Southeast Community College
LEARNING CENTER AT HEBRON

Fall 2023 Semester Credit Classes

Hybrid Courses Available

Are you thinking of starting college?

Are you needing to complete General Education classes for an SCC program or at another college?

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?

Credit classes are delivered via technology to the Learning Center classrooms. Students are able to participate in the class like any student in the originating classroom. Each class offered at the Learning Centers meets the requirement at SCC for general education classes for an Associate degree and/or a prerequisite class for a Health program. Check with your academic advisor on your degree plan.

Do you want to take a credit class that isn't scheduled for your Learning Center?

SCC received a USDA rural development grant which included robots. The robots enable students in the Learning Center service area to attend class on one of the SCC campuses via robot. The student would initially be in the Learning Center to operate the robot, which would be driven from its campus home to the class. The robot is operated by the student via a computer using a few keys. The robots being used are from Double Robot.

southeast.edu/HebronLC

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: $363/Non-Resident: $426

| **Wed., Aug. 23-Dec. 13** | | 5:30-6:50 p.m. |
| Room 102 | Fiala | BSAD-1010-HBHN2 |

COMM-1090 Fundamentals of Human Communication

This course provides theory and practice in relational communication (including self-awareness, perception, verbal and nonverbal communication, listening, communication and diversity, relationships, and conflict management), small group communication (including leadership and group dynamics), and public communication (including audience analysis and adaptation, research and organizational skills, outlining, presentation skills, and designing and using presentation aids effectively).

(3.0 semester credits) Students will perform at least three research-based oral presentations before an audience.

Cost: NE Resident: $363/Non-Resident: $426

| **Tues., Aug. 22-Dec. 12** | | 6-8:25 p.m. |
| Room 101 | Blok | COMM-1090-HN06 |

EMTL-1305 EMT-Emergency Medical Technician (Hybrid)

Prerequisite: Must be at least 16 years of age

This interactive course is designed to teach the foundational aspects of emergency medical care required for an EMT, including airway management, patient communication, trauma and medical patient assessment, and care for all sick and injured patient populations. 12-lead ECG placement, hazardous material awareness and major incident operations also will be discussed.

At the successful conclusion of this course student will be eligible to sit for the National Registry Exam leading to EMT certification and state licensure. Lab is concurrent with lecture.

Lecture (Online)

Must sign up for one online lecture section and the lab section. (8.0 semester credits)

Cost: NE Resident: $936/Non-Resident: $1,104

| Aug. 21-Dec. 15 | Fuehring | EMTL-1305-WB03 |

Lab (Face-to-Face)

Lab is concurrent with lecture. (0.0 semester credits)

Sat., Aug. 26, Sept. 9, 23, 30, Oct. 7, 21, Nov. 4, 18, & Dec. 2

| 8 a.m.-4:55 p.m. | Room 101 | Lottman |
| | | EMTL-1305L-HN01 |

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: $363/Non-Resident: $426

| **Tues. & Thurs., Aug. 22-Dec. 14** | | 9:30-10:50 a.m. |
| Room 101 | Wortmann | ENGL-1010-HN10 |

All classes are held at the
Learning Center at Hebron, 610 Jefferson Ave., Hebron, NE

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

ENTR-1050 Intro to Entrepreneurship (Hybrid)

The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

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: $363/Non-Resident: $426

Wed., Aug. 23-Dec. 13		5:30-6:50 p.m.
Room 101	Baillie	ENTR-1050-HBHN1

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 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 sccbookstore.com. (3.5 semester credits)*

Cost: NE Resident: $423.50/Non-Resident: $497

Mon.-Thurs., Aug. 21-Dec. 14		1:20-3:20 p.m.
Room TBA	Carroll	HLTH-1150-HBHN9
Tues. & Thurs., Aug. 22-Oct. 12		4:30-8:55 p.m.
Room 102	Carroll	HLTH-1150-HBHN8

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: $363/Non-Resident: $426

Mon., Wed. & Fri., Aug. 21-Dec. 15		11-11:50 a.m.
Room 102	Paul	PSYC-1810-HN03

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: $363/Non-Resident: $426

Tues. & Thurs., Aug. 22-Dec. 14		1-2:20 p.m.
Room 101	Mabeya	SOCI-1010-HN32

SOCI-2150 Issues of Unity & Diversity

This course will help students increase awareness and sensitivity of commonalities and differences among people and acquire knowledge of minority group issues and challenges. The course will prepare students to more critically, actively, and effectively participate in an increasingly diverse and global society.

(3.0 semester credits)

Cost: NE Resident: $363/Non-Resident: $426

Tues. & Thurs., Aug. 22-Dec. 14		9:30-10:50 a.m.
Room 104	Christensen-Nader	SOCI-2150-HN01

For more information or to register, contact Wendy Friesen, Coordinator, at 800-828-0072, ext. 5591, or wfriesen@southeast.edu.

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 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.

$$\frac{(DROP\ DATE) - (COURSE\ START\ DATE)}{(COURSE\ END\ DATE) - (COURSE\ START\ DATE)} = \%\ ELAPSED$$

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.

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 & 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

southeast.edu/registrationandrecords

Southeast
COMMUNITY COLLEGE

REGISTRATION FORM
CREDIT COURSES

PLEASE PRINT CLEARLY

✓CHECK ONE:

☐ Beatrice Campus • Fax 402-228-8935
☐ Lincoln Campus • Fax 402-437-2402
☐ Milford Campus • Fax 402-761-2324

Legal Name: Last	First	Middle	SCC ID Number
Former Name:	E-mail Address: (required for students on class waitlists)		Social Security Number

Local / Preferred Mailing Address:	City	State	Zip	County
Permanent Address:	City	State	Zip	County

TERM

Year: 20 **23** ____

☒ Fall ☐ Spring ☐ Summer

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

_____

Birth Date: __ / __ / __

I identify as: ☐ Male ☐ Female

Ethnicity (select one):
☐ Hispanic or Latino
☐ Not Hispanic or Latino

Race (select one or more):
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

Cell Phone: ___ Home Phone: ___ Business Phone: ___

Veteran or Dependent Utilizing Military Benefits ☐ Yes ☐ No
Resident of Nebraska ☐ Non-Resident ☐

NEWSPAPER RELEASE

Hometown Newspaper:
_____

Address:
_____

_____

High School Attended / GED®:	City	State	Start Date (mo/year)	Graduation Date (mo/year)
College Attended Post High School:	City	State	Start Date (mo/year)	End Date (mo/year)

CREDIT COURSES

Course Number	Course Title	Credit Hours	Begin Time	End Time	Room	Days	LAST DAY to Drop With Refund
E N G L 1 1 2 0 L N 8 1	ENGLISH BASICS (sample only)	3	8 a.m.	9:20	T-5	T / R	

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)

OFFICE USE ONLY

Data Entry _____

Date _____

☐ TOTAL CREDIT HOURS

Student Signature _____ Date _____ Program Director/Advisor Signature _____

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.

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 prohíbe 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, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: 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.