

Letter from the President

On behalf of the Board of Governors, the administration, faculty and staff, welcome to Southeast Community College.

SCC is committed to its mission of transforming students and the diverse communities it serves through accessible, dynamic and responsive pathways to career and technical, academic transfer and continuing education programs.

If you are a prospective student, SCC has more than 50 program options to choose from, as well as degree, diploma and certificate options. We believe you will find a program or class that is perfect for you.

Southeast is a vibrant two-year public institution of higher education serving a primary area of 15 counties in southeast Nebraska. SCC offers multiple locations and continues to expand its online opportunities. With high-quality career/technical and academic programs and very affordable tuition and fees, SCC provides students with tremendous opportunities to create their futures through the obtainment of new knowledge, skills and awareness. Our unique blend of career/technical programs will provide students with the skills necessary to be successful in the workforce. SCC's programs provide students with opportunities to work with the latest equipment and technologies. Students enrolled in career/technical programs also receive high-quality instruction in academic areas to ensure they have both the technical and academic skills necessary to succeed at different organizational levels and in a variety of dynamic work environments. The first two years of a four-year degree represent the essential academic foundation. SCC's Academic Transfer program provides students with an outstanding opportunity to obtain a high-quality academic foundation at very affordable rates. SCC offers small class sizes with instructors dedicated to instructional excellence, student success and the development of reflective and creative learners.

In July 2015, the College implemented its 2015-19 Strategic Plan: Creating Futures Through Inquiry, Knowledge and Application. This plan provides SCC with a roadmap to ensure the College focuses on meeting student and employer demand for higher education. The plan emphasizes SCC's student-centered focus through positive and engaging learning environments and comprehensive support services. SCC is committed to student success in the workforce and in higher education settings. The College believes that learning extends beyond the classroom and specific academic content. SCC students will have opportunities for personal and cultural enrichment through wellness programming, global and diversity education, field experiences, research initiatives, and many other challenging and engaging endeavors. The College's outstanding faculty and staff are committed to success of our students and have dedicated themselves to SCC's inspiring mission and purpose.

We welcome students of all races and nationalities, women and men, veterans, people with disabilities, and students of all ages in our programs and activities. SCC values diversity as an important part of the educational process and continues to seek students, faculty and staff who bring a variety of life experiences and viewpoints to the College. If there is anything that you need from me or my team of professionals at the College, please contact us.

Sincerely,



Dr. Paul Illich

President

Tuition and Fees

Tuition and fees must be paid by the first day of class. The following tuition and fees rates are effective July 1, 2017-June 30, 2018.

Tuition Rates

Nebraska resident All credit hours taken (per credit hour/per term)	\$65.50
Out-of-State All credit hours taken (per credit hour/per term)	\$79.50

General Fees

Student Services Fee (including \$0.25 alumni fee) All credit hours taken (per credit hour/per term)	\$2
Graduation fee (nonrefundable)	\$25

Housing Fees

BEATRICE

Beatrice Campus Housing Costs (per quarter - rates include Internet access, cable TV and a mandatory non-refundable \$300 food credit to the Storm Center Café) **Per Student**

Deposit (refundable damage/surety deposit)	\$150
Eisenhower, Roosevelt and Washington Halls (apartment style) 2-4 per room-per student	\$1,500
Hoover Hall (residence hall) 2-4 per room-per student	\$1,175

MILFORD

Milford Campus Residence Hall Costs (per quarter - rates include Internet access and cable TV) **Per Student**

Deposit (refundable damage/surety deposit)	\$150
Nebraska and Cornhusker Residence Halls (men's residence halls) (includes housing/residence hall and board/cafeeteria food)	
1 living space per student (with shared commons)	\$1,412
2 per room-per student (Nebraska and Cornhusker Halls)	\$1,580
3 per room-per student (Nebraska and Cornhusker Halls)	\$1,389
4 per room-per student (Nebraska Hall)	\$1,272
Pioneer Hall Complex (apartment-style women's & family housing)	
Cafeteria and apartment (per quarter) (4 per unit-per student)	\$1,725
Board (cafeteria food) only - cafeteria rates per quarter (14 meals per week)	\$915
Housing only - apartment housing per quarter (4 per unit-per student)	\$793
Married/Single Parent Student Housing (per month)	\$797

Note: Individual programs may require an additional expenditure for such items as tools, special uniforms, insurance or other costs. Expense sheets can be found online or contact the campus Student Services Office for information regarding the costs of a specific program.

To have a successful college experience at SCC, admissions representatives and career advisors are available to help you decide on a Program of Study. To further assist you, please schedule a visit to one of our campuses to see our exceptional instructional labs and classrooms and to visit with instructors for first-hand information about the programs.

COLLEGE INFORMATION

About SCC

SCC History

In 1971, the Legislature passed a bill which combined junior colleges, state vocational-technical colleges, and the area technical schools into one system of two-year institutions. The consolidation originally established eight technical community college areas. The number was reduced to six when the Lincoln and Southeast areas merged in 1973. As conceived in 1971, Nebraska community college areas were to be governed locally by elected boards.

SCC's Beatrice Campus, approximately 45 miles south of Lincoln, offers technical and transfer programs, including a nearly 900-acre laboratory farm operation where students receive hands-on education in six focus areas. The main part of campus includes classroom buildings, a gymnasium for intercollegiate athletics and intramurals, and student housing.

The Beatrice Campus is a former John J. Pershing College that operated from 1966-1971. SCC began utilizing the campus in the late 1970s, and in 1986, operations at Fairbury Junior College were moved there.

SCC has had a presence in Lincoln for decades. It offers 26 technical areas of study in the Capitol City, as well as a robust transfer program for students who wish to continue their education at a four-year institution. Students can choose various paths en route to demonstrating their newly acquired skills, and the college's proximity to the University of Nebraska-Lincoln makes it an ideal choice for UNL students who wish to earn general education credits at an economical cost.

SCC derives its operating revenue from three major sources: local property taxes, state aid (a combination of sales and income tax funds apportioned by the Legislature), and tuition. The Board works hard to keep an education at SCC affordable. However, despite consistently ranking as the most affordable higher education option in Nebraska, SCC is financially out of reach for some students.

But a groundbreaking scholarship program is helping to make SCC affordable. The Learn to Dream Scholarship pays tuition and fees (up to 45 quarter credit hours) for qualifying students to attend SCC. The program was initially funded by Nelnet and Union Bank & Trust and was set up to benefit students attending Lincoln's public and private high schools. But the program was expanded to include all high schools in SCC's 15-county district, ensuring that all qualified students can take advantage of the program. This program offers hope to students who qualify for a free or reduced-price lunch and who otherwise may think they could never attend college.

Mission

The mission of Southeast Community College is to empower and transform its students and the diverse communities it serves. The College provides accessible, dynamic, and responsive pathways to career and technical, academic transfer, and continuing education programs. Student success and completion is maximized through collegiate excellence, exemplary instruction, comprehensive student support services, enrichment programs, and student-centered processes. SCC is committed to a proactive and evidence-based approach that continually assesses and responds to student, community, and employer demand for higher education.

Accreditation, Approvals & Memberships

Southeast Community College has been accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, since 1983. The Higher Learning Commission granted the College reaffirmation of accreditation in 2012-2013 with the next reaffirmation of accreditation in 2022-2023.

What is Accreditation?

Accreditation in higher education is a process of external quality review to ensure that a college or university meets established standards. Accreditation involves the process of self-study generating a report about how the college is meeting standards and a review of the college by trained peer reviewers who evaluate the college's efforts at maintaining standards.

In the U.S., accreditation is carried out through private, nonprofit organizations designed for this specific purpose. Accreditation is required in order for students to gain access to federal funds including student grants and loans. Non-accredited institutions are not eligible for federal financial aid.

Types of Accreditation

Regional Accreditation: This involves accreditation by a non-profit organization that reviews colleges and universities within a geographically specific area. The Higher Learning Commission accredits colleges and universities within the states of Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming.

Specialized and Professional Accreditation: Specialized and professional accreditation is granted to non-profit organizations that review programs within a narrowly defined profession or field of study.

College Governance

Board of Governors

SCC is governed by an 11-member Board of Governors. Two members are elected to four-year terms from each of five districts. One member holds an at-large seat on the Board. 2017-2018 Board of Governors: Kathy Boellstorff, Johnson; Robert J. Feit, Lincoln; James J. Garver, Lincoln; Dale Kruse, Beatrice; Terrence L. Kubicek, Lincoln; Steven Ottmann, Dorchester; Edward C. Price, Lincoln; Donald Reiman, Virginia; Nancy A. Seim, Lincoln; Kristin Yates, Lincoln; Lynn Schluckebier, Seward, and Pat Galitz, Faculty Representative, Lincoln.

College Locations

Beatrice Campus

SCC's campus in Beatrice, a community of approximately 12,500, is located on the west end of the city on Scott Road, just off U.S. Highway 136. Beatrice is the county seat of Gage County and is approximately 45 miles south of Lincoln on U.S. Highway 77. The main part of campus is comprised of several classroom and office buildings, as well as three housing units and a gymnasium. Approximately 900 students take classes on the Beatrice Campus. Just south of the main campus is the Agriculture Center, situated on a nearly 900-acre laboratory where students receive hands-on instruction in six focus areas.

Lincoln Campus

SCC's Lincoln Campus is the College's largest enrollment center with approximately 7,000 students. Located on the east edge of Lincoln, a community of nearly 260,000, SCC's Lincoln Campus is comprised of one large building divided into sections per academic discipline, a cafeteria, child development center, gymnasium, and Welcome Center. There also is a separate building for Fire Protection Technology and a concourse for the Professional Truck Driver Training program. Lincoln, Nebraska's Capitol City, affords SCC students many amenities such as cultural arts activities, restaurants and shopping.

Education Square

SCC's downtown Lincoln location, called Education Square, is home to a large Academic Transfer program, along with the Criminal Justice, Graphic Design/Media Arts, and Pharmacy Technician programs. Education Square is a popular center for University of Nebraska-Lincoln students to pick up classes that will transfer back to the university. In the heart of downtown Lincoln, SCC's Education Square location is close to a variety of dining, shopping and cultural events, including historic Haymarket.

Entrepreneurship Center

SCC's Entrepreneurship Center serves as a resource center for anyone interested in Entrepreneurship. Offered at the center is assistance for anyone interested in starting a business or looking for direction on their path to business independence. The third floor of the center is dedicated to Business Incubation/Start-up. The center also hosts credit and non-credit classes on Entrepreneurship.

Jack J. Huck Continuing Education Center

Jack J. Huck Continuing Education Center offers various classrooms and a 75-seat auditorium, perfect for customized training for business and industry. Besides non-credit continuing education courses, the Center has a kitchen for the Culinary/Hospitality program and Continuing Education health-related programs such as Emergency Medical Services, CPR and First Aid, and Nursing Assistant and Medication Aide.

Milford Campus

SCC's campus in Milford, a community of approximately 2,000, is located on the southeast edge of the city on State Street. Milford, a community in Seward County, is located approximately 22 miles west of Lincoln on Interstate 80, then four miles south on Highway 6. The campus includes several classroom buildings, a cafeteria, a gymnasium, fitness center, and residence halls. The original campus, known as Nebraska State Trade School, enrolled five students on May 1, 1941. Today, the Milford Campus is home to approximately 700 students who are enrolled in 20 Programs of Study.

Learning Centers

In support of the 2015-2019 Strategic Plan, program and continuing education opportunities have expanded through the establishment of six learning centers across the 15-county service area. The Learning Centers are geographically distributed across the service area to maximize the number of individuals living within a 35-mile radius from each of the centers. The Learning Centers are located in Falls City, Hebron, Nebraska City, Plattsmouth, Wahoo, and York. They offer a variety of credit and noncredit courses from workforce development to leisure learning.

Consumer Information/Student Right-to-Know

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to provide specific information to current and prospective students. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>. SCC, acting in compliance with this Act, posts the required Student Right-to-Know information on the SCC website at <https://www.southeast.edu/studentrighttoknow/>.

Per federal regulations set forth by The Higher Education Act, educational institutions are also required to disclose specific consumer information about the school and the availability of student financial aid to prospective and continuing students. These federal regulations provide all prospective and enrolled students with information on subjects with which they should be familiar. You can find these and other consumer information on the SCC website at <https://www.southeast.edu/consumer-information/>.

Availability of SCC Staff to Disseminate Consumer Information

The following individuals or their designees are available to disseminate all Student Right to Know/Consumer Information and other institutional programmatic information or provide printed materials as requested.

Beatrice Campus Dean of Students	4771 West Scott Road	Beatrice NE 68310	800-233-5027, Ext. 1220
Lincoln Campus Associate Dean of Students	8800 O Street	Lincoln NE 68520	800-642-4075, Ext. 2862
Milford Campus Dean of Students	600 State Street	Milford NE 68405	800-933-7223, Ext. 8270

Non-Discrimination and Equal Opportunity Statement

SCC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. SCC will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristic information and testing, domestic violence victim status, Family Medical Leave or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Access, Equity, and Diversity, 301 S 68th Street Place, Lincoln NE 68510, or 402-323-3412.

Inquiries involving students should be directed to the Campus Dean of Students:

- Beatrice 402-228-8220
- Lincoln 402-437-2862
- Milford 402-761-8270

If you are a person with a disability and require an accommodation while attending this college, please contact the Director of Disability and Academic Support Services, 402-437-2620.

Crime Statistics and Fire Safety

In accordance with the Crime Awareness and Campus Security Act of 1990 (20 U.S.C., section 1092), now the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act and the Higher Education Act of 1965 (HEA), SCC publicizes an annual report by every October 1 containing three years of campus crime statistics. Included in the Report is also the Campus Fire Safety Annual Compliance required for campuses with residential housing.

This report provides prospective students and/or their parents or guardians, current students and employees' information regarding College policies, crime statistics, fire statistics, safety tips, and emergency phone numbers. It also provides an overview of some of the programs offered by the college meant to inform students, employees and applicants of the nature and amount of crimes that occur on any SCC campus, non-campus and reasonably contiguous public property. The annual statistics are prepared by collecting crime data from SCC Security records and incident reports, in addition to information crime statistics for specified geographic locations from other local law enforcement agencies. Crime statistics are included in the Annual Security and Fire Report and submitted to the Department of Education. The full text of the SCC Annual Safety, Security and Crime/Fire Statistics Report is available at www.southeast.edu/campussafety/.

Each year, all SCC employees and enrolled students receive e-mail notification of the website to access this report. Persons interested in accessing a paper copy of this report should contact the Dean of Students on their campus. Crime statistics for SCC locations, local jurisdictions and other institutions nationwide can be found at <http://ope.ed.gov/security/>.

Graduation/Completion Rates

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at www.nces.ed.gov.

Each institution must annually make available to prospective and enrolled students the completion, graduation or transfer rate of certificate- or degree-seeking, first time, full-time, undergraduate students. In addition, fall-to-fall retention rate information is provided for both full-time and part-time students. SCC posts Graduation Rate Data on our Student Right-to-Know page at www.southeast.edu/studentrighttoknow/.

SCC also annually publishes the Athlete Completion and Graduation Rate report. This report is provided to prospective students and their parents when athletically-related student aid is offered.

Gainful Employment

The U.S. Department of Education requires colleges to disclose specific information about certificate programs that meet certain criteria and that lead to "gainful employment in a recognized occupation", at SCC those programs are:

- Dental Assisting
- Medical Assisting
- Motorcycle, ATV & Personal Watercraft Technology
- Pharmacy Technician
- Practical Nursing

Schools must disclose program costs, on-time completion rates, median loan debt, a list of related occupations, and other important program information. In order to help students make more informed educational decisions, Southeast Community College discloses this information for all certificate programs included in the current catalog. The Web address for these disclosures is listed at the end of the program description. All of SCC's Gainful Employment disclosures can be found at <https://www.southeast.edu/studentrighttoknow/>.

Equity in Athletics Disclosure Act

The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic program, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams. The Department will use this information in preparing its required report to the Congress on gender equity in intercollegiate athletics.

SCC's Equity in Athletics Report is posted on our Consumer Information page at <https://www.southeast.edu/consumer-information/>. Individuals interested in additional information regarding the federal law should reference <http://ope.ed.gov/athletics>. This site provides data from thousands of colleges and universities in a convenient searchable form.

Privacy of Educational Records/FERPA

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

FERPA

Generally, you have the following rights: to inspect and review your educational records; to a hearing to challenge the contents of your records; and to receive copies of all or part of your educational records upon request.

All requests for student records, information, and/or questions relating to the release of records and information must be in writing and directed to the campus Student Services Office.

FERPA permits public disclosure of directory information without the student's consent. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information consisting of the items listed below may be released without the student's consent:

- Student Name
- Major Field of study
- Dates of attendance
- Enrollment status
- Most recent previous school attended
- Degrees and awards received
- Honors and awards received, including Dean's List and other academic honors
- Participation in officially recognized co-curricular activities (e.g. music, sports)
- Weight and height of athletic team members
- Parking permit number and auto license number
- Photograph/Video*

When available, your physical address, email address and/or telephone number may be released at the discretion of the Student Services Office.

*Use of Photographs/Video:

Photographers/videographers employed or contracted by SCC regularly take photographs/video of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/video will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/ videotaped while attending a public event or who verbally agree to participate in a photo/video shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs/video in perpetuity.

To avoid having Directory Information released, you must submit a written request to the campus Registration and Records Office within 10 classroom/business days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom day (not including Saturdays, Sundays, and holidays) written notice to the campus Registration and Records Office to become effective.

Retention of Student Records

The official student academic record, the transcript of credit earned, will be retained permanently at the campus. All other documents (except disciplinary records) which are used to create, update and support your file will be retained for five (5) years. All student financial aid records will be retained for three (3) years following the end of the award year in which funds were awarded. Direct Loan reports must be kept for three years after the end of the award year in which they were submitted while Direct Loan borrower records must be kept for three years from the end of the award year in which the student last attended. All veterans' records will be retained in the student's file for five (5) years from the last date of enrollment. All placement records will be retained for three (3) years following the last date of enrollment.

Solomon Amendment

The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older.

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of "student recruiting information," which may or may not match SCC's FERPA directory information list. However, if the student has submitted a request to restrict Directory Information, then no information from the student's education record will be released under the Solomon Amendment.

Solomon Information

1. Name
2. Address (home and mailing)
3. Telephone (home and mailing)
4. Age (is not defined as Directory information at SMU)
5. Place of birth (is not defined as Directory information at SMU)
6. Level of education
7. Academic major
8. Degrees received
9. Educational institution in which the student was most recently enrolled

Procedure for releasing information to military recruiter:

Military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service:

- a. Army: Army, Army Reserve, Army National Guard
- b. Navy: Navy, Navy Reserve
- c. Marine Corps: Marine Corps, Marine Corps Reserve
- d. Air Force: Air Force, Air Force Reserve, Air Force National Guard
- e. Coast Guard: Coast Guard, Coast Guard Reserve

The request should be submitted in writing on letterhead clearly identifying the unit of service requesting the student recruitment information.

The request should specify whether the information needed is for the current or previous semester.

Social Security Numbers

The College requests, but does not require, a student provide their Social Security number during the admissions process. Students who do not provide a Social Security number during the admissions process will be required to provide one for Federal Student Aid. For those registering students who are documented as "lawfully admitted aliens" who do not have a Social Security number, an alternate number will be assigned to distinguish their student records from others. These students will be required to complete a 'Request for Student's Taxpayer Identification Number' form, available in the Registration and Records office. Either the Social Security Number or the Taxpayer Identification Number are required by the IRS student 1098T tax credits.

Students who do not have a Social Security number or Tax Identification Number are eligible to take classes and be admitted to a Program of Study; however, students should be aware that they may not be able to complete specific courses, clinical, cooperative experience, internship, or practicum experiences, or graduate from a program of study due to the inability to complete special course and program requirements including, but not limited to, background checks and non-SCC agency requirements. Students who do not have a Social Security Number are also not eligible to receive financial aid.

A student's Social Security number information constitutes an "educational record" under FERPA. The College will be privileged to re-disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. Questions regarding Social Security or tax ID numbers should be directed to the campus Registration and Records Office.

Drug and Alcohol Awareness and Prevention

Standards of Conduct for Students Regarding Alcohol and Drugs

As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Southeast Community College has programs and policies in place to support a drug-free environment.

