

### 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.

# Summer 2023 Credit Courses

## BSAD-1050 Introduction to Business

An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

**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: \$351/Non-Resident: \$414

### Mon.-Thurs., June 26-July 27

8-9:25 a.m. Room 102  
Reiter BSAD-1050-HBHN2

## 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: \$351/Non-Resident: \$414

### Mon., Wed. & Fri., May 22-July 28

Noon-1:20 p.m. Room 101  
Gildow ENGL-1010-HN03

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

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

## 5-WEEK SESSION

Session Dates..... June 26-July 28

Last day to add your name to a waitlist/final waitlist registration notices emailed ..... June 27  
Last day to register online ..... June 27  
Waitlists are closed ..... June 28  
Instructor signature required for adds ..... June 30  
Last day to add classes ..... July 1  
Graduation Application deadline ..... June 9

## 10-WEEK SESSION

Session Dates..... May 22-July 28

Last day to add your name to a waitlist/final waitlist registration notices emailed ..... May 23  
Last day to register online ..... May 23  
Waitlists are closed ..... May 24  
Instructor signature required for adds ..... May 26  
Last day to add classes ..... May 27  
Graduation Application deadline ..... June 9

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

Find us on Facebook® at **facebook.com/SCCLearningCenteratHebron**



# REGISTRATION INSTRUCTIONS

## Two Ways to Register

### 1. Online

- Log into thehub.southeast.edu
- 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>.
- Select "Student Registration"
- Under the Registration section, select "Register for Sections"
- 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."
- 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.
- 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.

- 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.
- 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."
- SIGNATURE - Please sign the registration form.
- Advisor's signature is required if prerequisite coursework has not been met.
- If your employer is paying for your courses, please see the cashier.
- 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.
- Tuition and fees are due on or before the first day of class unless noted.
- 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

### 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](http://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.

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

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 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

[southeast.edu/registrationandrecords](http://southeast.edu/registrationandrecords)



**CHECK ONE:**

[illegible]

**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	
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**Signature**

Date \_\_\_\_\_

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1. My information is complete and I am accountable for the tuition and fees and subject to a grade in the courses listed;

3. I understand tuition charges and refund policies are published in the College Catalog.

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 Southern 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 Southern Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Disability, SCC Area 3, 501 S. 68th Street, Lincoln, NE 68505. (402) 733-2442; FAX: (402) 373-3420; or 301 S. 68th Street, Suite 100.

**Declaración de política sobre equidad/antidiscriminación** La política pública de Southeast Community College es de proveer equidad y prohibir la 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, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/ Diversity, 333 State Street, 301 S 68 Street Plaza, Lincoln, NE 68510, 402-373-3611, FAX: 402-373-3420, [olishko@secc.edu](mailto:olishko@secc.edu).

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A0029 (07/23/19)