

REGISTERING ONLINE FOR SCC CONTINUING EDUCATION CLASSES

You must have an email account to register online.

1. Go to www.southeast.edu/continuing.
2. Click the **Register Today** button.
3. Select the **Continuing Education** gold bar.
4. Click the **Register and Pay for Continuing Education Classes** link.
5. **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*
6. **Select the course** for which you wish to register. Click **Submit**.
7. Enter your **personal information, certify your identification** and click **Submit**.
* You must provide your Social Security Number.
8. *Optional:* Enter your **Additional Registration Information** and click **Submit** or bypass the additional information and click **Submit**.
9. 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**.
10. 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**. You also will receive an email with this same information 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.