Standards of Conduct for Students Regarding Alcohol and Drugs

In satisfaction of this mandate and in order to fulfill its obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. § 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. § 1145g, the College absolutely prohibits employees and students of the College from unlawfully manufacturing, distributing, dispensing, possessing, using, or being under the influence of a controlled substance, including illegal drugs and alcohol, on College premises, in College-owned property, at any College sponsored or sanctioned activities (both on and off-campus) where alcohol is not permitted/is prohibited, and in all places where its employees and students work and learn. This campus prohibition includes campus student housing and applies to any person on College grounds, whether they are a member of the College community or not.

College Sanctions for Violations of Policy

Student and employee violations of the policy and Standards of Conduct will be subject to disciplinary procedures consistent with applicable federal, state, and local laws, rules, College policy, and collective bargaining agreements. If a student's behavior or action constitutes a significant disruption, safety concern and/or potential harm to themselves or others, the College will apply restrictions and/or disciplinary action appropriate to the behavior, setting, and program of study. Disciplinary action will be specific to the situation, class, course or program. See the SCC Student Code of Conduct for further information regarding the conduct process. Actions that may be taken include but are not limited to one or a combination of the following disciplinary sanctions:

- Re-assignment and/or re-direction of student/classroom activities
- Dismissal from class session and/or course
- Verbal/Written Warning
- Participation in SCC alcohol and/or drug educational programs
- Disciplinary probation
- Suspension/expulsion/eviction from on-campus facilities/programs
- Referral to an appropriate drug/alcohol treatment program
- Referral to law enforcement agencies
- Any other action deemed necessary by college officials

The Campus Dean of Students/Designee should be notified of any violations by students. When cause exists as evidenced by disruptive behavior and/or transitory physical or mental impairment, a student suspected of being under the influence of a controlled substance, including illegal drugs and alcohol, may be requested to submit to a drug/alcohol test. Refusal to submit to the test is a violation of the Drug and Alcohol policy.

Students accused of violating the drug/ alcohol policy as established shall have the right to respond through the appeals process outlined in the SCC Student Code of Conduct.

Federal and State Penalties and Sanctions

Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:

Making students and employees aware of all federal and state penalties and sanctions assists in ensuring a safe learning environment.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Cocaine Base (Schedule II)	28-279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	1 kg or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 years, not more than life. If death or serious injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 years, not more than life. If death or serious injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
Marijuana	50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish	More than 10 kg		
Hashish Oil	More than 1 kg	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than individual.
Marijuana	1 to 49 plants; less than 50 kg mixture (but does not include 50 or more marijuana plants regardless of eight		
Hashish	10 kg or less		
Hashish Oil	1 Kg or less		

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply. The charts were taken from United States Department of Justice, Drug Enforcement Administration, and Drugs of Abuse. Retrieved January 2017. These charts summarize trafficking penalties under Federal law for various types of drugs.

State Penalties and Sanctions for Illegal Possession of Controlled Substances

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska State laws that establish penalties for various drug related offenses summarized below.

Crimes Involving Minors and Restricted Locations:

Except as authorized by the Uniform Controlled Substances Act, any person eighteen years of age or older who knowingly or intentionally manufactures, distributes, delivers, dispenses, or possesses with intent to manufacture, distribute, deliver, or dispense a controlled substance or a counterfeit controlled substance (i) to a person under the age of eighteen years, (ii) in, on, or within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school, a community college, a public or private college, junior college, or university, or a playground, or (iii) within one hundred feet of a public or private youth center, public swimming pool, or video arcade facility shall be punished by the next higher penalty classification than the penalty prescribed in subsection (2), (7), (8), (9), or (10) of this section, depending upon the controlled substance involved, for the first violation and for a second or subsequent violation shall be punished by the next higher penalty classification than that prescribed for a first violation of this subsection, but in no event shall such person be punished by a penalty greater than a Class IB felony. Except as authorized by the Uniform Controlled Substances Act, it shall be unlawful for any person eighteen years of age or older to knowingly and intentionally employ, hire, use, cause, persuade, coax, induce, entice, seduce, or coerce any person under the age of eighteen years to manufacture, transport, distribute, carry, deliver, dispense, prepare for delivery, offer for delivery, or possess with intent to do the same a controlled substance or a counterfeit controlled substance. Any person who violates subdivision (a) or (b) of this subsection shall be punished by the next higher penalty classification than the penalty prescribed in subsection (2), (7), (8), (9), or (10) of this section, depending upon the controlled substance involved, for the first violation and for a second or subsequent violation shall be punished by the next higher penalty classification than

that prescribed for a first violation of this subsection, but in no event shall such person be punished by a penalty greater than a Class IB felony.. Neb. Rev. Stat. § 28-416(4) and (5) (Supp. 1999).

Tax Provisions:

No dealer may possess marijuana or controlled substances upon which a tax is imposed by section 77-4303 unless the tax has been paid on the marijuana or controlled substance as evidenced by an official stamp, label, or other indicium. A tax is hereby imposed on marijuana and controlled substances at the following rates:

- On each ounce of marijuana or each portion of an ounce, one hundred dollars;
- On each gram or portion of a gram of a controlled substance that is customarily sold by weight or volume, one hundred fifty dollars; or
- On each fifty dosage units or portion thereof of a controlled substance that is not customarily sold by weight, five hundred dollars.

For purposes of calculating the tax under this section, marijuana or any controlled substance that is customarily sold by weight or volume shall be measured by the weight of the substance in the dealer's possession. The weight shall be the actual weight, if known, or the estimated weight as determined by the Nebraska State Patrol or other law enforcement agency. Such determination shall be presumed to be the weight of such marijuana or controlled substances for purposes of sections 77-4301 to 77-4316.(3) The tax shall not be imposed upon a person registered or otherwise lawfully in possession of marijuana or a controlled substance pursuant to Chapter 28, article 4.Neb. Rev. Stat. §§ 77-4301 to 77-4316 (Reissue 1996).

Property Forfeiture:

Property used to manufacture, sell or deliver controlled substances can be seized and forfeited to the state. Property subject to forfeiture may include cash, cars, boats, and airplanes. Neb. Rev. Stat. § 28-431 (Cum. Supp. 1998).

Being Under the Influence of Any Controlled Substance for Unauthorized Purpose:

It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a practitioner. Neb. Rev. Stat. § 28-417(1) (g) (Reissue 1995).

Drug Paraphernalia Offenses:

It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue 1995).

Any person who violates this section shall be guilty of a Class II misdemeanor. "Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes and bongs and other items used, intended for use or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia. Neb. Rev. Stat. § 28-442 (Reissue 1995). Any person eighteen years of age or older who violates section 28-442 by delivering drug paraphernalia to a person under eighteen years of age who is at least three years his or her junior shall be guilty of a Class I misdemeanor. Neb. Rev. Stat. § 28-443 (Reissue 1995).

Imitation Controlled Substances:

It is a violation of Nebraska law to knowingly, intentionally manufacture, distribute, deliver or possess with intent to distribute or deliver an imitation controlled substance. "Imitation controlled substance" is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 1995). A violation is punishable of a Class III misdemeanor for the first offense, and a Class II misdemeanor for the second and all subsequent offenses. Neb. Rev. Stat. § 28-445 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Controlled Substance Analogue:

For purposes of Nebraska's Uniform Controlled Substance Act, analogue controlled substances (often called "designer drugs") are treated as controlled substances. Controlled substance analogue means a substance (i) the chemical structure of which is substantially similar to the chemical structure of a Schedule I or Schedule II controlled substance as provided in section 28-405 or (ii) which has a stimulant, depressant, analgesic, or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the stimulant, depressant, analgesic, or hallucinogenic effect on the central nervous system of a Schedule I or Schedule II controlled substance as provided in section 28-405. A controlled substance analogue shall, to the extent intended for human consumption, be treated as a controlled substance under Schedule I of section 28-405 for purposes of the Uniform Controlled Substances Act; Neb. Rev. Stat. § 28-401 (36) (Supp. 1999).

Selected Nebraska Alcohol Offenses

Minor In Possession:

It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 1998). Violation of this law is a Class I misdemeanor. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

Procuring Alcohol:

It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Any person who knowingly and intentionally violates section 53-180 shall be guilty of a Class IIIA felony and serve a mandatory minimum of at least thirty days' imprisonment as part of any sentence he or she receives if serious bodily injury or death to any person resulted and was proximately caused by a minor's (a) consumption of the alcoholic liquor provided or (b) impaired condition which, in whole or in part, can be attributed to the alcoholic liquor provided. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

Consumption on Public Property:

It is a violation of Nebraska law for any person to consume alcoholic liquors in the public streets, alleys, parking areas, roads or highways, or inside vehicles while upon the public streets, alleys, parking areas, roads, or highways; or upon property owned by the state or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Supp. 1999). Any person violating subsection (2) of this section shall be guilty of a Class III misdemeanor. Neb. Rev. Stat. § 53-186 (5) (Supp. 1999).

Driving While Intoxicated:

Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat. § 60-6,196 (Supp. 1999). Violation of this law is punishable on first offense by not more than 60 days, not less than 7 days' imprisonment and not more than \$500 fine but not less than \$400 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). Information regarding the variety of penalties issued is located at <http://nebraskalegislature.gov/laws/statutes.php?statute=60-6,197.01>. Neb. Rev. Stat. § 60-6,197.01 (Supp. 1999).

Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, "open container" laws.

Risk of addiction for all substances

Information may be found at <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

Drug Type	Common/Street Name	Health Risks
Alcohol	Booze, beer, wine, coolers, liquor	High blood pressure, higher risk of sexually transmitted diseases & unplanned pregnancy, depression, lowered resistance to disease, insomnia
Marijuana	Grass, reefer, pot, weed	Slowed reaction time; problems with learning and memory; hallucinations; anxiety; panic attacks; psychosis; problems with balance and coordination; mental health problems, chronic cough, frequent respiratory infections;
Over-the-counter Cough/Cold Medicines (Dextromethorphan or DMX)	Robotripping, Robo, Triple C	Increased heart rate, blood pressure, temperature; numbness; dizziness; nausea; vomiting; confusion; paranoia; altered visual perceptions; problems with movement; buildup of excess acid in body fluids
Steroids	Anabolic/Andreno-genic (roids, juice)	High blood pressure, liver damage; kidney damage or failure, enlarged heart; oily skin, yellowing of the skin and whites of the eyes, acne, shrunken testes, lowered sperm count, breast development in men, breast reduction in women, facial hair and deepening of voice in women, aggressiveness, extreme mood swings, extreme irritability, delusions, and impaired judgement
Solvents-Inhalants	Acetone, freons, nitrous oxide, whippets, laughing gas, spray paint, canned air	Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition, lightheadedness, hallucinations/delusions; headaches; sudden sniffing death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma, or choking; heart failure, respiratory arrest, liver and brain damage
Depressants	Alcohol, ludes, barbiturates	Liver damage, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing convulsions, depression, disorientation and insomnia
Hallucinogens	PCP, LSD, angel dust, mushrooms	Agitation, extreme hyperactivity, reduced eating, flashbacks, persistent psychosis
Stimulants	Cocaine, methamphetamine, crank, crack, amphetamines, diet pills	Headaches, depression; malnutrition, anorexia, strokes, seizures, infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss from decreased appetite, abdominal pain and nausea; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma
Narcotics/Opioids	Smack, codeine, heroine, lords	Respiratory arrest, sleepiness, organ and lung damage, nausea; collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease; pneumonia; severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching
Tobacco	Cigarettes, cigars, bidis, hookahs, smokeless tobacco (snuff, spit tobacco, chew)	Lung cancer, emphysema, chronic bronchitis; heart disease; leukemia; cataracts; oral cancer
Synthetic Cathinones (Bath Salts)	Cloud Nine, Cosmic Blast, Flakka, Ivory Wave, Lunar Wave, Scarface, White Lightning	Increased heart rate and blood pressure; paranoia, agitation, and hallucinations; psychotic and violent behavior; nosebleeds; sweating; nausea, vomiting; insomnia; irritability; dizziness; depression; suicidal thoughts; panic attacks; reduced motor control; cloudy thinking; breakdown of skeletal muscle tissue; kidney failure; death .

Alcohol and College Students

(<http://www.niaaa.nih.gov/alcohol-health/overview-alcohol-consumption/alcohol-facts-and-statistics>)

Prevalence of Drinking:

In 2013, 59.4 percent of full-time college students' ages 18-22 drank alcohol in the past month compared with 50.6 percent of other persons of the same age.

Prevalence of Binge Drinking: In 2013, 39 percent of college students' ages 18-22 engaged in binge drinking (5 or more drinks on an occasion) in the past month compared with 33.4 percent of other persons of the same age. (The Substance Abuse and Mental Health Services Administration (SAMHSA), which conducts the annual National Survey on Drug Use and Health (NSDUH), defines binge drinking as drinking 5 or more alcoholic drinks on the same occasion on at least 1 day in the past 30 days.)

Prevalence of Heavy Drinking: In 2013, 12.7 percent of college students' ages 18-22 engaged in heavy drinking (5 or more drinks on an occasion on 5 or more occasions per month) in the past month compared with 9.3 percent of other persons of the same age.

Consequences—Researchers estimate that each year:

- 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor-vehicle crashes.
- 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
- 97,000 students between the ages of 18 and 24 report experiencing alcohol-related sexual assault or date rape.
- Roughly 20 percent of college students meet the criteria for an AUD.
- About 1 in 4 college students report academic consequences from drinking, including missing class, falling behind in class, doing poorly on exams or papers, and receiving lower grades overall.

Alcohol's Effects on the Body

<http://www.niaaa.nih.gov/alcohol-health/alcohols-effects-body>

Drinking too much – on a single occasion or over time – can take a serious toll on your health. Here's how alcohol can affect your body:

Brain:

Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.

Heart:

Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including cardiomyopathy (stretching and drooping of heart muscle); arrhythmias (Irregular heart beat); stroke; and high blood pressure.

Liver:

Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including steatosis, or fatty liver; alcoholic hepatitis; fibrosis; and cirrhosis.

Pancreas:

Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion.

Cancer:

Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the mouth, esophagus, throat, liver and breast.

Immune System:

Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections – even up to 24 hours after getting drunk.

Learn more about alcohol's effects on the body at <http://pubs.niaaa.nih.gov/publications/Hangovers/beyondHangovers.pdf>.

Treatment Options

A variety of treatment centers and agencies options are available upon request from the Student Services office or at Nebraska 211 (Dial 2-1-1 or (402) 444-6666 or at <http://www.ne211.org>).

Safety, Security & Health

Safety and Security at SCC

SCC is committed to ensuring the safety and security of students, employees, and visitors on its campuses, in College facilities and at College-sponsored activities and events. The College provides a variety of services and programs designed to promote and support safety and security.

The College monitors potential safety and security risks continuously, and maintains and reports crime information as required by the Crime and Campus Security Act of 1990. Anyone interested in accessing crime log information should contact the campus Dean of Student Services or visit the College's Safety and Security website at www.southeast.edu/campussafety.

Safety/Security/Law Enforcement on Campus

The College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules established by College officials. Southeast Community College has developed administrative guidelines, and accompanying procedures, intended to establish a deliberative process to determine whether a student or situation poses a direct threat to the health and safety of others within the College community. All persons, in College facilities and at College-sponsored activities and events, are subject to these laws and rules at all times. As part of a multi-campus system that includes Learning Centers throughout a 15-county service area, safety and security is the responsibility of everyone and the management of it falls to a number of individuals, including identified Campus Safety Authorities, who have, as a portion of their assigned responsibilities, safety and security duties. SCC has assigned lead administrative responsibility for: 1) enforcing institutional rules of conduct related to safety/security, and 2) referring potential or alleged violations of law to government authorities to the Assistant Campus Directors (or designee) at each location.

Students, employees, visitors, potential students, and others interested in SCC safety and security programs and services are encouraged to review the College's Annual Safety, Security and Crime/Fire Statistics Report found on the Safety and Security website.

Emergency Response and Notifications

SCC provides notification information related to crime or other potentially threatening situations in an accurate and timely fashion and issued as a means of a "Campus Timely Warning Notice" or an "Emergency Notification." SCC partners with Regroup to offer an emergency notification system. Regroup is available to all staff, faculty, and enrolled students. SCC's Campus Notification system will disseminate timely emergency notifications and weather announcements via text message, email, and voice messages. Please visit <https://southeast.regroup.com/signup> to register and personalize your notifications.

Standard Response Protocol

Campus Safety Personnel utilize the Standard Response Protocol to coordinate emergency response procedures. Posted throughout the campuses are Standard Response Protocol posters that outline what to do in case of a variety of emergencies. SCC posts this information on the safety and security website www.southeast.edu/campussafety. Safety officials test the emergency response and evacuation procedures annually and publicize the emergency response and evacuation procedures throughout the campus communities. Annual testing may be either announced or unannounced. The College also maintains a Campus Safety & Security website www.southeast.edu/campussafety which contains "best practices" and information about emergency response guidelines for the campus community to follow.

Any student or employee can request an escort to their vehicle or SCC residence hall by contacting the campus switchboard or custodial supervisor.

If you feel a reasonable threat to your safety and security, please contact law enforcement immediately by dialing 911 to report crimes or emergencies. SCC students, visitors and employees should report any suspicious behavior, suspected criminal activity or other emergencies at any SCC location to local law enforcement. Any student who is involved in an incident concerning safety and security should immediately report the incident to campus administration or the campus safety specialist, and complete a TIPS Incident report online (a reporting system on The Hub or SCC website). To report any incidents, you may contact the Assistant Campus Director, Campus Dean of Students, or the Campus Safety & Security Specialist. You can also submit a TIPS report. TIPS is not a 911 or emergency reporting site. TIPS expands the methods by which any member of the campus community can share matters they feel need to be elevated or addressed. It is not the college's intent to replace direct contact with campus officials, but instead to provide an avenue for reporting campus incidents or positive acts of kindness to share. Access TIPS via the SCC website www.southeast.edu or The Hub.

Law Enforcement Contacts

In situations deemed as non-emergency or not requiring special considerations (e.g., safety and security, immediacy), please follow these procedures for routine law enforcement contacts at any SCC facility:

- **Initial Point of Contact** - The initial point of contact for all law enforcement representatives will be in the main administrative office at each SCC location. The Campus Director (or designee) will assume responsibility for assessing the law enforcement request, determining appropriate next steps, and documenting relevant details of the law enforcement contact.
- **Student Contact Request** - If a duly authorized law enforcement representative on official business requests interaction with a SCC student, the Campus Director (or designee) will contact and involve the Dean of Students. The Dean coordinates and assists the law enforcement contact with the student at a place, time, and in a manner that is deemed to be prudent and appropriate.
- **Privacy/Confidentiality** - Law enforcement contacts of the nature described above do not obviate the College's responsibility to safeguard information and files that students or employees reasonably expect to be private/confidential (e.g., student records protected under FERPA, or employee personnel files).

Harassment, Discrimination and Adherence to Title IX

Sexual Misconduct Policy

SCC is committed to maintaining a positive and safe learning and working environment. SCC students and employees are responsible for assuring that SCC maintains an environment for study and work free from sexual assault or misconduct. All members of the SCC community are expected to conduct themselves in a manner that ensures a safe environment.

Title IX, Campus SaVE Act

Title IX of the Education Amendments of 1972 <http://www.justice.gov/crt/about/cor/coord/titleix.php> protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence and sexual assault, is a form of sex discrimination prohibited by Title IX. Although Title IX is perhaps best known for its mission to achieve gender equity in athletic programming, Title IX's protections are much broader in scope. It applies to all forms of sexual discrimination, including sexual harassment, sexual misconduct, and sexual violence. It also applies to all forms of gender-based harassment. Title IX applies equally to students, college employees, or nonemployee third parties.

Gender and Sex-based Discrimination Not Condoned

Members of the SCC community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. SCC does not condone gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are not repeated.

Definitions of Sex Related and Civil Rights Offenses

The following are definitions of sexual misconduct (broad term encompassing any behavior of a sexual nature that is non-consensual, committed by force or intimidation or that is otherwise unwelcome) offenses that are prohibited by Southeast Community College.

