### 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.

### **Summer 2024 Credit Courses**

### 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

Mon.-Thurs., May 28-June 27

8-9:25 a.m. Room 101 Reiter BSAD-1010-HBPL4

### **SOCI-1010 Introduction to Sociology (Hybrid)**

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: \$363/Non-Resident: \$426

**Tues. & Thurs., May 28-June 27**11 a.m.-12:25 p.m. Room 101
Mabeya SOCI-1010-HBPL4

All classes are held at the Learning Center at Plattsmouth 537 Main St., Plattsmouth, NE

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

sccbookstore.com

### **1ST 5-WEEK CLASSES**

Session Dates..... May 28-June 28

Last day to add your name to a waitlist/final waitlist registration

notices emailed ......May 30

Waitlists are closed......May 31

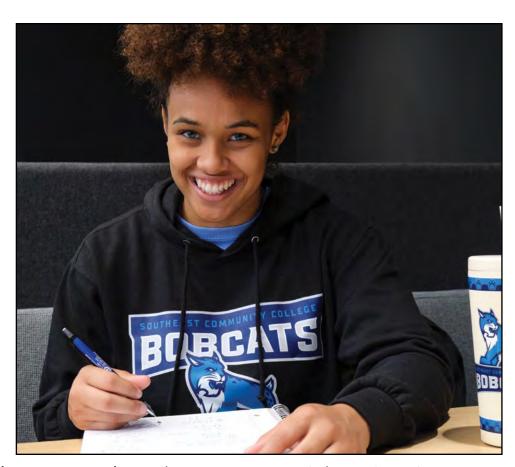
Last day to register online:

2nd day from start date of class

Instructor signature required for adds: 3rd-5th day from start date of class

Academic Dean/Assoc. Dean approal to add class late: 6th day & beyond from start date of class

Graduation Application deadline .....June 14



For more information or to register, contact Lyn Belitz, Coordinator, at 402-437-2298 or lbelitz@southeast.edu.

### **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 Self Service in the Quicklinks menu
- d. Click Student Planning
- e. Click View Your Progress
- f. Verify the correct program of study is selected or use the arrow buttons to locate your program of study
- g. Scroll to the requirements section to view the requirements listed for your program of study
- h. Use the Status column to determine which courses are completed, in progress, planned, or not started
- Click the blue course name to review course catalog information
- j. Use the **Filter Results** on the left navigation to narrow results to the appropriate location, term, etc.
- k. Click View Available Sections
  - Available seats, times, locations, and instructors will be listed
  - 2. Select the option that best fits your schedule and click **Add Section to Schedule**
  - In the Section Details pop up review prerequisites, corequisites and additional information to ensure you are eligible to register for the class
  - 4. Click Add Section
- l. Your course is now planned. A confirmation that the class was planned and other important messages will appear in the top right corner. To return to view your program progress, click Back to My Progress. Your next step is to register for classes.

### YOU ARE NOW READY TO REGISTER FOR CLASSES

To register for classes, click **Academics** and select **Register for Classes**.

### 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 <u>OR</u> 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.

(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



# REGISTRATION FORM CREDIT COURSES

PLEASE PRINT CLEARLY	ΙΤ						CHECK ONE:
Legal Name: Last	First	st	Middle		SCC ID Number	ıber	☐ Beatrice Campus • Fax 402-228-8935 ☐ Lincoln Campus • Fax 402-437-2402
Former Name:	E-mail Address: (requir	E-mail Address: (required for students on class waitlists)	(5)	Soc	Social Security Number	umber	☐ Milford Campus • Fax 402-761-2324
Local / Preferred Mailing Address:		City	State	Zip		County	Year: 20 <b>24</b>
Permanent Address:		City	State	Zip		County	☐ Fall ☐ Spring <b>X</b> Summer ☐ Yes, I am Declared (list program of study)
Birth Date:	l 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	ska Native	Black or Af	Black or African American Native Hawaiian or Other Pacific Islander White	
Cell Phone:	Home Phone:		3usir	Vet Util	Veteran or Dependent Utilizing Military Benefi	Veteran or Dependent ☐ Yes ☐ Resident of Utilizing Military Benefits ☐ No ☐ Non-Resident	NEWSPAPER RELEASE Hometown Newspaper:
High School Attended / GED*:	City	Α:	State	Start Date	Start Date (mo/year)	Graduation Date (mo/year)	Address:
College Attended Post High School:	City	<i>&gt;</i> -	State	Start Date	Start Date (mo/year)	End Date (mo/year)	
		CREDIT COURSES	JRSES				
Course Number	)er	Course Title	Credit	Begin	End Time	LAST DAY to Room Days Drop With Refund	
E N G L 1 1 2 0	1 8 N 7	ENGLISH BASICS (sample only)		ω			M = Monday, I = Iuesday, W = Wednesday R = Thursday E = Friday
							S = Saturday, U = Sunday
							(T R means class meets Tuesday <u>AND</u> Thursday)
							OFFICE USE ONLY
							Data Entry
							Date
				TOTA	TOTAL CREDIT HOURS	ours	
Student Signature		Date.		m Director//	Program Director/Advisor Signature	ure	

## 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;
- 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;
- I understand fuition charges and refund policies are published in the <u>College Catalog</u>
   The personal information contained herein is correct as shown; and
   Any changes in SSN, legal name, address, residency, etc., must follow the College procedures in the <u>College Catalog</u>

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Deed Community College to provide equal opportunity and nondiscrimination in pub all admission, attendance, and employment matters to all persons without discrimated and persons without discriments and status, several orientation, disability, not other factors estal ethicity, wetean status, sewal orientation, disability, not other factors estal perhibited by law or College's policies on equal opportunity and Pregion Southeast Community College's policies on equal opportunity and Pregion/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, Equity 2323-34/12, FAX 402-3223-3420, or jsoto@southeast.edu.

empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación Preguntas relacionadas a la política sobre equidad/antidiscriminación de southeast Community Collega deben dirigiase a: Vice President for Access/ Equity/ Diversity, S.C.A.rea Office, 301 S.6 Street Place, Lincoln, NE 68510, 402-323-3472, FAX 402-323-3420, o jsoto@southeast.edu. publica de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio.

Yellow - Student Copy

White - Registration & Records Office