Southeast Community College
LEARNING CENTER AT YORK

Summer 2023
Credit Courses

5-WEEK SESSION

Session Dates...............May 22-June 23
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

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.

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., May 22-June 22
  8-9:25 a.m.   Room TBA
  Ahrens   BSAD-1010-HBYK1

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: $351/Non-Resident: $414

Tues. & Thurs., May 23-June 22
  11 a.m.-12:25 p.m.   Room TBA
  Mabeya   SOCI-1010-HBYK4

**All classes are held at the
Learning Center at York
401 N. Lincoln Ave., York, NE**

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

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 1 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

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 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

southeast.edu/**YorkLC**

Southeast COMMUNITY COLLEGE

REGISTRATION FORM CREDIT COURSES

✓CHECK ONE:

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

TERM

Year: 20 **23**

☐ Fall   ☐ Spring   ☒ Summer

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

NEWSPAPER RELEASE

Hometown Newspaper:

Address:

PLEASE PRINT CLEARLY

| 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 |

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

☐ Veteran or Dependent Utilizing Military Benefits

☐ Yes ☐ No Resident of Nebraska

☐ Non-Resident

Cell Phone:

Home Phone:

Business Phone:

| 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)

TOTAL CREDIT HOURS

OFFICE USE ONLY

Data Entry _____

Date _____

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.

White - Registration & Records Office   **Yellow** - Student Copy

A0029 (07/23/19)