Sexual Harassment

Sexual harassment is any unwelcome behavior (verbal, written or physical) that is directed at someone because of the person's sex or gender and that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's programs and/or activities by creating a hostile, humiliating, demeaning or sexually offensive academic, residential, working or social environment; and/or is based on real or reasonable perceived power differentials and submission to or rejection of such conduct is believed to carry consequences for the student's education or employment.

Sexual Assault

In Nebraska, sexual assault is defined as any person who subjects another person to sexual penetration:

- a. without the consent of the victim
- b. who knew or should have known that the victim was mentally or physically incapable of resisting or appraising the nature of his or her conduct
- c. when the actor is 19 years of age or older and the victim is at least 12 but less than 16 years of age.

Stalking

In Nebraska, stalking, for purposes of prosecution is defined as any person who willfully harasses another person or a family or household member of such person with the intent to injure, terrify, threaten, or intimidate commits the offense of stalking. Stalking can be carried out in person or by electronic mechanisms (cell phone, Internet, fax, cameras) and examples include repeated maintenance of physical or visual proximity to the victim; repeated following, approaching or confronting the victim; entering property occupied by the victim; photographing or videotaping the victim without permission; or unwelcome or unsolicited written or electronic communication with the victim.

Sexual Exploitation

Sexual exploitation involves taking or attempting to take non-consensual sexual advantage of another person. Sexual exploitation can include observing another person's nudity or sexual activity without consent; distribution of images, photos, videos, or audio recordings of sexual activity or nudity with the knowledge and consent of all parties involved; prostituting another person; engaging in sexual activity with another person while knowingly infected with a sexually transmitted disease or the human immunodeficiency virus (HIV), without informing the other person; or exposing one's genitals in non-consensual circumstances.

Domestic Abuse/Violence

Domestic abuse/violence includes crimes of violence, physical pain, bodily injury and/or nonconsensual sexual contact or penetration committed by a current or former spouse or intimate partners of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse.

Dating Violence

Dating violence is a pattern of abusive behaviors (physical, verbal and/or emotional) used to exert power and control over a dating partner. The existence of this relationship is gauged by the length, type and frequency of interaction within the relationship.

Retaliation

Retaliation against a grievant or witness for filing or participating in the investigation is prohibited. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The college will follow up on any reports of retaliation and take appropriate action as necessary.

Consent

Consent is an important concept when it comes to sexual assault. Consent must be a willingness or agreement to engage in sexual activity that is freely given with full information of the facts and circumstances. A person cannot give valid consent in Nebraska if he/she is:

- Overcome by force or fear;
- Unconscious or powerless;
- Mentally incapacitated, whether due to a mental disease or alcohol/drug intoxication;
- Under the age of 14; or
- Providing apparent consent due to fraud or misrepresentation.

Confidentiality

The privacy of all parties will be respected and safeguarded. Information related to a report of misconduct will be shared with only those College employees who have a "need to know" in order to assist in an investigation and/or resolution of a complaint. Confidentiality cannot be guaranteed but will be maintained to the greatest extent possible. In accordance with Section 40002(a) of the Violence against Women Act of 1994 (VAWA), personally identifying information (information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking) will not be included in any publicly available recordkeeping.

Trained responders to allegations of sexual misconduct will keep reports private. These trained professionals can provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community.

In instances where the College would be unable to take disciplinary action in response to an alleged violation of this policy because a complainant insists on confidentiality, the College must weigh a request for confidentiality against the College's obligation to provide a reasonable safe, non-discriminatory environment for all parties. In all cases, the College will pursue other steps to limit the effects of the conduct that violates this policy and prevent its recurrence. However, a request for confidentiality will impede the College's ability to investigate the incident and pursue disciplinary action against the alleged perpetrator. The Title IX Coordinator or designee will determine what information about a victim should be disclosed and to whom and will inform victims of such disclosures for consent prior to sharing of information.

Reporting an Incident of Sexual Misconduct

Reporting incidents of misconduct that occurs both on and off campus and involves a Southeast Community College student and/or when the conduct negatively affects the victim's school experience or overall school environment is investigated by trained staff. Any behavior, which causes the sexual abuse/assault of another person, will not be tolerated and is a violation of the College's Code of Conduct and may result in sanctions including warnings, disciplinary probation, suspension or termination, of student/employee status or expulsion.

For complaints against a third party, the matter will be referred to local law enforcement for investigation and the victim will be referred and assisted as needed to ensure their safety. SCC will take any necessary action in the best interest of the victim during the pendency of the investigation. While all sexual discrimination and sexual misconduct complaints will be filed with the Title IX Coordinator, student-involved complaints will use the Student Code of Conduct process for disciplinary measures, as applicable. Employee-involved complaints will use Human Resources processes to determine the appropriate disciplinary action, or recommendation for disciplinary action, up to and including dismissal, in accordance with applicable laws, rules, and/or applicable Southeast Community College.

Southeast Community College strongly encourages any person subjected to sexual misconduct to report the conduct to law enforcement and to the College's Title IX office. A complaint may be filed using any one or more of the following methods:

1. **File a Title IX Report with the College**
SCC's Title IX Administrator is Jose J. Soto. 301 S. 68th St. Place, Lincoln NE 68510. (402.323.3412 Office) (402.613.1181 Cell)
jsoto@southeast.edu

2. **File a Report Using the College's Incident Reporting System**

You may share a concern or file a complaint using the TIPS incident reporting. The TIPS link may be found on The Hub and the college's website: www.southeast.edu. TIPS provides an online method by which SCC leadership may share campus concerns. Concerns expressed through TIPS which contain potential sexual misconduct allegations will be investigated by the Title IX Coordinator and/or his or her designee. Do not use this site to report events presenting an immediate threat to life or property. Call 911 to report emergencies. You may choose to file a report with the College and request that your name not be used in the investigation process. However, it is often difficult to investigate allegations when an individual requests their name not be disclosed during an investigation. Reporting anonymously may limit the College's ability to conduct a full investigation and take action. Regardless, you may report anonymously through the College's TIPS incident reporting system.

3. **Contact a Responsible Employee**

Responsible employees are individuals working at SCC who have an obligation and duty to inform the Title IX Coordinator of allegations of sex discrimination or sexual misconduct. **Responsible Employees cannot keep your concerns confidential.** If you talk to these individuals, your concerns will be reported and the College will follow up on your concerns. Faculty, staff, and student employees (including RAs) are considered mandatory reporters (Responsible Employees). To the extent you want Southeast Community College to take action, you need to report to a Responsible Employee, campus Safety & Security Specialist, Campus Security Authority, or the Title IX Coordinator.

Each campus has identified individuals to assist you as needed.

Beatrice Campus

- Dean of Students, 402-228-8220
- Assistant Campus Director, 402-228-8286

Lincoln Campus (Including Education Square, Continuing Education Center, Entrepreneurship Center):

- Associate Dean of Students, 402-437-2862

Milford Campus

- Dean Students/Assistant Campus Director, 402-761-8270

Campus Security - 402-437-2800

Crime reports may also be made to the following SCC personnel who are designated Campus Security Authorities (CSAs). For Clery Act reporting purposes, CSAs are SCC officials who have significant responsibility for student and campus activities, including, but not limited to, student activities, student athletics, and student judicial and discipline proceedings.

Safety and Security Coordinator	Lincoln Campus Associate Dean of Students	Beatrice Campus Athletic Director
Safety and Security Specialist	Beatrice Campus Director	Beatrice Campus Athletic Department Coaches
Vice President Human Resources	Milford Campus Director	Beatrice Campus Athletic Department Assistant Coaches
Vice President Instruction	Beatrice Campus Assistant Campus Director	Advisors of Clubs or Organizations (all campuses)
Vice President Access, Equity & Diversity	Beatrice Campus Residence Hall Manager	Beatrice Campus Student Activities Coordinator
Vice President Student Services	Milford Campus Residence Hall Manager	Lincoln Campus Student Activities Coordinator
Beatrice Campus Dean of Students	Beatrice Campus Assistant Residence Hall Manager	Milford Campus Student Activities Coordinator
Milford Campus Dean of Students	Milford Campus Assistant Resident Hall Manager	Director of Student Success

IMPORTANT TO NOTE: The Title IX Coordinator or Responsible Employee/Campus Security Authority can assist you with the reporting process, getting help, explaining your rights as a student/employee, investigation processes and protection options. If you decline to pursue a formal criminal action through a local law enforcement agency, you can pursue institutional actions consistent with the SCC Student Code of Conduct, Title IX and Clery Act. Alternatively, you can choose not to pursue any institution action, but pursue criminal action or make a report to law enforcement. Complaints against a third party who are not students or employees of the College can be reported to the Title IX Administrator or any Responsible Employee.

4. Contact Local Law Enforcement

Students are strongly encouraged report all sex offenses (e.g., rape, acquaintance rape, forcible/non-forcible sex) to local law enforcement officials.

- Beatrice Police Department.....402-223-4080
- Lincoln Police Department402-441-6000
- Milford Police Department.....402-761-2772

5. File a Title IX Complaint with the Office of Civil Rights.

The Office for Civil Rights (OCR) of the U.S. Department of Education enforces Title IX. For more information, see <http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>.

Sexual Assault Education and Prevention

The College provides information and orientation to promote the awareness of sex offenses and has awareness and prevention programs designed to provide education regarding safety and security, including prevention of sexual assault. These programs are organized through the campus Student Success, Student Activities and Residence Life staff along with the Office of Professional Development and includes a program designed around Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for employees and students. This program consists of a series of online and face-to-face courses that covers the College’s policies and expectations related to Title IX, Clery Act and VAWA. Completion of the course is required for all employees of the College, including active student employees. The class is offered, but not required for all other students. Additional opportunities to attend on-going programming sessions related to personal safety issues such as; sexual assault, domestic and dating violence, hate crimes, stalking, active bystander, and drug & alcohol issues.

For more information about official notices, policies and procedures, services, safety tips, resources, education and prevention programs, please, visit the following website <http://knowyourix.org/>.

Firearms, Weapons, Dangerous Instruments

Effective Jan. 1, 2007, Nebraska State Statute 28-1202 makes it unlawful to carry a concealed weapon into a meeting of the governing body of a political subdivision, or collegiate athletic event; school, school grounds, school-owned vehicle, or school-sponsored activity or athletic event.

These prohibitions apply to EVERYONE (employees, students, invitees, and visitors) and are enforceable EVERYWHERE (all College property and all College-related events.) The possession, concealment or use of firearms, weapons, fireworks and explosive materials, or any item used or intended to cause damage to property or harm to persons is prohibited in college-owned buildings, grounds or vehicles, or at any location where a meeting, activity or athletic event is conducted, sponsored or sanctioned by the College (see examples of prohibited items below). Violations of these prohibitions will result in disciplinary and/or law enforcement action.

The authority to develop, implement, and interpret administrative guidance for this policy lies with the Vice President for Student Services. Responsibility for monitoring and enforcing established administrative guidelines will be assigned to the appropriate College staff at SCC locations.

Definitions/ Examples of Prohibited Items

- Firearms – Any weapons designed or readily converted to expel any projectile by the action of an explosive are strictly prohibited by college policy as well as by Nebraska State Statute 28-1204.04. All violations will be enforced and involve law enforcement. Examples include: pistol, revolver, starter gun, rifle, shotgun, short rifle, and short shotgun.
- Weapons – Any knife with a blade over three and one-half inches in length. Examples include: daggers, dirks, knives, and stilettos, or other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds.
- Fireworks and Explosive Materials – Any composition or device designed for producing a visible or audible effect by combustion, deflagration, or detonation. Examples include: common fireworks (firecrackers, bottle rockets, sparklers, ground/ aerial/whistling devices); ammunition; black powder; gun powder, other explosive or combustible articles.
- Dangerous Instruments – Any air or gas-powered pistol or rifle, including paintball/ BB/pellet or tranquilizer guns/rifles; knuckles and brass or iron knuckles; bow and arrow, or any other projectile weapon or device; atomic, radiological, chemical, bacteriological, or biological materials.

These prohibitions apply to everyone (i.e., employees, students, invitees, and visitors) except:

- Law Enforcement Officials carrying or using weapons in conjunction with their official duties; and
- An approved part of the regular course of instruction or college-approved activity.

Illness or Accident on SCC Owned or Controlled Property

Every effort is made to prevent accidents, and the College reserves the right to call 911 in case of student illness or injury, and to call for ambulance service to deliver a student to the hospital. The judgment of the College staff present at the scene shall determine what immediate action needs to be taken.

The College maintains general liability insurance to cover accidents that occur resulting from faulty equipment or College negligence. However, SCC is not responsible for accidents that occur on campus because of student negligence. We urge students to maintain private health insurance to assure coverage. We highly recommend that any student living either on campus or renting off campus invest in renter's insurance or verify that his/her family's home-owner's insurance covers his/her rental unit.

SCC cooperates with county and state health departments in developing procedures for the control of communicable diseases and procedures conform to the regulations for communicable disease control established by the State Health Department.

Smoke Free/Tobacco Free Statement

Smoking/Chewing Tobacco/E-cigarettes

The College subscribes to the Nebraska Clean Indoor Air Act of 2008, which requires indoor workplaces in Nebraska to be smoke free. In addition to banning smoking at all College facilities and vehicles, chewing or spitting of tobacco products or use of e-cigarettes is also prohibited.

This policy applies to students and guests in SCC apartment complexes and residence halls (buildings, halls, or stairwells, patios or balconies). Areas where these activities are allowed on the campuses are clearly marked.

Sex Offender Registry

Federal law (42 USC §16901), known as the Sex Offender Registration and Notification Act (SORNA), effective 7-27-2009, requires convicted sex offenders to register for the purpose of community notification. In addition, federal law requires sex offenders, already required to register in a specific state, to provide notice of each institution of higher education at which that person is employed or enrolled as a student. This registration is to be made available to law enforcement agencies with jurisdiction where the institution of higher education is located.

The Nebraska Sex Offender Registration Act (Neb. Rev. Statute 29-4001-29-4115) requires sex offenders to register with local law enforcement officials. Registry information is available to the public on the Nebraska State Patrol's website: <https://sor.nebraska.gov/>.

Southeast Community College is an open enrollment institution. Per College Policy E-2j: SCC places certain restrictions on registered sex offenders and requires they report to the Campus Dean of Students each term they are enrolled in classes. Registered sex offenders are not prohibited from admission, enrollment or attendance at Southeast Community College. This policy is intended to provide guidance for such persons and for SCC to deal fairly and appropriately with such persons and to protect our campus communities.

Obligation to Self-Report

Any person who is required by law to register as a sex offender and who, as a condition of community control (or any similar program in any jurisdiction other than Nebraska, such as probation or parole) that includes restrictions which prohibit contact with juveniles must self-report his or her status to the Campus Dean of Students within three (3) days of enrollment in any SCC course, whether on campus, at a remote location, or online. For purposes of this Policy, enrollment means registering for any class, course, or program (regardless of payment status and whether the class has started) at any SCC campus or learning center and any other sites where SCC offers such class, course or program.

Any person who is required to self-report under this Policy must provide documentation of convictions, conviction dates and, if applicable, contact information for community control, probation, or parole. All information collected will be maintained with the Campus Dean of Students.

Failure to Self-Report

A person's failure to self-report as required may result in disciplinary and/or legal action against a student, including but not necessarily limited to, suspension, expulsion, criminal trespass, or reporting to community control supervisor (probation or parole officer). See the SCC Student Code of Conduct.

Specific Campus Location and/or Enrollment Restrictions

Any person who is required to self-report under this Policy may be prohibited from:

- Entering the Lincoln Campus C Section and its playground which houses the campus Child Development Center.
- Entering the Lincoln Campus Career Academy which provides dual credit educational programming for students commonly under the age of 18.
- Entering any other area of the College in which services to children or minors are being provided.
- Residing, working or volunteering in residence halls.
- Enrolling and/or attending any class, course, or program with other persons who are under age 18. Additional specific restrictions on campus location and/or enrollment may be imposed based on legal requirements associated with sex crime convictions as well as the conditions of community control (probation or parole). Restrictions on enrollment may include, but are not limited to:
 - Restricted or prohibited access to certain classrooms or areas of campus;
 - Restricted or prohibited internet access; and,
 - Enrollment in online course sections only.

Decisions about specific restrictions will be made by the Campus Dean of Students in collaboration with the Campus Safety & Security Specialist. Any person subject to such restrictions will be informed in writing of any decisions pertaining to any restrictions. All decisions are final. However, a student may petition to have the restrictions reviewed if changes are made to his or her status as a sex offender or conditions of community control (probation or parole).

Video Monitoring

SCC has installed video surveillance equipment at strategic locations at all College campuses and locations. Specific buildings have cameras focused on areas of higher risk, such as facility entrances, elevators, and secure areas. Designated college administrators, school officials or designees manage the recording, storage and potential sharing of video monitoring conducted at SCC locations. The Campus Directors work in association with Campus Safety & Security Specialists at each location to determine the appropriate circumstances for disclosure of recorded images to outside third parties.

Getting Started at Southeast Community College!

Our Admissions staff welcomes your calls, visits, and questions. Our staff is dedicated to helping you identify a Program of Study and assisting you in achieving your educational goals. We invite you to attend any of our Discovery Days or schedule a visit to one of our campuses to see our exceptional instructional labs and classrooms and to meet with instructors for first-hand information about the programs.

Information regarding admission to any program can be obtained from the Admissions Office on any the Southeast Community College campuses or at www.southeast.edu.

The process for enrollment is easy. Please review the information below and visit the College's website at www.southeast.edu to access online forms and additional information regarding specific program requirements. We've also provided an easy checklist to assist you through these steps.

Please note: If you plan to enroll in a few courses, do not plan to receive financial aid and are not seeking a degree from SCC, you do not need to apply for admissions. Registration for individual courses as an undeclared student can be completed with assistance from an Admissions Advisor and/or at the Registration and Records Office.

New Student Checklist

We're committed to helping you achieve your goals! Follow the steps on this guide to enroll at Southeast Community College.

<input type="checkbox"/>	Visit Campus	Come see us! Schedule an individual campus tour or register for a Discovery Day! Meet students, faculty, and staff and see our great classrooms and labs. You'll also have the chance to visit with Financial Aid. To schedule a tour, visit www.southeast.edu/visitscc or register for Discovery Day at www.southeast.edu/discoverscc . You can also call the Admissions Office at the campus where your program of study is located.	Admissions Beatrice (800) 233-5027 ext. 1214 Lincoln (800) 642-4075 ext. 2600 Milford (800) 933-7223 ext. 8242 admissions@southeast.edu
<input type="checkbox"/>	Meet with an Advisor	Let us help you! Our advising staff is ready to help you select a Program of Study and/or courses that best fit your career and transfer goals. Advisors have specific knowledge about SCC's Programs of Study and will make sure that you're headed in the right direction! To schedule an appointment, call:	Advising Beatrice (800) 233-5027 ext.1242 Lincoln (800) 642-4075 ext.2620 Milford (800) 933-7223 ext. 8202
<input type="checkbox"/>	Learn about Paying for College	Visit the Financial Aid page at https://www.southeast.edu/financialaid . We encourage you to complete a financial literacy course at https://www.southeast.edu/financial-literacy . This course will help you take control of your finances and learn tips for smart money management.	Financial Aid 402-437-2610 Ext: 2610 financialaid@southeast.edu
<input type="checkbox"/>	Send Transcripts	Submit your final high school transcripts and transcripts for any college credit that you have earned. While we don't require a transcript as part of the admissions process, it's strongly recommended that you submit one as they are often required for financial aid verification or course placement. Please remember that transcripts showing completed college coursework must be sent from the institution where the credits were earned.	Submit transcripts to: Southeast Community College Admissions Office 8800 O Street Lincoln NE 68520
<input type="checkbox"/>	Apply for Scholarships	Let us help you pay for college! Visit www.southeast.edu/scholarships to apply for SCC Educational Foundation Scholarships. Scholarships are awarded quarterly, so apply soon!	
<input type="checkbox"/>	Planning to live on Campus?	If you're interested in living on the Beatrice or Milford campuses, please visit www.southeast.edu/livingoncampus to learn about housing options, costs, and the reservation process. We recommend that you explore on campus housing options early as our spaces fill fast! On-campus housing is not available on the Lincoln Campus.	
<input type="checkbox"/>	Attend New Student Orientation	We want you to be successful! New Student Orientation introduces you to your SCC campus, educates you about campus resources, and gives you the inside scoop on policies, procedures, and how to get things done at SCC. You will receive information about New Student Orientation several weeks before the quarter begins.	
<input type="checkbox"/>	Get Your Student ID	Once you've registered for classes, show the world you're officially an SCC student by getting your ID card! Your ID card gives you access to on campus resources such as the Library Resource Center, Tutoring Center, student activities, the campus wellness center, and more!	
<input type="checkbox"/>	Apply to an SCC Program of Study	Complete an Application for Admissions Applications are available online at www.southeast.edu/apply or can be completed at any campus Admissions Office and all of SCC's Learning Centers. There is no cost to apply. At the time of application, students must indicate their Program of Study and the specific campus they are applying. SCC reserves the right to deny admission or continued enrollment to persons who have misrepresented their credentials or background.	
<input type="checkbox"/>	Submit Course Placement Scores	Submit ACCUPLACER/ACT/ASSET/COMPASS/SAT scores or official transcripts showing that you've completed college coursework in English, mathematics, and reading intensive courses such as sociology, psychology, or philosophy. Or, come to one of our campuses and take the ACCUPLACER test. Please note that you're welcome to take the ACCUPLACER as part of your campus visit—let us know and we'll make it happen!	To schedule an appointment to take the assessment, call: Testing Center Beatrice 402-228-8242 Lincoln 402-437-2715 Milford 402-761-8202
<input type="checkbox"/>	Submit required items for Program of Study	For information about special program requirements, contact the Admissions Office or visit www.southeast.edu . Now that you've applied, let's get you started on your SCC journey! By completing these steps, you'll be on the path to success!	

