, FAX 402-323-3420, or jausto@southeast.edu.

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**DECLARACIÓN DE POLÍTICA SOBRE IGUALDAD/ANTIDISCRIMINACIÓN:**

- La política pública de Southeast Community College es de proveer igualdad y prohibir discriminación, en todos los 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 la ley o la política del Colegio.

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**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.

**Student Signature**

**Date**

**Program Director/Advisor Signature**

**Date**