Building Your Applicant Pool

Business is booming, and you need more employees. You see two or three applications come through but you have six or seven positions to fill. Leave class with a toolbox of methods, techniques and tips to increase your applicant pool for ongoing hiring.

Strengths at Work: LinkedIn Lunch Workshops

It’s no secret that LinkedIn is the top professional social networking site with 174 million users in the U.S. Expand your career opportunities by establishing your professional online presence using LinkedIn. This virtual workshop series will show you how to create a marketable profile to increase your professional network and get you noticed!

Check out all classes offered at www.southeast.edu/YorkLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratYork

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/collegecatalog for additional information.

COURSE NUMBER TITLE START DATE COST

Signature

Would you like a receipt mailed to you? □ Yes □ No

SCC Staff Tuition Waiver ( )

TOTAL DUE

FOR OFFICE USE ONLY

ID# DE
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.*