Admission to Southeast Community College

Demonstration of College Readiness & Placement Testing

Southeast Community College requires competency in reading, writing and mathematics in order to succeed in the selected Program of Study. All applicants for admission are evaluated on basic academic skills to better determine placement into courses and Programs of Study for student success. To determine the entrance requirements for specific programs, applicants can review Program of Study information on the College website <https://www.southeast.edu/academics> or request assistance from the Admissions staff.

Based on a student's placement score and/or previously completed post-secondary coursework, students may be required to complete developmental coursework before advancing to certain program courses. Specific information about developmental course work is available through campus Admissions staff. Developmental coursework and high school equivalency programs are available at SCC to students who do not meet admissions requirements into their chosen Program of Study. Applicants in need of placement test scores will be notified and provided information about testing options, study materials, and instructions.

All students seeking admission to a Program of Study must demonstrate college readiness. This can be verified via a number of evaluative methods.

Completion of Assessment/Course Placement Test

Completion of Assessment/Course Placement testing occurs through at least one of the following basic skill assessment/placement tests:

1. Achieve appropriate ACT/SAT (except writing) scores within the past 5 years in each of the areas of English, reading and math as required by a specific program. These scores may be reported by ACT, reported on the high school transcript, or brought in by the student.
2. Achieve ACCUPLACER/ASSET/COMPASS placement scores as required by the specific Program of Study for which the individual is applying. The first ACCUPLACER/ASSET/COMPASS basic skills assessment is available at each campus free of charge. Testing is required when ACCUPLACER/ASSET/COMPASS scores are older than 5 years. A student who cannot fulfill any one of these criteria should discuss the available alternatives with an SCC Career or Transitions Advisor.

Please contact any of the SCC Testing/Assessment Centers to learn more about placement testing, retesting and arranging a time to take the ACCUPLACER or ASSET tests.

Postsecondary Transfer Credit

Students can demonstrate college readiness through prior successful post-secondary course experiences. Official transcripts from all postsecondary institutions must be sent directly from the institution to the College Admissions Office. Transcripts will be evaluated to determine if the student meets college entrance requirements through evidence of three (3) or more hours of transfer credit from an accredited postsecondary institution with a grade of "C" or better in each of the areas of English, math and a course which indicates reading ability, e.g., social studies, speech, psychology. If the demonstrated coursework does not meet the minimum program requirement or is 5 years or older, testing is required. Please note, placement testing or additional proof of post-secondary course completion will be required when an individual has taken a prerequisite in mathematics more than 5 years ago or the completed course does not meet program requirements.

High School or GED® Diploma

Students may meet this requirement by self-certification on the Application for Admission or by submitting a copy of their high school or GED® transcript. A copy of the high school or GED® transcript is not required for admission unless the high school/GED® information the student provides on the Application for Admission is determined to be inaccurate or incomplete.

Although it may not be required that a student submit a copy of their high school or GED® transcript, it is strongly encouraged that they do so. Some programs of study may require this documentation for licensing purposes and financial aid could also be delayed if a transcript is required to complete the Financial Aid process. High school transcripts may be used for accurate course and program placement.

The student who has not graduated from high school or who does not have a GED® certificate must earn a GED® diploma before admission to a Program of Study. Contact Continuing Education for more information regarding the GED®.

Due to federal financial aid policies, federal financial aid is not available to students who have not graduated from high school or who have not completed a GED®.

International Students

Southeast Community College welcomes international students to our college community. To ensure compliance with United States immigration laws, the following requirements apply for students applying to SCC requesting an I-20 (F-1 Visa).

Completing these following requirements as soon as possible will help make your transition to Southeast Community College a success:

1. Complete an Application for Admission.
2. Submit certified copies of academic records, plus English translations where necessary.
 - a. High school transcripts and Leaving Certificates must include graduation dates and ending dates.
 - b. College transcripts from U.S. institutions must be sent directly from the former college to SCC.
 - c. College transcripts from institutions outside of the U.S. must be evaluated by a credential evaluation consultant. College degrees obtained outside of the U.S. are only accepted when interpreted by transcript service members of the National Association of Credential Evaluation Services; visit <http://www.naces.org/members.html> to access a list of consultants. The student is responsible for the cost of the evaluation.
3. Submit the International version of TOEFL (Test of English as a Foreign Language) with a total score of 500 or higher if paper based, 173 if computer-based, or 61 for Internet version. Scores must be sent directly to the College using institutional code 6795. The TOEFL requirement may be waived by

the Dean of Students when the international student comes from a predominantly English-speaking country where English is listed as an official language.

- a. SCC does not accept IELTS scores.
 - b. The ESL series of courses at SCC is not a full time program. SCC does not have authorization to issue a student visa document (I-20) for international students to study ESL.
4. Complete a College Admissions/Placement Test: ACT (use institutional code 4787) or SAT (use institutional code 1189). Test scores must be sent directly to the College by the testing organization.
 5. Submit signed Financial Resource Statement showing resources sufficient to cover course of study and transportation expenses to and from the home country. A minimum of \$20,000 for one year is required. The Financial Resource Statement must be in English, in U.S. dollars equivalent, and must be dated within in 6 months of submission.
 - a. F-1 student athletes are required to provide a signed Financial Resource Statement showing a minimum of \$8,700 for three quarters of attendance. The amount for F-1 student athletes is different because of athletic scholarships.
 - b. F-1 students with F-2 dependents (spouse and/or children) coming to the U.S. are required to demonstrate additional support in the amount of \$6,000 for each dependent in addition to the required \$20,000 stated above.

F-1 Visa students authorized to attend another college can register for concurrent classes at SCC. Tuition is non-resident rate. The student's enrollment status is with the school the student is authorized to attend. Students should check with their authorized school to remain in status.

Contact the Admissions Office at the campus where you are applying for admission for specific information assistance and required forms.

International Students Transferring from another Institution

In addition to the requirements stated above, international students desiring to transfer to SCC should contact the international student advisor (designated school official) at the campus they plan to attend.

Contact the Admissions Office at the campus where you are applying for admission for specific information assistance and required forms.

- Beatrice 402-228-8214
- Lincoln 402-437-2600
- Milford 402-761-8243
- Email: Admissions@southeast.edu

Re-Admissions Steps

We are delighted to welcome you back to SCC! Our Admissions staff is available to answer your questions and assist you in the process of re-enrolling.

Former SCC students who were "declared" and once enrolled in a Program of Study and who have not been enrolled for one or more years need to reapply for admission to be eligible for re-entry into their former program or a new Program of Study.

Readmission is subject to available space and current requirements established by the College and the Program of Study.

Additional Admissions Requirements & Information

Some programs require additional forms as part of their application process. Those forms can be obtained from the Admissions Office on the campus where the program is located or at www.southeast.edu. Additional forms should be submitted to the Admissions Office on the campus where the program is located.

Applicants will be notified by the College Admissions Office of any additional information required by their chosen Program of Study.

After your application has been processed, the Admissions Office will mail written correspondence to applicants. Applicants are welcome to call the Admissions Office on the campus to which they applied, at any time for updates and questions regarding their status.

Please note students admitted to a Program of Study are expected to abide by the rules and regulations of the program and complete the courses required by that program. A student may be withdrawn from a Program of Study for not following these guidelines.

Age Requirements

16 years of age or older: Any person 16 years of age or older is eligible to enroll in SCC credit and continuing education classes provided they meet any stated course prerequisites. Any person applying for admission to a Program of Study at the College who is 16 years of age or older must self-certify that they have earned a high school/GED® certificate or will have earned one by the time they begin their program of study.

Persons under 16 years of age: Any person under 16 years of age will not be accepted for admission into a program of study. A person under 16 years of age may enroll in credit classes provided they meet any stated class prerequisites and have special permission from the campus Dean of Students. Contact the Registration and Records Office to obtain a permission form. Persons under 16 years of age may enroll in special non-credit classes offered through the Continuing Education Division. Other special enrollment opportunities for students under 16 years of age are identified in the course description and/or advertisement.

High School Students

Eligible high school students in good standing may enroll in college credit classes with written permission from their high school principal or counselor. High school students must meet any stated class prerequisites prior to the start of the class. Contact the Registration and Records Office for additional information.

Distance learning/Dual Credit/SENCAP/Career Academy: High school students enrolling in distance learning/dual credit/SENCAP/Career Academy classes must meet all of the College course prerequisites prior to the start of class. Contact the campus Registration and Records Office for additional information.

Students Applying for Admission to More than One Program

Can I be accepted to the same program on more than one campus?

For like programs offered on more than one campus, such as Academic Transfer, Automotive, Business Administration or Practical Nursing, a student can only be admitted to the program at one location for a given year and term.

Current students desiring to transfer from their current Program of Study on one campus to the same program on a different campus must contact the program chair at the second location to determine if an opening is available. If an opening is available, the program chair will grant permission for the student to transfer and register. If an opening is not available, the student must complete the steps for admission to a Program of Study in order to reserve a place for a future term in the program at the second location.

Can I be admitted to more than one program in the same year and term?

Unless there is a conflict in scheduling, a student can be admitted into a program and enroll in classes in other areas.

Can I be admitted to different programs in different years and/or terms?

A student can be admitted into two or more different programs in different years and terms. (Contact the campus Admissions Office for additional information.)

If I am admitted to more than one Program of Study, can I use financial aid for both programs?

Students planning/expecting to receive financial aid are subject to federal restrictions that may limit their options. Please see the Financial Aid section of the College Catalog.

Enrollment Status

Students attend Southeast Community College with a variety of educational goals. Throughout your time at SCC, you will see descriptions, policies, and notifications with a variety of terminology related to your status as a student. To help you identify your status, please refer to the definitions below.

Student Status is based on enrollment in three or four terms (quarters) during a continuous 12-month period.

- Full time = 12 or more credit hours per term
- Part time = fewer than 12 credit hours per term
- $\frac{3}{4}$ time = 9 through 11.5 credit hours per term
- $\frac{1}{2}$ time = 6 through 8.5 hours per term
- Less than $\frac{1}{2}$ time = fewer than 6 credit hours per term

Contact the campus Registration and Records Office for specific student enrollment history.

Undeclared Students

Students may take courses at the College in an undeclared status. Undeclared students are defined as:

- Those waiting acceptance into a Program of Study, and/or
- Those not planning to pursue a Program of Study, but who are taking credit classes for transfer, job advancement, or other purposes.

Undeclared students are not eligible for Financial Aid. Refer to the Financial Aid Section of the Catalog for more information.

Undeclared students may register at any time during the Registration period.

Criminal Background Checks

Southeast Community College works with a multitude of companies and agencies to provide experiences for our students. Many of these organizations require the completion of a background check prior to allowing students to participate in experiences within their facilities. Due to this requirement, all students entering the program or course areas listed below are required to have a Criminal Background Check including, but not limited to, the Adult and Child Abuse and Sex Offender Registries.

- Adult & Juvenile Services and Corrections
- Criminal Justice
- Dental Assisting
- Early Childhood Education
- Emergency Medical Services
- Human Services
- Law Enforcement & Homeland Security
- Medical Assisting
- Medical Laboratory Technology
- Nursing (Practical Nursing, Associate Degree Nursing and Nursing Assistant Continuing Education classes)
- Paramedic
- Pharmacy Technician
- Physical Therapist Assistant
- Polysomnographic Technology
- Radiology Technology
- Respiratory Care
- Surgical Technology

The CBC will be completed before enrollment in courses in which the clinical, laboratory, or classroom experience requires the CBC. Additionally, registering for some courses or continued enrollment within a program may be contingent upon completion of the background check. Each program will provide students with specific details, deadlines, and the following required forms:

1. SCC Authorization and Disclosure for Criminal Background Check and Abuse Registry Checks
2. DHHS Agency Request for Information from Adult and Child Abuse Neglect Register/Registry

A non-refundable service fee of \$45 will be charged to your SCC student account at the time the background check is required or prior to registration for a particular course. The CBC will be conducted by Secured Data Services of Fremont, NE.

SCC is responsible for reporting to all affiliate institutions requiring such checks that a CBC has been completed on all students. No student will be allowed to begin an SCC clinical/practicum/internship experience if the report has not been completed.

Please note that some programs may require specific criminal background checks and drug testing based on specific requirements for that profession. Check with Admissions or the Program of Study if you have further questions.

Students who are not continuously enrolled will be required to submit to an additional CBC at their expense. The CBC will be completed only once, if no more than one year elapses between the original CBC and the student's clinical, laboratory or classroom experience requiring the CBC.

DISQUALIFYING CIRCUMSTANCES

A criminal history involving one or more felony offenses will generally be disqualifying. A criminal history involving only misdemeanor offenses will generally be disqualifying only if the offense(s) involve:

- a crime of violence
- sexual assault
- the abuse of a child, elder, or person with a disability, or a person under the care of the student in any type of medical or mental health setting
- the unlawful use, possession, or sale of narcotics, or controlled substances
- if the offenses are so numerous or of such character to indicate that the student may pose a threat to the employees, clients, or property of the clinical program or College.

A conviction or arrest will not automatically disqualify an applicant from admission to a program or keep them from clinical experience. If you have questions or concerns about the CBC, please contact your division dean.

Considerations related to admission to a program include but are not limited to:

1. The date, nature and number of arrests and convictions;
2. The relationship which the arrest or conviction bears to the duties and responsibilities of the affected student in a clinical setting;
3. Successful efforts toward rehabilitation;
4. Rules and regulations of the clinical program;
5. Other criteria which are determined by College administrators to be relevant.

Decisions allowing continuance in a program in no way can be construed as a guarantee of licensure or certification upon graduation. Licensing boards make independent decisions about eligibility requirements and granting of licensure.

Drug Testing

Education of Health Science students at Southeast Community College requires collaboration between the College and clinical facilities. The educational process for these students cannot be completed without a quality clinical rotation. The college shares an obligation with the clinical facility to protect all patients from harm due to students who are under the influence of illegal drugs or alcohol while in the clinical facility. The clinical facilities require that Southeast Community College obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation and that such students be drug and alcohol free while at a clinical facility.

Student and Clinical Faculty Drug Screening Procedures

1. Students admitted to a Health Sciences program at Southeast Community College that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug and alcohol testing prior to the first clinical rotation.
2. Drug and alcohol testing will be conducted according to the procedures and standards specified by the affected clinical facility. Only drug and alcohol tests conducted by college authorized agencies will be accepted. Cost of the drug test (\$35.00) is paid through special fees.
3. Further drug testing and or alcohol testing may be required of the student for cause. This testing will be required at the discretion of the College or the clinical agency. Cost (\$35.00) of the drug or alcohol testing will be the responsibility of the student.
4. All Health Science students will be tested for the following drug categories: amphetamines/methamphetamines, barbiturates, benzodiazepines, cocaine and metabolites, marijuana metabolites, opiates, phencyclidine, and propoxyphene. This list is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.
5. The student must provide written consent to provide specimens for the purpose of analysis and release of information to Southeast Community College. If the student is under eighteen (18) years of age, the parent or legal guardian must sign the drug and alcohol testing consent form in addition to the student. The consent form will be provided by the authorized agency the day of the appointment.
6. Students have the right to refuse to consent to drug and alcohol testing. However, students who decline will not be able to start or complete a clinical rotation and will be unable to achieve the required clinical experience for that program/course. The refusal to consent to drug or alcohol testing may result in a student being dismissed from the program.
7. The student will be provided with an instructional sheet of acceptable drug screening vendors, payment instructions, and procedural information.
8. Notification indicating a "Negative" drug screen or "Further Testing Required" will be sent to the Dean of Health Sciences at Southeast Community College.
9. The Medical Review Officer from the authorized agency will contact the student directly if "Positive" or "Further Testing Required" is noted.
10. The results will be reviewed by the Dean of Health Sciences for verification and placement purposes.
11. Students will not be allowed to hand deliver drug screening test results to the Dean of Health Sciences.
12. Any student who tests positive for a prohibited drug will be given the opportunity to contest the results, if the failure is due to justifiable prescription drug use. If the failure is due to justifiable prescription drug use, the student may be permitted to participate in the clinical program of the affected facility if it is determined that the student may safely do so without jeopardizing patient safety. It is the student's responsibility to provide proper documentation if he/she has failed the drug screen due to justifiable drug use.
13. If the positive test is not due to justifiable prescription drug use, the student will meet with the Dean of the Health Sciences Division to discuss withdrawal from the designated Health Program. Depending on the circumstances, a positive drug or alcohol test may make it impossible to place a student in a clinical setting and could result in dismissal from the program.
14. Students could apply for re-admission into a health program. The College will determine in its discretion whether a student will be readmitted based on among other things the circumstances relating to the failed drug or alcohol test and the ability of the College to place the student in an

appropriate clinical setting. Re-admission would be based upon the next possible program in-take date (approximately 1 to 2 quarters) and completion of additional drug testing.

15. Depending on the circumstances, the results of a positive drug or alcohol test may be communicated to law enforcement authorities, the Nebraska Department of Health and Human Services, or other state agencies.
16. The cost of drug and alcohol testing is provided for informational purposes only and is subject to being increased from time to time.

Registration Information

Earning College Credit

Students receive credit hours based on the number of contact hours per week they're in class for a term. Successful completion of the course earns the student credit.

Definition of Credit Hour

Credit hour means the unit used to ascertain the educational value of course work offered by the institution to students enrolling for such course work, earned by such students upon successful completion of such course work, and for which tuition is charged. A credit hour may be offered and earned in any of several instructional delivery systems, including, but not limited to, classroom hours, laboratory hours, clinical hours, practicum hours, cooperative work experience, and independent study.

Total Credit Hour Limit in a Term

Students may not register for more than 19.5 credit hours in a single term without prior approval. If a student is in a declared Program of Study they must contact the Instructional Dean that oversees their program. Undeclared students must contact the Dean of Student Services to request prior approval.

Advanced Standing

Students may have the opportunity to receive credit through advanced standing. The three methods the College has established for students to gain advanced standing are: transfer credit, credit by waiver and credit by examination.

In order to be granted advanced standing credit:

1. A student must be accepted for admission to a College degree program.
2. A minimum of one-third (1/3) of the credit hours required for a degree must be completed at SCC, the degree-granting institution, except under statewide or college partnership agreements with the division deans' approval.
3. Up to two-thirds (2/3) of the credit hours required for a Program of Study may be waived through the three methods established for advanced standing; (credit by transfer, waiver and examination).
 - a. Up to two-thirds (2/3) of the credits for advanced standing may be transfer credits, except under statewide or college partnership agreements with the division deans' approval.
 - b. Credit hours granted by waiver or examination or by any combination of waiver and examination may be awarded up to limits established by each department but may not exceed one-third (1/3) of the total credit hours required for a program award.

Exceptions to #2, #3, #3a or #3b must be approved by the Vice President for Instruction.

Please refer to the specifications listed in each of the following three (3) advanced standing methods.

Transfer Credit

Students who have attended college elsewhere should have their official transcripts forwarded to the Registration and Records Office before starting school to have previous coursework evaluated. Courses from accredited institutions in which grades of "A", "B", or "C" (or their equivalent) have been earned will be considered for transfer credit. College courses in which grades of "D" or "F" (or their equivalent) have been earned will not be considered for transfer credit. Additional information about SCC transcripts can be found in the Transcripts section.

Note: Grades and courses taken at other institutions will not replace grades in equivalent courses taken at SCC.

The Nebraska Transfer Initiative

Students have become increasingly interested in beginning their education at Southeast Community College and transferring to another institution to finish a higher degree program. SCC strives to make the transfer process as seamless as possible by maintaining special cooperative programs and transfer agreements with many colleges and universities.

Since 1995, the community colleges of Nebraska have been involved in the Nebraska Initiative regarding statewide common courses. The community colleges have increased the number of common statewide courses that are provided, what and how the courses will articulate and transfer to other colleges and universities, and an ongoing process for updating and assuring students that the coursework is up to date and accurate. Please visit <http://www.ncca.ne.gov/ncca/nettransferinitiative.html> or talk to a campus Academic Advisor.

It is important for students to know whether the courses they are registering for meet the degree requirements of the institution to which they intend to transfer. Transfer planning starts with initial registration at SCC and continues until the student's graduation.

TRANSFER REMINDERS: Many colleges will accept only classes with a grade of "C" or better. Most colleges will not transfer in more than 66 semester (99 quarter) credits from a 2-year college. Courses with a prefix of less than 1000 are considered to be developmental and do not transfer.

Transferring Credit at SCC

SCC maintains special cooperative programs and transfer agreements with many colleges and universities. Any student who has successfully completed the courses identified in the articulated curriculum with an equivalent of a "C" (2.0 on a 4.0 scale) or higher, and is admitted to a participating institution will be:

- Granted standing comparable to current students who have completed the same number of equivalent credit courses toward an associate/baccalaureate-level degree; and
- Able to progress toward an associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/baccalaureate institution as first-time freshmen.

Students are encouraged to visit with a college advisor as transfer credit may or may not apply to SCC programs and determination is made by the division dean regarding graduation or satisfaction of program requirements with transfer credit.

Credit by Waiver

To apply for Credit by Waiver, the applicant must be accepted for admission to a College degree program and enrolled in credit classes. Students requesting advanced standing Credit by Waiver must complete an application for Credit by Waiver and supply supportive documents such as competency reports, proficiency certificates or training records. Credit by Waiver will not be granted for classes where the student has previously received a grade.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. The application must be submitted for evaluation to the campus department responsible for teaching the course. Upon successful completion of the evaluation, both the application and evaluation will be submitted to the campus Registration and Records Office for recording credit on the student's transcript.

Courses in which credit is granted by waiver will be recorded on the transcript with a "CW" grade and will not be included in calculating a student's grade-point average. Credit granted by waiver is subject to evaluation by other institutions and may not be accepted for transfer credit.

Credit by Examination

Some courses may be completed by examination. Testing devices and evaluation procedures will vary according to the course, division requirements and the amount of credit being advanced. To apply for Credit by Examination, the applicant must have been accepted for admission to a College degree program and enrolled in credit classes.

Applications for Credit by Examination are obtained from the campus Registration and Records Office and submitted to the division responsible for teaching the course. An application for Credit by Examination must be completed and submitted to the campus Registration and Records Office for all credit granted as "PX" (Passed by Examination) on the transcript. No grade points will be awarded, and the Credit by Examination will not be included in the cumulative grade-point average. Copies of the certification will be returned to the student and the department in which the student is enrolled.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. Applicants for Credit by Examination must pay 50 percent of the current per credit hour tuition rate for each credit hour attempted by examination, prior to the examination.

Credit by Military Service

SCC recognizes course work completed at military schools, through active duty, National Guard or Reserves. Credits may be applied to military courses with the approval of the appropriate campus division. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council for Education, is used as a guideline. Courses for which credit is granted by transfer will be recorded with a "TR" grade and will not be included in calculating a student's grade-point average.

College Level Examination Program (CLEP)

Students interested in CLEP testing should contact the Lincoln Campus Testing/ Assessment Center (402-437-2626) for information and testing arrangements. CLEP subject exams cost approximately \$80 per examination plus a \$15 proctor fee. Some colleges do not accept CLEP credits as transfer credits. Transfer students should carefully investigate minimum CLEP scores established by other colleges.

To have CLEP credit posted to an SCC Transcript, a student must have been accepted for admission into a college degree program and enrolled in credit classes.

SCC administers the CLEP at the Lincoln Campus, 8800 O Street in the Testing/ Assessment Center. Each program has established a list of courses for which CLEP scores will be accepted for credit by examination. Minimum CLEP scores vary from exam to exam; therefore, students should request a list of these minimum scores. Credits granted through a CLEP exam will not apply towards load requirements for extraordinary activities, veteran's benefits or scholastic honors. Only SCC students may have CLEP scores recorded on their SCC transcripts. Acceptable CLEP credits are recorded as PX (Pass by Examination).

Dual Enrollment/Dual Credit Courses

SCC has a variety of dual enrollment agreements with secondary schools. Dual enrollment programs, often referred to as "dual credit programs," or "Career Academies" are intended to meet the needs of the academically and technically advanced high school student. These programs are designed to meet the Nebraska Dual Enrollment standards. Students who want to earn college credits while still in high school can do so by enrolling in a college course that is offered at a campus, online, or other designated locations such as a high school, or learning center where courses are being offered.

Regardless of location, a dual enrollment/dual credit college course will follow the same requirements, rigor, and standards as a course taught at the college campus. Students in high school may be granted high school credit for the college course, but the decision to award high school credit is the responsibility of the high school district. If a course is accepted by the high school, the course then becomes a "dual credit" course, earning college credit and high school credit for the same course.

Southeast Community College offers many college courses that may transfer to four-year colleges and universities. Students need to check with the receiving institution to see which courses will transfer. Many career education courses will apply to an SCC Program of Study.

Many of these opportunities are provided through partnerships with local high schools. Please visit the following websites for further information.

- SENCAP (Southeast Nebraska Career Academy Partnership) is a partnership with high schools in our 15-county service area. www.southeast.edu/sencap.

- The Career Academy is located at the SCC Lincoln Campus, and is in partnership with Lincoln Public Schools. <http://wp.lps.org/tca>.

Secondary schools interested in discussing criteria for articulating dual enrollment classes may contact the Administrative Director of Career Academies & K-12 or Administrative Director of The Career Academy.

Registration Procedures

We recommend that prior to registration, students consult with advisors or instructors. Advisors help students understand degree requirements and maintain knowledge of transfer articulation agreements, requirements and regulations. They assist students in developing meaningful educational goals that are consistent with personal interests, values and abilities. Effective academic advising helps the student identify resources for greater academic success and helps the student navigate immediate questions and concerns and plans for the future.

How to Register for Classes

Newly Declared Students

Newly Declared Students (those who have been admitted into a Program of Study):

Information about registering for classes will be sent to newly declared students. The College strongly encourages new students to visit with an advisor in their program

Returning Students in a Program of Study

Returning students may register in person at the Registration and Records Office on each campus or by logging in to their WebAdvisor account at thehub.southeast.edu. For additional help registering, students are encouraged to contact an advisor, go the Registration and Records office on each campus or contact the office at: 402-437-2605 or at registration@southeast.edu

Undeclared Students

Undeclared Students are (those students who have not been admitted to a Program of Study):

Undeclared students may register in person at the Registration and Records Office on each campus or by logging in to their WebAdvisor account at thehub.southeast.edu if their student account has been set up for online registration. For additional help registering, students are encouraged to go the Registration and Records office on each campus or contact the office at: 402-437-2605 or at registration@southeast.edu.

Advising for Undeclared Students is available through the Career Advising Centers on each campus.

To contact a Career Advisor or make an appointment please call:

- Beatrice: 402-228-8242
- Lincoln: 402-437-2620
- Milford: 402-761-8202

Non-Credit Students

Students wishing to take classes through the Continuing Education Division may register through the Continuing Education website at <https://www.southeast.edu/continuing> and select the REGISTER NOW link. For assistance, contact 402-437-2700.

Registration dates are published and available in the Registration and Records Office and online prior to each registration period. <https://www.southeast.edu/registrationandrecords>. Additional information is available through faculty and program advisors.

Registration information is distributed each term by the Registration and Records Office on each campus. It is each student's responsibility to become familiar with registration schedules, deadlines, completion of registration forms, and any required signatures. All students are allowed to register for classes when Registration begins. Refer to www.southeast.edu/registrationandrecords for more information.

Tuition Payment Deadlines

After registering, payment of tuition and fees must be made no later than the beginning of a term.

Failure to meet established payment deadlines will result in debt collection activity. The student is responsible for all unpaid balances. Outstanding balances must be paid before a student can register for any SCC course.

Students may enroll in the e-Cashier monthly payment plan. (See Tuition Payment Policy – College Costs or www.southeast.edu/financialaid.)

Dropping or Adding a Course

Dropping a Course (Student-Initiated)

Students may initiate a drop from a class/es prior to the deadline for dropping classes (see deadline dates and refund information on The Hub on the Registration page.)

To drop a class(es), a student must

1. Drop the class online using WebAdvisor on The Hub (be sure to print a written confirmation of your drop if using WebAdvisor) or
2. Submit an "Official Drop/Add Form For Credit Classes" available at www.southeast.edu/RegistrationandRecords to the Registration and Records Office located in the Student Services Office

Failure to attend classes does not constitute a drop.

Students must submit an official drop form prior to the drop or refund deadline to be eligible for a tuition and student services fee refund. Failure to attend classes does not absolve the student from being financially responsible for tuition and fees associated with the student's registration. Students can obtain a drop form from any Registration office or on The Hub.

NOTE: Students who have failed a class due to academic integrity or other disciplinary reasons are not eligible to drop or withdraw.

Important Drop Deadline Dates

The date on which 12.499% of time has elapsed since the first day of the class will be

1. The last date a student is allowed to register for a class for that term.
2. The last date a student can drop a class to get a refund of tuition and student services fee for that term. Specific dates for individual classes are included in the credit class schedule each term.
3. The date that all instructors are required to report students who have never attended class ("No Show" Students)

"No Show" Students

1. Under federal rules, the College cannot pay financial aid to students who never attend class. Financial aid will not be distributed to students who have been reported as never having attended class ("No Show" students).
2. "No Show" students will be billed and held responsible for payment of tuition and fees for classes they do not drop within the designated refund period found on the Registration page on the Hub. (See Drop/Add)
3. "No Show" students will be removed from the class rosters and no grade will appear on a student's transcript.

Deadline for Dropping a Class and Receiving a Grade of "W"

The deadline for dropping a class and receiving a grade of "W" is the 75-percent point from the first day of the term. Student-initiated drops which occur between the 12.499-percent of the time elapsed since the first day of the class and prior to the drop deadline will receive a grade of "W." You may request a drop (awarding of a grade of "W") after the drop deadline for dropping classes, only if extenuating circumstances exist. Personal problems such as illness, job change or a move out of town may be considered by individual instructors and approved by the Division Dean.

Refunds for Classes

Please refer to the Financial Planning section of the College Catalog for complete information on refunds for tuition, classes and the return of Federal Financial Aid.

Adding a Course

Last Date a Student is Allowed to Start a Class

If a student is registered for a class, the instructor must allow the student to start class prior to 12.499% of the time elapsed. After 12.50% of the time has elapsed since the first day of class, the instructor may allow a student to start a class ONLY with special permission from the Program Chair and Division Dean.

All 12.499% and 12.500% time elapsed calculations are based on calendar days, including Saturdays, Sundays, holidays and weekdays, from the first day of the class. Specific dates will be posted in the Credit Class Schedule or the Registration page on The Hub.

Adding Courses After Initial Registration

To add a course(s) prior to 12.499% of the time elapsed since the first day of the start of class, a student must do the following:

1. Complete an official drop/add form (obtained from the Registration & Records office or on The Hub)
2. Have the course instructor or program designee sign the form to approve the "add," if after the second day of the term.
3. Submit the form to the Campus Registration and Records Office no later than 12.499% of the time elapsed since the first day of the start of class.
4. To add a course or courses after the first 12.499% of the time elapsed since the first day of the start of class a student must follow the procedure above, but must have both the Program Chair and Division Dean signature on the add form.

The same procedures listed above apply to courses that vary in length from the regular term dates and can be added within the first 12.499% of the time elapsed since the first day of the start of class. Specific dates for refund drop dates for individual classes are included in the credit class schedule each term.

Some courses are taught on an individualized basis and offer continuous enrollment if space is available. Other courses can be added after 12.499% of the time has elapsed only under exceptional circumstances. If any courses are added after 12.499% of the time elapsed since the first day of the start of class, the signature of the both the Program Chair and Division Dean are required prior to being submitted to the Campus Registration and Records Office.

Waitlisting a Course

When a course section reaches its maximum capacity, it is possible for students to add themselves to a waitlist via WebAdvisor for Students on The Hub.

Email Address

Students must have a current email address on file at Southeast Community College before adding themselves to a waitlist. To verify the email address is accurate, go to WebAdvisor for Students on The Hub and, from the main menu, select: WebAdvisor for Students->User Account->Address Change. Email addresses are listed at the bottom of the page. If the address is incorrect, make the necessary changes and click->Submit. Corrections are sent directly to the Registration and Records Office, however, they are not immediately seen on WebAdvisor.

Waitlist Process

Students can add or remove themselves from a course waitlist through WebAdvisor. After selecting a class which is full, on the registration screen select Action->Waitlist->Submit.

Note: Students cannot waitlist themselves for classes if any of the following conditions apply: prerequisites are not complete, the student is currently registered for another section of the class or tuition is owed to the College. Also, students cannot waitlist themselves for multiple sections of the same course.

Permission to register

When there is an opening in a class, the first student on the waitlist will be notified via email. Within the timeframe specified in the email, the student can register for the section online by going to WebAdvisor for Students->Student Registration->Manage My Waitlist->Action-> Register->Submit.

One (1) day to register

When given permission to register, the student will have one day to register. At the end of this time, if a student fails to register for the designated class, the student is removed from the waitlist and the next student is notified.

Removal from the Waitlist

Students can remove themselves from the waitlist by going to WebAdvisor for Students->Student Registration->Manage My Waitlist->Action-> Remove->Submit.

Tuition

Students are not charged tuition for courses in which they are waitlisted. Tuition charges will not be posted to the student account until the registration process is complete.

Additional Registration Information

Auditing a Course

Students planning to audit a course must complete a "Request to Audit a Course" form. This form must be completed prior to the first class session. The student must pay the regular tuition and fees for the course, but will not receive college credit. Tuition and fees paid for Audit courses are nonrefundable. A grade of AU is assigned and cannot be changed without re-taking the course for college credit. Students receiving financial aid or Veterans' benefits cannot count audited courses toward the minimum credit hour requirement. Audited course work will not count toward graduation requirements.

Form is located at <https://thehub.southeast.edu/studentsrsvs/registration>.

Prerequisites: A student may not be eligible to register for some programs/courses which have specific program prerequisites unless program/course prerequisites are met.

Arranged and Independent Study Classes

Students who register for any arranged classes or independent study classes must report to the instructor for each class on the first day of class, at the beginning of the term. Students who register for any arranged or independent study classes after the term begins (adding classes with drop/add form) must report to the instructor within five (5) business days.

Transcripts

An official transcript is a copy of your permanent academic record and includes courses taken, dates of attendance, program, type of degree awarded, your cumulative grade-point average and all honors received at SCC.

Requesting Transcripts

The College provides access to your transcripts via three methods: Written request, online using WebAdvisor through The Hub or Electronic PDF request.

Written Request

1. The request must include the student's name (at time of attendance), Social Security number or SCC student ID number, approximate dates of attendance and student signature, along with address of where to send the transcript.
2. SCC will accept FAX requests for transcripts, with the student signature, but cannot return the transcript by FAX.
3. Email requests with a student signature, can be sent to registration@southeast.edu. (Transcripts cannot be returned via email or FAX.)
4. Walk-in (immediate) transcript service is available at a cost of \$5 per request. There is a limit of 5 transcripts per request.

Online Request Using WebAdvisor

1. Students must log into The Hub to submit their transcript request. Students who do not remember their Hub log-in or did not have one while attending SCC cannot use this method of requesting a transcript.
2. Once on The Hub, go into WebAdvisor for Students under Academic Profile and click on Transcript Request.
3. Complete the information and submit your request.
4. Requests submitted through WebAdvisor will be processed within 3-5 working days of the request.

Electronic Transcripts

Students who attended SCC prior to 1994 cannot use this method to request transcripts.

1. Electronic transcripts can be ordered online 24/7 through the National Student Clearinghouse at www.getmytranscript.com and delivered in as little as 15 minutes if there are no holds on your student account.
2. There is a \$2.25 - \$4.00 charge per request, depending on delivery method. Students can use any major credit card, which is not charged until the transcript is sent electronically.
3. Students can request order tracking updates by email, online and/or text message.
4. Delivery options include electronic PDF, mail or hold for pickup.

SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.

Transcripts may be picked up or mailed as requested after 3-5 working days from the date of the request.

Official transcripts will bear the College Seal and are signed by the Administrative Director, Registration & Records or an Associate Registrar. Official transcripts issued to the student will be stamped "Issued to Student". All transcripts from the SCC Registration and Records Office are official transcripts.

Issuance of Non-credit Transcripts

1. SCC issues a transcript upon written request by the student. The request must include the student's name (at the time of attendance), Social Security number or SCC student ID number, approximate dates of attendance, and signature, along with the address where the transcript is to be sent.
 - a. Telephone requests will not be honored.
 - b. SCC will accept FAX requests for transcripts but cannot return the transcript by FAX.
 - c. Walk-in (immediate) transcript service is available at a cost of \$5 per request.
2. There is no charge for issuing a transcript (except walk-in-immediate transcript service at a cost of \$5 per request.) However, SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.
3. Transcripts may be picked up or mailed as requested after three working days from the date of request.
4. The transcript request will be kept on file in the Continuing Education Division.
5. Official transcripts will bear the official seal of the College and are signed by the Division Dean. All non-credit transcripts from the Continuing Education Division are official non-credit transcripts.

Semester-Hour to Quarter-Hour Conversion

One quarter = 10 weeks.

Each quarter hour equals two-thirds of a semester hour. This table shows the conversion between semester credit hours that may have been earned under the previous SCC Beatrice semester system or transferred from another college, and quarter credit hours.

SEMESTER	QUARTER
0.33	0.5
0.67	1.0
1.00	1.5
1.33	2.0
1.67	2.5
2.00	3.0
2.33	3.5
2.67	4.0
3.00	4.5
3.33	5.0
3.67	5.5
4.00	6.0
4.33	6.5
4.67	7.0
5.00	7.5
5.33	8.0
5.67	8.5
6.00	9.0
6.33	9.5
6.67	10.0
7.00	10.5
7.33	11.0
7.67	11.5
8.00	12.0

Explanation of Transcripts

Bankruptcy

A # symbol will appear on the transcript before the grade for a course which has been bankrupt. Bankrupt grades will not count in the cumulative GPA, but are included in the term GPA.

AU - Audit

"AU" is assigned when a student registers to audit a course. The student pays the regular tuition and fees, which are nonrefundable, for the course but will not receive college credit for the course. The grade "AU" cannot be changed to another grade at a later time without taking the course for college credit. Students receiving financial aid or Veteran's benefits cannot count audited courses in determining minimum-credit-hour requirement.

BF - Balance Forward

Credit for courses before 7/1/94.

CIP - Course in Progress

Currently enrolled classes.

CW - Credit by Waiver

"CW" is assigned for advanced placement credit based on evaluation by the appropriate campus department.

F - Failure

The letter "F" is assigned when a student has not attained the required level of performance in a course. No credit is granted.

I - Incomplete

The letter grade "I" is a designation assigned when course requirements are not completed due to extenuating circumstances as determined by the course instructor. The "I" is considered a temporary letter grade.

1. For removal of the "I", a "Contract for Grade" must be submitted at the time the incomplete grade is issued. The deadline for work to be completed is the end of the term immediately following the term in which the incomplete grade was awarded. Students can find the form on the Hub.
2. The time period of a contract may be extended one additional term with the approval of the division dean. A notice of the extension must be filed with the campus Registration and Records Office.
3. If a student does not initiate and complete a "Contract for Grade of Incomplete," he/ she must reregister and successfully complete that course to receive credit.
4. A student may not drop a course for which he/she has negotiated a "Contract."
5. The student may progress to the next sequential course only if a "Contract" has been negotiated.
6. It is the student's responsibility to:
 - a. initiate contract negotiations
 - b. fulfill the contract
7. It is the instructor's responsibility to:
 - a. determine if a grade of Incomplete is appropriate
 - b. file the contract with the campus Registration and Records Office
 - c. notify the student and the campus Registration and Records Office that an Incomplete has been given to the student
 - d. negotiate the contract
 - e. file notice of grade change with the campus Registration and Records Office when appropriate to change the "I" grade to a permanent letter grade.
8. If the student thinks the contract is unfair, he/she has the right of appeal beginning at the program level.

NP - No Pass

The letter grade "NP" is assigned when required level of performance in a "Pass/No Pass" course is not attained.

P - Pass

The letter grade "P" is assigned when credit is granted for successful completion of campus-approved "Pass/No-Pass" course. The pass grade represents a 70 percent, or a grade of C or higher. Each division will identify the courses which may be taken as Pass/No-Pass. Divisions will also establish the maximum Pass/No Pass hours that may be earned and applied to completion of a prescribed course of study.

PX - Pass by Examination

"PX" is assigned when credit is granted for successful completion of a campus-approved examination or evaluation procedure rather than through course enrollment.

W - Withdrawal

The letter "W" is assigned when a student drops a course after the census date of the course.

R - Repeat

The highest letter grade received for a course will be used in computing the cumulative GPA when a course has been repeated. Courses which have been repeated are noted with "same as course number" followed by the term date where the highest grade has been earned. Repeated course grades will continue to be included in the calculation of the term GPA. A repeated course will be listed with 0.00 credit hours.

Transcript Key

Credit Transcript Key				
Grade	Status	Honor	Description	Percentage Points
A+	Permanent	4.0	Excellent	95-100
A	Permanent	4.0		90-94
B+	Permanent	3.5	Above Average	85-89
B	Permanent	3.0		80-84
C+	Permanent	2.5	Average	75-79
C	Permanent	2.0		70-74
D+	Permanent	1.5	Below Average	65-69
D	Permanent	1.0		60-64
F	Permanent	0.0	Failure	Below 60
P	Permanent	*	Pass	70-100
NP	Permanent	*	No Pass	
I	Temporary	*	Incomplete	
W	Permanent	*	Withdraw	
AU	Permanent	*	Audit - No Credit	
PX		*	Pass-Exam	
CW		*	Credit by Waiver	
*Not included in GPA				

COLLEGE COSTS

Tuition & Fees

Tuition and fees must be paid by the first day of class. The following tuition and fees rates are effective July 1, 2017-June 30, 2018.

Tuition Rates

- Nebraska resident All credit hours taken (per credit hour/per term) \$65.50
- Out-of-State All credit hours taken (per credit hour/per term) \$79.50

General Fees

- Student Services Fee (including \$0.25 alumni fee)
All credit hours taken (per credit hour/per term) \$2
- Graduation fee (nonrefundable) \$25

Residency Requirements

To be eligible to register at resident tuition rates at SCC, Nebraska residency must be established according to the provisions of Nebraska revised statute Section 85-502 or be a covered individual under the Veterans' Access to Care through Choice, Accountability, and Transparency Act of 2014 known as the "Choice Act".

Resident Status

An individual will qualify as a resident of the state of Nebraska for tuition purposes at SCC if the standards set forth in any one of the designated nine (8) categories are met as defined in the statute:

1. An individual who is a graduate of an accredited Nebraska senior high school, or has previously been enrolled at SCC as a resident student.
2. An individual who has married a resident of Nebraska.
3. A person of legal age who is dependent for federal income tax purposes on a parent or guardian who has established a home in Nebraska.
4. A minor whose parent(s) or guardian who for a period of six months have established a home in Nebraska where such parent(s) or guardian are habitually present with the bona fide intention of making Nebraska their permanent place of residence.
5. A person of legal age or an emancipated minor who for a period of six months shall have established a home in Nebraska where he/she is habitually present, and shall verify by documentary proof that he/she intends to make Nebraska his/her permanent residence. (Examples that may satisfy Nebraska residency: voter registration, Nebraska driver's license, vehicle registration, payroll records, apartment lease agreement.)
6. An individual who is an alien and who for a period of at least two years has established a home in Nebraska where he/she is habitually present with the bona fide intention of becoming a permanent resident alien of the United States and making Nebraska his/her permanent residence.
7. An individual who is a dependent of a permanent full-time staff member of SCC, the University of Nebraska system, one of the Nebraska state colleges, or one of the other technical community college areas.
8. An individual on active duty with the armed services of the United States assigned a permanent duty station in Nebraska, or a dependent of an individual who is a member of the armed services assigned to a permanent duty station in Nebraska.

Any student classified as a non-resident and believes he/she may qualify as a resident must file a residency application form with Student Services before the end of the fourth week of the quarter for which the tuition fee was charged. Residency application forms, as well as further information regarding residency classification, are available from each campus Student Services Office. It is the student's responsibility to initiate a change for residency status, provide documentation, and schedule an appointment with the Dean of Students.

Choice Act

An individual will qualify at resident tuition rates at SCC if eligibility is met under the "Choice Act". The Choice Act offers in-state tuition rates to qualified veterans and their dependents, regardless of state residency status. The Choice Act ensures access and affordability to a postsecondary education for veterans and their dependents.

The following "covered individuals" are eligible for in-state tuition rates and fees under the Choice Act:

- A veteran who lives in the state (regardless of formal in-state residence status) in which the higher education institution is located and enrolls within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred benefits who lives in the state (regardless of formal in-state residence status) in which the higher education institution is located and enrolls within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state (regardless of formal in-state residence status) in which the higher education institution is located and enrolls within three years of the service member's death in the line of duty following a period of active duty service of 90 days or more.

Students who are likely to be most affected by the Choice Act are newly discharged veterans planning to attend college in states where they last served on active duty but have not yet established residency. Students also will be impacted if they transfer to a postsecondary institution in another state and do not meet residency requirements. Dependents of veterans are another group that will be able to take advantage of the Choice Act in-state tuition opportunities and may not have been covered under some states' policies. For more information visit: <http://www.benefits.va.gov/GIBILL/docs/factsheets/Setction.702factsheet.pdf>.

Address Changes

Students must advise the Registration and Records Office of any address change (both postal and personal email) to facilitate sending correspondence to your correct address. Address changes can be submitted online via WebAdvisor on The Hub or a paper form may be obtained from the Registration and Records Office.

Tuition Payment Policy

Full payment of tuition, student services fees and room and board charges are due no later than the beginning of a term, or according to established campus payment deadlines. Payment is due immediately for class registrations that occur after the beginning of the term. Non-payment of tuition and fees may affect enrollment status. SCC accepts VISA, MasterCard and Discover credit cards for payment.

Debts

All financial obligations to the College must be paid before a student may register for any future courses and before transcripts, awards and credentials may be released. Financial obligations include, but are not limited to, tuition and fees, college loans, library and parking fines.

However, if an organization or business coordinates customized/contract training with SCC and one of their employees has an existing financial obligation to SCC, that employee would be allowed to attend training. After passing the course, a certificate would be provided if one were associated with the class/workshop. This policy only pertains to credit and noncredit classes provided to an organization/business as part of customized/contract training and is not open enrollment for the general public.

The College will charge \$30 for every insufficient funds check.

Tuition Payment Options

FACTS e-Cashier Monthly Payment Plan

SCC is pleased to offer the FACTS Payment Plan option through NBS e-Cashier. "FACTS" e-Cashier provides an option for budgeting tuition and other educational expenses. Contact the campus Student Accounts Office for a "FACTS" e-Cashier brochure which includes a copy of the Automatic Tuition Payment Agreement. Students may enroll in the "FACTS" e-Cashier monthly payment plan at <https://thehub.southeast.edu/stufinance/billing>.

The FACTS Payment Plan option allows a student to:

- Arrange for monthly payments
- Make a down payment IMMEDIATELY and arrange for monthly payments
- Pay in Full Immediately

A student will be able to make payment(s) by:

- Automatic payments from your checking or savings account or
- Credit Card

The nonrefundable enrollment fee to budget payment(s) is:

- \$15.00 per term (1-3 payments)
- \$2.00 for full payment (PROCESSED IMMEDIATELY)

The nonrefundable enrollment fee for Automatic Payments will be processed within 14 days of your agreement being posted to the e-Cashier system.

Balance will need to be PAID IN FULL before enrolling in the next term. Please be aware it is your responsibility to notify SCC of any changes in your student account balance.

Do not use your browser's "Back" button to navigate in e-Cashier. Doing so may cause your transactions to be submitted incorrectly.

Tuition Refunds

Federal regulations require that an institution's refund/repayment policy be available to all students. The following information is provided in compliance with federal regulation.

The amount of time the student attends as a percent of the total course length will be the method of the computation.

Calendar Days: All days are included in the computation of calendar days, including Saturdays, Sundays, holidays, and weekdays.

Automatic Computer Calculations: Percent of time elapsed is automatically calculated by the College computer system and based on calendar days from the first day of class.

Last Date to Drop a Credit Class and Receive a Tuition Refund

You are entitled to a 100-percent refund for any credit class officially dropped prior to 12.499 percent of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays.

NO refund is allowed after 12.500% of time has elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. Your transcript will not show any registration data if you drop prior to 12.499 percent of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays.

Please note that refunds are not automatic. To obtain a refund or adjustment on your account, you must drop the class online using WebAdvisor for Students or submit an "Official Drop/Add Form for Credit Classes" to the Campus Student Services Office prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines.

Refunds for classes cancelled by the College are automatically processed and you are not required to submit a drop form.

Electronic Refunds

Electronic payment of refunds is the FASTEST, safest and most convenient method for you to receive your refund.

You can sign up on The Hub via WebAdvisor for Students for an electronic payment option. Go to The Hub at <https://thehub.southeast.edu/stufinance/Pages/FastRefunds.aspx>.

The College recommends that you sign up to have refunds transferred electronically to your existing bank account. If you do not currently have a bank account, the College has arranged with Union Bank and Trust Company of Lincoln to open a Simply Free Checking account or a Union Bank Savings account. You may start the process of opening a Union Bank account via WebAdvisor or you may stop at any Union Bank branch office to open an account. However, students are not required to open an account with Union Bank and are free to open an account at the bank of their choosing.

If you do not sign up for electronic payment of refunds, a check will be processed at the same time that funds are electronically transferred to other students. Depending upon the day of the week, holidays, and the speed of mail delivery, paper checks may take up to 10 days or more to reach you. Checks will be processed off site and will not be available for pickup. Paper checks will be mailed to your current address on file with SCC.

If you are having your check deposited electronically, please check your bank account online (if your bank provides online access) to verify when your refund was deposited.

If you are receiving your refund by paper check, please wait a week after paper checks are mailed before inquiring about your refund.

Non-credit Class Refund

You are entitled to a 100% refund for any non-credit class officially dropped prior to the start date of the class. NO refund is allowed if the class is dropped on or after the start date of the class.

Official Withdrawals

When a student officially withdraws from ALL classes, before the end of the sixth week of classes for the term in which federal Title IV financial aid is awarded, the campus Financial Aid Office will calculate how much of a student's financial aid must be returned to the U.S. Department of Education. Students called to non-training active military duty should provide documentation to the campus Dean of Students.

Room and Board

Termination:

If a student wishes to terminate a cafeteria or residence hall contract (Beatrice or Milford), they must secure approval of termination before a refund can be made. Detailed information regarding refunds of housing deposits or fees can be found in the housing contract or by contacting the Housing Office.

Disciplinary action:

No refund will be made if a student is suspended from the residence hall and/or cafeteria due to disciplinary action.

Residence hall/cafeteria refunds for those who pay, enter and withdraw from the College will follow this specific refund schedule.

- During the first week (5 days, not including Saturdays, Sundays and holidays) of the term, 80 percent will be refunded.
- During the second week (6-10 days, not including Saturdays, Sundays and holidays) 60 percent will be refunded.
- During the third and fourth week (11-20 days, not including Saturdays, Sundays and holidays) 40 percent will be refunded.

Other Charges

Students should expect costs for books, tools, supplies, uniforms, travel, student activities fees, and other items. Costs will vary depending on the requirements of each program and the needs of the individual.

Cost estimate sheets are available for the Programs of Study. Check them out by clicking on the Costs and Info link on the program Webpage, or contact your campus Student Services Office for more information.

Financial Aid & Planning

Types of Financial Aid

Many financial aid programs are available at Southeast Community College. Financial Aid awards are administered by the Financial Aid Office under policies established by federal and state governmental guidelines.

Grants

Grants are financial aid that does not require repayment as long as the student completes the term. Grants are generally based on financial need. Available grant programs include the Federal Pell Grant, The Iraq and Afghanistan Service Grant, the Federal Supplemental Educational Opportunity Grant, and the Nebraska Opportunity Grant. There are certain eligibility requirements for each grant award. Students who have a bachelor's degree are not eligible for any of the grant programs listed.

Education Loans

Education loans are financial aid that must be repaid. Available loan programs include the Federal Direct Loan and the Federal Direct Parent PLUS Loan. Private (or "alternative") loans are also available through banks or other lenders.

Federal Work Study

Federal Work-Study is a form of financial aid paid to a student as wages received from working.

Scholarships

Scholarships are funds provided by the College or outside contributors to students based on criteria determined by the donor.

Grants

A grant is financial aid that is generally based on financial need. **You do not have to pay back grants as long as you complete the enrollment period.** Each program has certain eligibility requirements. If you already have a bachelor's degree, you are not eligible for any of the grant programs listed.

The grant programs available at Southeast Community College are:

Federal Pell Grant

- Need-based
- Eligibility is primarily based on your Expected Family Contribution (EFC)
- 2017-2018 annual award amount: \$5,920
- Enrollment required: For full eligibility, a minimum of 12 credit hours is required each quarter. Amounts are pro-rated if you are enrolled in less than 12 credits.
- Length of eligibility: Maximum of 12 full-time quarters
- Application: FAFSA

Federal Supplemental Educational Opportunity Grant (FSEOG)

- Funds are awarded on a first-come, first-served basis
- You must be eligible for the Federal Pell Grant and have exceptional financial need to qualify
- Annual award amount: Maximum \$2000
- Enrollment required: For full eligibility, a minimum of 12 credit hours is required each quarter. Amounts are pro-rated if you are enrolled in less than 12 credits.
- Application: FAFSA

Iraq and Afghanistan Service Grant

You may qualify for this grant if all the following apply:

- Your parent or guardian was a member of the Armed Forces and died as a result of performing military service in Iraq or Afghanistan after 9/11/2001
- You were under the age of 24 years, or were enrolled at least half-time in college, at the time of your parent or guardian's death
- Your EFC is above the limit for Federal Pell Grant eligibility
- 2017-2018 annual award amount: \$5,511.52
- Enrollment required: For full eligibility, a minimum of 12 credit hours is required each quarter. Amounts are pro-rated if you are enrolled in less than 12 credits.
- Length of eligibility: Maximum of 12 full-time quarters
- Application: FAFSA

Nebraska Opportunity Grant (NOG)

- Need-based
- Funds are awarded on a first-come, first-served basis
- Must be a Nebraska resident
- Annual award amount: Up to \$1,100 based on EFC
- Enrollment required: 6 or more credit hours
- Application: FAFSA

Education Loans

- Federal Direct Loan (Subsidized and Unsubsidized)
- Federal Direct Parent PLUS Loan
- Alternative Loans
- Resources for Borrowers

All education loans must be repaid. Before accepting any loans, you should create a plan to repay them. Loans must be repaid even if you experience difficult financial circumstances and/or do not complete your education.

There are certain eligibility requirements for each program. All applicants for loans are required to file a Free Application for Federal Student Aid (FAFSA). Loan eligibility cannot be determined until Southeast Community College receives a complete processed FAFSA and certain eligibility criteria have been reviewed.

All first-time student loan borrower's funds will not be disbursed to student accounts until 30 days after the first day of the term attended. All one-term loans will be disbursed in two payments. The first half about 10 days from the beginning of the term and the second half mid-way into the term.

Federal Direct Loan

The federal government provides educational loans under the Federal Direct Loan program. Repayment of the Federal Direct Loan begins six months after you graduate or six months after you drop below half-time status.

There are two types of Federal Direct Loans:

Federal Direct Subsidized Loan: This is a need-based loan for which the interest is paid by the government while you are in school at least half-time. Interest will begin to accumulate at the start of your six-month grace period (the period of time before repayment, which occurs after you are no longer in school at least half time). If you are a new borrower beginning July 1, 2013, you may receive the Federal Direct Subsidized Loan for a timeframe equivalent to 150 percent of the length of your degree or certificate, provided that all other eligibility criteria are met. In addition, any previously-borrowed subsidized loan will begin to accrue interest at the time that you reach the 150-percent timeframe.

Federal Direct Unsubsidized Loan: There is no financial need requirement to be eligible for an Unsubsidized Loan. However, total financial aid, which includes the Unsubsidized Loan, cannot exceed the cost of attendance. Unlike the Subsidized Loan, interest accumulates while you are attending school and can be paid monthly or capitalized (added to the total loan balance) until you leave school.

Enrollment required: You must be enrolled in, attend and maintain a minimum of six credit hours.

Applications:

1. Free Application for Federal Student Aid (FAFSA).
2. Master Promissory Note (MPN)

Federal Direct Parent PLUS Loan

Parents can borrow funds to cover educational costs for their dependent students. Students must be enrolled in and attend a minimum of 6 credit hours and meet the eligibility criteria outlined in the [Federal Direct Parent PLUS Loan information](#). Parents can begin repayment when the loan is fully disbursed, with the first payment generally due within 60 days, or can choose to begin repayment six months after the student is no longer enrolled at least half time or graduates. There is no financial need required to be eligible; however, total financial aid cannot exceed cost of attendance. The applicant's credit history will be evaluated in determining loan eligibility.

Maximum award amount: Student's costs less other financial aid, subject to credit approval

Enrollment required: Students must be enrolled in, attend and maintain a minimum of six credit hours.

Applications:

1. Free Application for Federal Student Aid
2. Federal Direct Parent PLUS Loan Request and Master Promissory Note.

Alternative Loans

Some lenders offer private "alternative" loans to students to help cover educational costs. These loans generally require that you have good credit or a credit-worthy cosigner. Eligibility requirements, application procedures, fees, interest rates, and repayment terms vary. Families are encouraged to utilize the Federal Direct and Federal Direct PLUS Loan programs before considering an alternative loan.

Resources for Borrowers

- Federal Student Aid Loan Information: <https://studentaid.ed.gov/sa/types/loans>
- Federal Student Aid Loan Default Information: <https://studentaid.ed.gov/sa/repay-loans/default>
- National Student Loan Data System (NSLDS): <https://www.nsls.ed.gov/nsls/sa/>
- Student Debt Repayment Assistant (Consumer Financial Protection Bureau): <https://www.consumerfinance.gov/paying-for-college/repay-student-debt/#Question-1>

Federal Work Study

Federal Work-Study (FWS) is a federally-funded program of part-time employment for students with financial need. This program allows you to earn money to help pay for your educational expenses. The number of hours worked is determined by need. Receipt of FWS is dependent upon securing a student employee position in various departments on campus, or at an off-campus location. To be considered for a FWS position, you must complete a Student Employee Application and apply for the positions in which you are interested. The Office of Financial Aid determines eligibility using federal guidelines. Funds are awarded on a first come, first served basis. Federal Work-Study award offers must be accepted by the deadline listed on your award notice.

Annual award amount: Varies based on eligibility

2017-2018 Application: File the Free Application for Federal Student Aid.

Student Employment: The SCC Placement office can assist you in locating employment either on or off campus.

Scholarships

Applying Online for SCC Scholarships

The SCC Educational Foundation was organized in 1975 with the sole intent of maintaining, developing and extending services to the College and to further educational opportunities to students, staff and residents. The mission of the Foundation is to support the vitality and growth of SCC to benefit students, staff and communities it serves.

The SCC Scholarship application is available ONLINE at www.southeast.edu/scholarships and has open enrollment during the following calendar days:

Current and new SCC students

- Nov. 1-22 – planning to attend the Winter Quarter (January-March)
- Feb. 1-22 – planning to attend the Spring Quarter (April-June)
- May 1-22 – planning to attend the Summer Quarter (July-September)
- Aug. 1-22 – planning to attend the Fall Quarter (October-December)

High School Seniors

- Dec. 1-Feb. 22 – planning to attend the next academic year.

Note: To be considered for scholarships based on financial need, the applicant must also complete the Free Application for Federal Student Aid at www.fafsa.gov for the appropriate school year.

If a student is unable to apply online, he/she may contact the Financial Aid Office with an explanation of extenuating circumstances and may receive assistance with the application process.

Additional Resources

Other sources of financial assistance available include employers and public agencies. Qualification requirements vary by organization. Please contact the appropriate agency listed for more information.

Veterans' Benefits

Veterans attending Southeast Community College may be eligible to receive benefits through the Department of Veterans' Affairs when pursuing most associate degree programs. For more information, please visit the website of the Office of Veterans Services at <https://www.va.gov>.

Heroes Act

The Higher Education Relief Opportunities for Students Act (HEROES) provides for the modification and waiver of some statutory and regulatory provisions related to students who receive financial aid and who are on active duty during a war or other military operation or who reside or are employed in a declared disaster area. These adjustments apply to return of funds and signature requirements for verification and application, among other things. Affected individuals include an individual who:

- Is serving on active duty during a war or other military operation or national emergency;
- Is performing qualifying National Guard duty during a war or other military operation or national emergency;
- Resides or is employed in an area that is declared a disaster area by any federal, state, or local official in connection with a national emergency; or
- Suffered direct economic hardship as a direct result of a war or other military operation or national emergency, as determined by the secretary.

Effective Sept. 27, 2012; the waivers and modifications expire on Sept. 20, 2017.

Other Sources of Financial Assistance

Other sources of financial assistance available include employers and public agencies. The following organizations offer tuition assistance to students at Southeast Community College. Qualification requirements vary by organization. Please contact the appropriate agency listed for more information.

- Nebraska Department of Labor, <http://dol.nebraska.gov/Home/AboutUs>
- Vocational Rehabilitation, <http://www.vr.nebraska.gov/>
- Bureau of Indian Affairs, <https://www.bia.gov/WhoWeAre/RegionalOffices/GreatPlains/WeAre/Agencies/Winnebago/index.htm>
- Professional Development, <https://www.southeast.edu/fa/>

Educational Tax Credits

Tax incentives may be available for certain college expenses, such as tuition and fees, as well as student loan interest. For information, consult your tax advisor or the Internal Revenue Service.

SCC Financial Aid Office Contact Information

Phone: 1-800-642-4075 ext. 2610, (402) 437-2610

Email: financialaid@southeast.edu

*Remember, if you are sending an email to ask about your account, it should include your SCC ID and should be submitted via your SCC email account.

Fax: (402) 437-2402

Hours of Operation:

Beatrice Campus: Monday – Friday, 8 am–5 pm

Lincoln Campus: Monday – Thursday, 7:30 am–7:30 pm

Friday, 7:30 am–5 pm

Milford Campus: Monday – Friday, 8 am–4:30 pm

Other Useful Contact information related to Admissions, Records and Student Accounts:

- Questions about your admissions application: 402-437-2600
- Questions about registering for a course, transcripts, graduation, degree audits or course substitutions: 402-437-2605
- Questions about your student account, refund, payment plan, etc.: 402-437-2669

Financial Aid Eligibility Requirements

Eligibility for most financial aid programs is based on demonstrated financial need of the student and/or the student's family and on registered credit hours. In addition to the general requirements listed below, each financial aid program may also have eligibility requirements which are specific to that program.

To be eligible for federal financial aid programs (Federal Pell Grant, Iraq and Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Subsidized and Unsubsidized Loans, Federal Direct Parent PLUS Loan), you must also:

- **Be a citizen, national or permanent resident of the United States.** Certain persons in process of becoming citizens or permanent residents may also be eligible.
- Be accepted by the College for admission as a regular student and demonstrate the ability to benefit from the selected program of study. Students enrolled in high school, post-secondary option students, early admit students, and students who apply for admission as visiting or guest students are not eligible for aid.
- Show your intent on the admission application as one of the following:
 - to obtain an associate degree for transfer to another college
 - to obtain an associate degree for the job market
 - to obtain a diploma
- Be enrolled in a financial aid eligible degree or diploma program.
- Be enrolled in courses that provide credit toward your declared financial aid eligible degree or diploma program. Courses taken as audit are not aid eligible. Enrollment must follow the freeze date policy.
- Financial aid can only be used for one repeat of a previously passed course.
- Meet the enrollment and attendance requirements for each program.
- Demonstrate the education will be beneficial to the student. To receive federal financial aid, you must demonstrate that you will benefit from the education offered. You must meet one of the following academic requirements:
 - Have a high school diploma or equivalent, such as GED; OR
 - Have state documentation of approved home school completion; OR
 - Proof of completion of at least a two-year program acceptable for full credit toward a bachelor's degree (an official college transcript must be on file with the Records Office showing that you earned an associate's degree or higher); Or
 - If you were enrolled in a Program of Study prior to July 1, 2012, satisfactory completion of six semester credits (other than developmental courses) applicable to a degree or diploma at SCC
- Comply with requirements concerning **Selective Service** registration. For information regarding Selective Service, or to register, visit www.sss.gov.
- Comply with requirements concerning **submission of a Statement of Educational Purpose**. This is included on the financial aid application (FAFSA).
- Certify that you are **not in default** on any federal student loan with the Department of Education or another institution.
- Certify that you **do not owe a refund** to any federal aid program. This includes grant overpayments resulting from withdrawals.
- If selected for verification, submit all required documents as indicated in the **Verification Policy**.
- Maintain satisfactory academic progress as set forth in the **Southeast Community College Financial Aid Satisfactory Academic Progress Policy**.

Other Factors that may Affect Financial Aid –

Developmental Hours

A student is limited to taking 45 developmental credit hours while receiving federal financial aid. Federal financial aid programs will not cover any developmental courses taken after reaching the maximum 45 hours. These courses include, but are not limited to, any course level beginning with a zero, i.e. MATH-0900, MATH-0950, ENGL-0850, and ENGL-0950. Development courses that are no longer available are still included in determining the 45-developmental credit hour limit.

Repeated Courses

Students may receive financial aid for repeating courses. However, if retaking a previously passed course, financial aid can only be used for one repeat of the course even if the second attempt results in a lower grade. Any courses that are repeated will be used in the calculation of a student's Satisfactory Academic Progress status. Each repetition will count towards the attempted hours; however, only the course(s) being counted in the CGPA calculation will be counted in completed hours for SAP.

Consortium Agreement

- Credits earned at another institution under a Consortium Agreement will be used to determine enrollment status for the awarding of federal financial aid. Such courses will be treated in the determination of academic progress as if they were transfer credits.

All information is subject to change based on changes to federal law, regulation, or college policy and procedure. If changes are made, students must abide by the new policy.

How to Apply for Federal Student Aid

To apply for most forms of financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). You must submit new financial aid applications for each academic year. Forms are available online at <https://fafsa.gov/> and should be submitted as soon as possible. Applications for 2017-2018 are available Oct. 1, 2016.

Priority deadline dates have been established to prevent delays in processing financial aid awards.

Priority filing deadline dates for completing necessary financial aid forms are as follows:

- April 1 (summer term)
- July 1 (fall term)
- October 1 (winter term)
- January 1 (spring term)

As part of the FAFSA application, students and parents (if applicable) must provide income information. In many cases, you may be able to retrieve your tax information from the IRS and transfer it to your FAFSA. **You are highly encouraged to use this option when applicable.**

Students and parents can sign the Free Application for Federal Student Aid (FAFSA) electronically using the Federal Student Aid ID (FSA ID). The FSA ID will consist of username and password, both created by the FSA ID holder. The FSA ID can be created as the first step when beginning the FAFSA or can be done at the end as part of the final "Sign and Submit" step. This will act as the electronic signature each year you complete the FAFSA. If you are a dependent student, both you and a parent will need to create an FSA ID.

***The FAFSA must include the Southeast Community College Federal Title IV school code: 007591.**

Students must complete the following eligibility requirements for financial aid consideration:

- Be accepted to Southeast Community College
- Be enrolled in a diploma or degree seeking program
- Have a high school diploma, GED®, or home school completion documentation.

Transfer students

If you have already completed the FAFSA for the current year and are transferring to SCC, add the SCC Title IV School Code 007591 to your Student Aid Report (SAR) by making a correction using [FAFSA](#) on the Web.

What happens next?

After your FAFSA has been processed, you will receive a Student Aid Report (SAR). If you completed the FAFSA on the web and provided an electronic signature and email address, your SAR will usually be sent to that email address within 1-2 days. If you did not provide an email address, your SAR will be mailed to the mailing address provided on the FAFSA within 7-10 business days. If you sent a paper FAFSA application to the FAFSA processor, allow two to three weeks to receive the SAR.

Students with Bachelor's degrees

If you have a bachelor's degree (or higher), you are not eligible for grants, but may complete the FAFSA to be considered for the Federal Work-Study program and the Federal Direct Loan program.

Answering Questions on the FAFSA Relating to Your Parent(s) Marital Status

The Free Application for Federal Student Aid (FAFSA) requires students who are considered dependent to provide information about their parents. The instructions on the FAFSA state that you must provide information for your parents even if you do not live with them.

Your legal parents are considered your biological, adoptive, or state-designated parents. A person would also be considered your legal parent if they were determined to be so by the state (for example, if the parent is listed on the birth certificate).

- If your legal parents are married to each other, select "Married or remarried", and answer the questions on the FAFSA for both of them. Same-sex couples must report their marital status as married if they were legally married in a state or other jurisdiction (foreign country) that permits same-sex marriage.
- If your legal parents are separated but living together, select "Married or remarried" and answer the questions on the FAFSA for both of them.
- If your legal parents were never married to each other or divorced and live together, select "Unmarried and both parents living together" and answer the questions on the FAFSA for both of them regardless of their gender. Do not include any person who is not married to your parent and who is not a legal parent.
- If your legal parents are divorced or separated and NOT living together, select "Divorced or separated" and answer the questions about the parent you lived with more during the past 12 months. If you did not live with one parent more than the other, or with either parent, give answers about the parent who provided more financial support to you during the past 12 months or during the most recent year that you actually received support from a parent. If this parent is remarried as of the day you complete your FAFSA, select "Married or remarried" and answer the questions about that parent and your stepparent.
- If your parent was never married and does not live with your other legal parent, provide information for only one parent. Answer the questions about the parent you lived with more during the past 12 months. If you did not live with one parent more than the other, or with either parent, give answers about the parent who provided more financial support to you during the past 12 months or during the most recent year that you actually received support from a parent.
- If your widowed parent is remarried as of the day you complete your FAFSA, select "Married or remarried" and answer the questions about that parent and your stepparent.

Grandparents, foster parents, legal guardians, aunts and uncles are not considered parents for your FAFSA unless they have legally adopted you.

Financial Aid Awards

The Student's Financial Aid Package

SCC issues an ONLINE Financial Aid Award Letter that informs students of the financial aid they may be eligible to receive. The student's offer of financial assistance is their estimated financial aid package for the academic year. Eligibility for need-based aid is based on the estimated cost of attendance, the student's Expected Family Contribution based on the information that was provided on the student's FAFSA and the student's enrollment status.

Financial Aid Satisfactory Academic Progress (SAP)

The Office of Financial Aid is required by federal regulation to monitor student progress toward completion of a degree. Being eligible to enroll in classes does not mean the student has an eligible Satisfactory Academic Progress status for financial aid.

Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Nebraska Opportunity Grant
- Federal Direct Loan Program (Subsidized and Unsubsidized)
- Federal Direct Parent PLUS Loan
- Other programs as determined by the Office of Financial Aid

The review of a student's SAP status is based on the entire academic record, even if the student did not receive financial aid for previous terms of enrollment. This includes all transfer credit hours being accepted by the college as well as developmental courses taken at SCC.

After each term, has ended a student's Satisfactory Academic Progress will be calculated and posted as a notification on his/her Hub account. Students will be notified via their SCC email account if they are not meeting minimum SAP requirements.

Eligible SAP Status

Students will be considered to have an eligible SAP status if they have a:

- Cumulative grade-point average of 2.0 or higher,
- Cumulative completion rate of at least 66.7 percent of total credit hours attempted (see chart A), and
- Cannot exceed 150 percent of attempted credits required for program degree (see chart B).

SAP Statuses (Financial Aid Satisfactory Academic Progress Statuses)

Financial Aid Warning

- Financial Aid Warning Cumulative Grade-Point Average
- Financial Aid Warning Cumulative Pace of attempted vs. completed credits
- Financial Aid Warning Both Pace and Cumulative GPA

A student who has not completed at least 66.7 percent of the total attempted credit hours (see Chart A), and/or is below the minimum 2.0 cumulative grade-point average (CGPA) will be placed on Warning. The student has one term to correct the deficiencies in SAP. The student will continue to be eligible for financial aid and is encouraged to seek tutoring or other support services for help.

Chart A

The total number of attempted credit hours are multiplied by 0.667 to obtain the minimum hours that the student must have completed successfully. For example:

<u>Total Hours Attempted</u>	<u>Required Pace</u>	<u>Minimum Hours Required to Complete</u>
24	x 0.667	16.01
12	x 0.667	8.00
9	x 0.667	6.00

Based on this chart, a student has attempted 24 credit hours must have successfully completed at least 16.01 credits. This cannot be rounded to 16 credits.

If a student does not attain SAP during the warning term, the student will be suspended from financial aid.

Ineligible SAP Status/Maximum Timeframe

To remain eligible for financial aid, a student must make sufficient progress to graduate within 150 percent of the attempted credit hours required for their program (see Chart B).

If the degree is not completed within the timeframe allowed, the student becomes ineligible for federal financial aid.

Chart B

<u>Number of credits in Program</u>	<u>Maximum Timeframe</u>	<u>Maximum Number of Credits to Complete Program</u>
90	x 1.50	135 credit hours
130	x 1.50	195 credit hours
146	x 1.50	219 credit hours

Example: A student's program requires 90 credit hours to complete. The student has attempted 135 credit hours but still has 12 credit hours to take before completing the program. The student will not be eligible for federal student aid for the remaining 12 credit hours.

Ineligible SAP Status/Financial Aid Suspension

If a student has not corrected all the deficiencies in SAP after a term of warning, or if a student has reached the maximum timeframe, the student becomes ineligible for financial aid.

Reinstatement of Financial Aid/Right to Appeal

A student who is ineligible for financial aid can become eligible for financial aid again by fulfilling one of the following conditions:

- Achieve a cumulative grade-point average of 2.0 or higher, and/or obtain a cumulative completion rate of at least 66.7 percent of total credit hours attempted.
- Successfully appeal the ineligible status by demonstrating unforeseen, documentable extenuating circumstances.

A student with unforeseen, documentable extenuating circumstances who has been denied financial aid may appeal in writing by obtaining a SAP Appeal Form from the Financial Aid Office or online. The student must submit information and documentation explaining why the SAP standards were not met and supporting documentation must be submitted before the appeal deadline for that term. The Financial Aid Office will respond to the student via his/her SCC email account to an appeal. Only information submitted with the initial appeal will be considered.

For those students who are appealing because they have exceeded the maximum timeframe, the appeals committee would consider classes taken toward a second Associate's degree, transfer credits and developmental courses.

All decisions by the appeals committee are final and there is no provision for a secondary appeal.

Financial Aid Probation/Academic Plan

If a student's appeal is approved, he/she will be placed on financial aid Probation/Academic Plan. During this period, the student may receive financial aid their next enrollment period. To continue to be eligible for subsequent enrollment periods, the student must meet the terms of the appeal.

Financial Aid Probation/Academic Plan terms:

- Successful completion of all courses attempted during the enrollment period with no withdrawals; and
- Term GPA of 2.0 or higher.

Additional requirements may be listed on the appeal approval notice.

Maximum Timeframe Appeal Approval (GSAP)

If a student's appeal is approved for maximum timeframe, he/she will be placed on financial aid "GSAP." While on timeframe appeal approval (GSAP), the student may continue to be eligible for financial aid. To be eligible for subsequent enrollment periods, the student must meet the terms of the appeal approval.

GSAP/Academic Plan terms:

- Successful completion of all courses attempted during the enrollment period with no withdrawals; and
- Term GPA of 2.0 or higher.

In addition, for students who are on timeframe appeal approval (GSAP), they must also:

- Have no future program degree changes; and
- Follow the academic plan that was submitted with their appeal.

Additional requirements may be listed on the appeal approval notice.

Reinstatement of Financial Aid / Student does not file an Appeal or Appeal is denied

A student who is ineligible can become eligible for financial aid by eliminating all academic deficiencies in their Satisfactory Academic Progress. These requirements are:

- Achieve the required cumulative grade-point average (CGPA) of 2.0 or better, and
- Satisfactorily complete enough credit hours to have a pace of completion of 66.7 percent or higher (see Chart A)

Students will be monitored at the end of each enrollment period for minimum SAP requirements and will have their SAP set to satisfactory status once these requirements have been met. Students will be notified via their SCC email account and are encouraged to apply for federal aid.

Return of Title IV Funds

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- completely withdraws, or
- stops attending before completing the enrollment period, or
- does not complete all modules (courses which are not scheduled for the entire enrollment period) for which he/she has registered at the time those modules began.

Based on this calculation, Southeast Community College students who receive federal financial aid and do not complete their classes during an enrollment period could be responsible to repay a portion of the aid they received.

Federal financial aid covered under this regulation includes the Federal Pell Grant, Iraq and Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct loans, and Federal Direct Parent PLUS loans. State grant and scholarship programs are not covered under this regulation but follow the College's institutional refund policy.

How is the financial aid that is earned by the student calculated?

Students who receive federal financial aid must "earn" the aid they receive by staying enrolled in and attending their classes. The amount of federal financial aid assistance the student earns is determined on a pro-rated basis. Students who withdraw or do not complete all registered classes during the enrollment period may be required to return some of the financial aid they were awarded.

For example, if the student completes 30 percent of the payment period, the student earns 30 percent of the aid he/she originally was scheduled to receive. This means that 70 percent of the student's scheduled awards remain unearned and must be returned to the federal government. Once the student has completed more than 60 percent of the payment period, the student will earn all his/her federal financial aid.

The following formula is used to determine the percent of unearned aid that must be returned to the federal government:

The **percent earned** is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least five days long).

The **payment period** for most students is the entire enrollment period. However, for students enrolled in modules (courses which are not scheduled for the entire enrollment period), the payment period only includes those days for the module(s) in which the student is registered.

The **percent unearned** is equal to 100 percent minus the percent earned.

What is the withdrawal date?

The withdrawal date used in the return calculation of a student's federal financial aid is the actual date the official drop form is processed by the Registration and Records Office or the date the student drops his/her courses on their WebAdvisor Account. If a student stops attending classes without notifying the college, the withdrawal date will be the last date of recorded attendance in class.

Who returns the unearned federal funds?

The college and the student are both responsible for returning unearned federal financial aid to the federal government. Amounts that must be returned will be applied in the following order: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct Parent PLUS loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and the Iraq and Afghanistan Service Grant. The college must return the lesser of 1) the total amount of unearned aid or 2) institutional charges multiplied by the unearned percentage. The student must return any remaining unearned aid not sent back by the College.

The student also will be billed for any amount due the college resulting from the return of federal aid funds that were used to cover tuition and fees. For example, if the College is required to pay back to the government federal funds used to pay a portion of a student's tuition for the enrollment period, the student then must pay the College for that unpaid portion of their tuition.

How do students repay the unearned funds?

The Financial Aid Office will notify students if they owe federal funds back to the government via their SCC email account. The amount returned to the federal government by the school then becomes a school debt for the student. The student will need to repay the amount returned to Southeast Community College.

What happens if students don't repay?

If a student does not pay funds due to the College, the student's records will be placed on financial hold. This means the student will not be permitted to register for classes or receive transcripts until his/her balance is paid in full.

What if the student is eligible for additional funds?

The Financial Aid Office will notify students if additional federal funds can be disbursed. This is called a "post-withdrawal disbursement." Federal grants will automatically be applied toward the student's account within 45 days of determining that the student withdrew. Federal Direct Loans must be accepted within 14 days of the notice; otherwise the loan funds will be cancelled. If the Federal Direct Loan post-withdrawal disbursement offer is accepted by the deadline, SCC will make the disbursement within 180 days of determining that the student withdrew.

ACADEMIC/INSTRUCTIONAL SUPPORT SERVICES

Program Information

Academic Integrity

Southeast Community College expects all students to conduct themselves with integrity. As you pursue your studies at SCC, be mindful of the values we as a community find fundamental to education.

All coursework is essential to the integrity of the College and your credentials. Be mindful of your integrity as you prepare assignments and tests. Behaving in an immoral or unethical manner in the completion of your academic work is dishonest and jeopardizes your integrity, the integrity of the College and a violation of the SCC Student Code of Conduct. The core principles of integrity create a foundation for success in all of life's endeavors. Integrity in academic settings is a fundamental component of success and growth in the classroom. It prepares students for personal and professional challenges as well as providing a blueprint for future fulfillment and success.

Academic Dishonesty

Examples of Academic Dishonesty include, but are not limited to the following:

1. Plagiarism
2. Intentionally or unintentionally presenting the ideas, words, information, or images of another as your own work by not properly citing the original sources. Allowing others to write or edit your work.
3. Fabrication/Falsification
4. Presenting altered or invented information as fact.
5. Cheating
6. Obtaining unauthorized materials or assistance for one's own academic benefit. Examples:
 - copying work of other students;
 - falsely identifying the student presenting the work;
 - submitting work created for another class or purpose;
 - attending class or taking a test for another student.
7. Facilitating Misconduct
8. Assisting others in actions considered dishonest. Giving unauthorized help on tests, labs, or homework.

If you have a question about academic honesty, consult your instructor.

What can students do to avoid dishonesty?

Sometimes dishonesty occurs because students feel unprepared. This can be avoided by allowing oneself adequate time to study and complete assignments. Instructors, campus tutors, online tutoring services, and access to Turnitin.com (a plagiarism detection service) are available to help students prepare for exams and complete assignments.

In addition, follow these suggestions:

- Never assume that collaboration is permitted unless the instructor specifically indicates you may do so.
- Read your Course Syllabus.
- Request written directions for assignments.
- Read the course grading practices and other documents provided by your instructor.
- Read deadlines and policies on late work.
- Find the instructor's contact information on Moodle.
- Retain all rough drafts, notes and graded work until final grade is posted.
- Ask your instructor about how you can submit your writing to Turnitin.com to check for accidental plagiarism.

Consequences of Dishonesty

Southeast Community College is committed to Academic Integrity and the value of your education. Faculty will report violations to Student Services and penalties can include the following dependent upon the total number of reports or severity of the act in accordance with protocols detailed in the SCC Student Code of Conduct:

- Failure of the assignment or course
- Disciplinary warning or probation notice
- Suspension or expulsion

Appeal Process

Students have the right to appeal actions through the Grievance Process.

Advisory Committees

For each occupational Program of Study, Southeast Community College consults with an advisory committee comprised of interested leaders in areas related to the program and the professions. The College and the advisory committees work together to determine training and employment needs, discuss new programs and courses, evaluate present programs, facilities, and graduates, and to assist in revisions as needed to meet business and industry needs.

Assessment of Student Learning and Program Review

Southeast Community College measures student learning as part of its ongoing efforts to improve academic and student support programs. Through the assessment of student learning, SCC continuously monitors its effectiveness and implements changes for improvement. The College utilizes a variety of direct and indirect measurements for assessment of Student Learning. Examples include:

- Entry-level tests and assessments for beginning students.
- Comprehensive exams at the course and program levels.
- Nationally standardized tests.
- Formal and informal surveys.
- Focused discussion groups conducted within academic departments or at the institutional level.
- Strategies that assess general education learning outcomes within courses and/or through specially scheduled activities.
- Post-graduation surveys.

STUDENT PARTICIPATION IN COLLEGE ASSESSMENT ACTIVITIES

Admission to Southeast Community College implies each student's willingness to participate in various efforts of the College to assess learning outcomes and the effectiveness of its academic programs. All students enrolled at SCC may be asked to participate in assessment activities. Students selected for assessment activities should take their participation seriously. The cost to the student is a small amount of time; the results are improved programs, services and instruction. Information collected is used in aggregate form to determine program and institutional effectiveness with regard to student learning outcomes. Analysis and results focus on group rather than individual outcomes.

Engaged Learning Experience

Southeast Community College supports the Engaged Learning Experience where teaching and learning focus on engaging students in the application of knowledge and skills through interactive activities. ELE is based on a five-part framework:

1. Pre-Class Content Delivery
2. Pre-Class Assessment/Ticket to Class
3. Engaging Classroom Activities
4. Assessment of Higher Order Thinking
5. Remediation, Redirection and Review

ELE creates a learning environment that happens in and outside the classroom to enhance student learning.

Attendance

The College expects students to attend classes and complete assignments, including assignments missed due to absence. Each instructor will inform students by means of a syllabus/outline of attendance requirements at the first class meeting. Missed class or lab sessions, regardless of cause, reduces the opportunity for learning and may affect achievement. Students are responsible for all content missed, regardless of the reason for the absence.

Opportunities for make-up work are dependent upon the course and instructor as outlined in the course syllabus.

The College reserves the right to require a doctor's release when it is determined that a student's absence has been the result of a medical condition that might jeopardize the health of other students. Programs involving clinical or off-campus assignments may require telephone notification of absences. The College has no leave of absence policy for students.

All attendance regulations are approved by the Instructional Division Dean. The Vice President for Instruction is informed of attendance regulations via the course syllabus/outline. Only currently registered students are allowed to attend class.

If there is a conflict with school and military training, the College will assist you in requesting a change in your annual training to minimize conflict with your College classes. Students who must miss class due to military obligations shall notify the College's VA Certifying Official in the Financial Aid Office. In addition, instructors follow SCC's procedure for reporting students who fail to start attending and/or students who stop attending class. Outlined below are the consequences for non-attendance.

Student Failure to Start Attendance--Administrative Withdrawal

SCC is required to verify the enrollment and participation of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through alternate funding sources. Attendance is established when a student physically attends a class or submits an assignment or participates in an activity in an online class.

Students who fail to start a class and never complete an assignment will be Administratively Withdrawn from the course and the student's financial aid will be adjusted to reflect eligibility only for those courses attended. Students are, however, still expected to pay for the course.

Students Who Stop Attending

Students are expected to follow the College's Drop/Withdrawal procedures. Students who stop attending a course after attendance has been established must drop the course and/or withdraw from the term, or they will be reported for non-attendance. Stopping attendance during a term is defined as not actively participating in a course for 14 consecutive calendar days. Stopping attendance does not cancel tuition charges or prevent the course and grade from appearing on the student's academic record. Students who have stopped attending a course and fail to officially drop the course will be assigned the grade earned based on completed and non-completed coursework.

Final Exams

2017-2018 Beatrice Campus Final Exam Schedule			
DATE OF FINAL EXAMINATION BY CLASS	Sept. 18, 2017	Sept. 19, 2017	Sept. 20, 2017
	Dec. 13, 2017	Dec. 14, 2017	Dec. 15, 2017
	March 14, 2018	March 15, 2018	March 16, 2018
	June 5, 2018	June 6, 2018	June 7, 2018
Final Exam Time	Regular Class Times	Regular Class Times	Regular Class Times
8-10 a.m.	8:00.....M, W, F 8:55.....M, W, F 8:00.....Daily	9:30.....M, W, F 9:00.....Daily 9:30.....Daily	11:30..... M, W, F Noon..... M, W, F
10:15 a.m. – 12:15 p.m.	1:00M, W, F 1:30.....M, W 1:00.....Daily	8:00.....T, TH	10:05..... T, TH 10:00..... Daily
1-3 p.m.	12:10.....T, TH 12:00.....Daily	2:15.....M, W, F 2:00.....Daily 3:05.....M, W, F 2:30.....T, TH	
3:15-5:15 p.m.	2:15/2:30...T, TH 3:00.....T, TH 3:00.....Daily 3:30.....T, TH	4:30.....W 4:30.....T, TH 3:30.....M, W, TH	
Evening Classes	Finals will be given the last night of class.		

Graduation Requirements

Students must meet all graduation requirements for a Program of Study and all other campus graduation requirements before they are permitted to graduate from any program at SCC. Certain Programs of Study may require specific assessment activities as a graduation requirement. The number of credit hours required for graduation is based on specific program credit hour requirements.

Students must meet all the following criteria to be approved for graduation:

1. A student must self-certify or provide proof they have received a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.
2. The minimum cumulative grade-point average (CGPA) for graduation purposes is 2.0. Extenuating circumstances, involving GPA or other requirements, may be considered by the Vice President for Instruction.
3. Students who have been continuously enrolled in a Program of Study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment (except, students will be required to complete curriculum and course changes implemented after a student starts his/her program as long as the change does not extend the student's time to complete the program) or students may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. Students who have not maintained continuous enrollment, but return within 3 years of when they last attended, will be allowed to graduate under the catalog of their initial enrollment with the approval of the division dean.
4. Students will not be eligible for graduation if a grade of "F" (Failure), "I" (Incomplete), or "NP" (No Pass) in a required course remains on the student's transcript.
5. Students must be free of any financial responsibility to the College prior to graduation.
6. All students must complete an Application for Graduation form and submit the required fee with the application to the campus Registration and Records Office by the end of the second week of the term in which they expect to graduate. Graduation fees are not refundable. Forms may be obtained in the Registration & Records office, on The Hub, or submitted online.
7. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained, complete a second application for Graduation form and submit the fee.
8. A minimum of one-third of the credit hours required for a degree must be completed at SCC for SCC to be the degree-granting institution. See "Advanced Standing."

Please note that those courses with a zero as the first digit of the course number are designated as developmental and cannot be used to fulfill degree requirements.

Graduation Awards

Southeast Community College awards the following:

Associate of Applied Science Degree (A.A.S.)

Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed Program of Study.

Associate of Arts Degree (A.A.)

Awarded upon successful completion of a minimum of 90 quarter credit hours of a prescribed Program of Study in the Academic Transfer program.

Associate of Science Degree (A.S.)

Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed Program of Study in the Academic Transfer program.

Diploma

Awarded upon successful completion of a minimum of 45 quarter credit hours and the requirements of a prescribed Program of Study.

Certificate

Awarded for successful completion of a prescribed course of study that requires fewer credit hours than a diploma program.

Licensure Requirements

Licensure is a requirement for employment after graduation from several College programs. Specific licensure requirements may be obtained from the agency or authority responsible for issuing licensure. The College does not grant licensure or ensure an individual's eligibility to obtain licensure after graduation. It is each student's responsibility to know and understand these requirements

Tools, Uniforms, and Personal Protective Equipment

The hands-on nature of the Programs of Study at Southeast Community College equip students with technical skills necessary to be successful in the workplace as well as the professional standards for chosen career. The College supplies the majority of the tools and equipment used by the students in the programs; however, students in some programs are required to purchase tools, uniforms, and personal protective equipment.

For programs requiring the purchase of tools, uniforms and personal protective equipment, detailed lists are available for each program in the Campus Store and the Admissions Office. Uniforms are available through the Campus Store on the campus where the program is located. Instructional staff in individual programs will offer guidance to students to purchase the most serviceable tools for the money. Tool companies visit the College throughout the school year.

Students are strongly encouraged to carry insurance for their personally owned equipment.

If you are applying for financial aid, these items are factored into the total cost of attendance for these programs. Please see the Financial Aid section.

Grades

Grading System

Letter Grades

The following letter grades are used to record student achievement in courses of instruction:

A+, A: Superior; work of exceptional character

B+, B: Above average work

C+, C: Average quality of work

D+, D: Below average

F: Failing work

P/NP: Pass or No Pass - can only be used for a pass/fail class; credit awarded; no quality points

W: Withdrawal; recorded after a student formally withdraws from a class. A student must initiate action for withdrawal through the Student Services Office prior to the end of the withdrawal period.

Mid-term Grades

Mid-term grades advise students of their current academic progress. At mid-term, all instructors are required to review students' academic progress and enter mid-term grades on WebAdvisor. It is the students' responsibility to check their mid-term grades.

The Student Success Office will attempt to contact students and address issues of coursework below acceptable standards, if students are failing at mid-term. Students are strongly encouraged to seek help from a College Career Services Advisor, Student Success Coach, TRIO Student Support Coach, the instructor, the Tutoring and Learning Centers, or any other person the student feels can assist. Mid-term grades do not become part of the student's permanent record.

End-of-Term Grades

Students are responsible for meeting the standards established for each course they take. Faculty are responsible for establishing the criteria for grades and evaluating students' academic performance. Within one week following the end of the term, final course grades are posted to WebAdvisor by the faculty based on a timeline established by the Registrar. Students can access their grades online with WebAdvisor using log-in ID and password. Contact Student Services for more information. Once submitted, course grades are considered final and become part of the student's permanent record.

It is the student's responsibility to review his/her grades for accuracy. If there is a question or disagreement with the grade, a student must follow the steps outlined in the Grade Appeal process within ten (10) days from when grades are posted or the date the student could have reasonably gained knowledge of the grade (see also Grade Appeal section).

Grade-Point Average

The grade-point average, commonly referred to as GPA, is a function of the grading system used to determine academic status, including scholastic probation, scholastic honors, and eligibility for graduation (See the Academic Standards of Progress section). Your GPA is determined by multiplying the grade points earned for each course by the credit hours for the course. The sum total of the grade points earned is then divided by the total number of credits attempted.

Example:

$$\begin{array}{r} \text{Math 4.5 cr. hrs. (B grade) - } 4.5 \times 3.0 = 13.5 \text{ pts.} \\ \text{Comp 2.0 cr. hrs. (A grade) - } 2.0 \times 4.0 = \underline{8.0 \text{ pts.}} \\ \text{6.5 total cr. hrs. = } 21.5 \text{ total pts.} \\ \text{(21.5 points) divided by (6.5 credit hours) = } 3.30 \text{ (GPA earned for these two classes.) (See also Credit Transcript Key.)} \end{array}$$

A grade may be removed from the student's cumulative GPA by one of the following:

- Repeating the course and receiving a higher grade. All courses will appear on the transcript in their respective session. The course with the lower grade will be indicated as a repeated course and will not be included in the cumulative GPA.
- Declaring academic bankruptcy. (See Academic Standards of Progress section)

Academic Honors and Achievements

Every term, Southeast Community College recognizes students who achieve academic success.

Dean's List:

Students who are enrolled in and complete six or more credit hours for the term with a minimum GPA of 3.50, will be listed on the Dean's List. (Classes with a grade of "P" [Pass] do not count toward the six-hour minimum.)

A press release will be sent to newspapers if a student has completed the hometown newspaper information on their credit registration form. Students may also fill out the newspaper release information in the Registration and Records Office on their campus. The Dean's List is submitted to newspapers from the SCC Public Information and Marketing Office. A certificate also is emailed to each student on the list.

A student is not eligible to be included on the Dean's List if an "F" (Failure) and "I" (Incomplete), or a "NP" (No Pass) remain on his/her grade report for the given term. It is the campus' discretion as to whether such a Dean's List is maintained.

Graduation with Distinction:

A student must have completed 45 quarter credit hours at Southeast Community College, and attained a cumulative 3.75 GPA to graduate "With Distinction," and a 4.0 cumulative GPA to graduate "With High Distinction."

Academic Standing

Students must maintain a cumulative grade-point average of 2.0 to remain in good academic standing.

Academic Warning System

All students will have mid-term grades posted on WebAdvisor. Students failing any course at mid-term will be contacted by the Student Success Office to address the issue of coursework below acceptable academic standards and will be informed of the consequences of entering academic probation or suspension status.

SCC believes students should demonstrate consistent progress toward their stated academic goals. In an effort to assist our students in meeting graduation requirements, the College has developed the following minimum academic standards. Students who have earned a minimum of 12 credits (with grades A+ through F) are covered under these standards.

Academic Alert

Students who have a term or cumulative GPA of a 2.0 or below but have not completed at least 12.0 credit hours will be placed on academic alert.

- These students will be notified, by college-assigned SCC email, of their academic alert status.
- Upon such notification, students should immediately see their program chair/ advisor to determine the necessary course of action to be taken to be removed from academic alert.
- Students who raise their cumulative grade-point average (CGPA) to a 2.00 or higher by the end of the alert status term will automatically be removed from academic alert.
- Students will continue on academic alert if they achieve a term grade-point average (GPA) of 2.00 or greater but have a total cumulative grade-point average (CGPA) of less than 2.00 and have earned less than 12.0 credit hours.

Academic Probation

Students who receive a cumulative grade-point average (CGPA) of less than 2.00 at the end of a term but have earned more than 12.0 credit hours will automatically be placed on academic probation.

- These students will be notified, by college-assigned SCC email, of their academic probationary status.
- Upon such notification, students should immediately see their program chair/ advisor to determine the necessary course of action to be taken to be removed from academic probation.
- Students who raise their cumulative grade-point average (CGPA) to a 2.00 or higher by the end of the probationary term will automatically be removed from academic probation.
- Students will continue on academic probation if they achieve a term grade-point average (GPA) of 2.00 or greater but have a total cumulative grade-point average (CGPA) of less than 2.00.

Academic Suspension

Students who are on Academic Probation will automatically be placed on Suspension if their cumulative and term grade-point average are below 2.0. Students will be notified of their academic suspension status by letter and email.

There is no appeals process for an Academic Suspension.

Students placed on Academic Suspension will not be allowed to register or attend classes for the upcoming term or terms (refer to the various suspension levels below).

- Students will not be allowed to register online while on any level of academic suspension.
- Students placed on Academic Suspension may register for credit classes for the term following the suspended term.
- Students must register with a program advisor, career advisor or academic advisor no later than the second day of the term.
- Students may take non-credit classes during any level of suspension.

NOTE: Students who have been academically suspended and are on a waitlist for a Program of Study with the Admissions Office will be removed from the waitlist. Students who have been removed from a waitlist will be required to re-apply.

Level 1 Suspension (follows Academic Probation)

Students placed on Level 1 Suspension will not be allowed to register or attend classes for the upcoming term.

- Declared students must meet with their program chair/advisor to complete an Academic Reinstatement Form. Undeclared students must meet with Career Advising or Retention staff to complete the form.
- The Academic Reinstatement Form must be submitted to the Registration and Records Office with a signed registration form for the following term.
- A student success class is recommended.
- If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing. If the cumulative GPA is below a 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.
- If, at the end of the term the term and cumulative GPA are below a 2.0 the student will be placed on Level 2 Suspension.
- If a student returns to good academic standing but then is placed back on Academic Suspension status in subsequent terms they will start over at Level 1 Suspension.

Level 2 Suspension (follows Level 1 Suspension)

Students returning to SCC from Level 1 Suspension, whose consecutive term and cumulative GPA are below a 2.0 will be placed on Level 2 Suspension. Students on Level 2 Suspension will not be allowed to register or attend classes for the upcoming term. Students follow the same procedures as Level 1 Suspension.

- If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing.
- If the cumulative GPA is below 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.
- If, at the end of the term the term and cumulative GPA are below a 2.0 the student will be placed on Level 3 Suspension.
- If a student returns to good academic standing but then is placed back on Academic Suspension status in subsequent terms they will start over at Level 1 Suspension.

Level 3 Suspension/Disqualification (follows Level 2 Suspension)

Students returning to SCC from Level 2 Suspension, whose term and cumulative GPA are below a 2.0 will be placed on Level 3 Suspension/ Disqualification. Students on Level 3 Suspension/Disqualification will not be allowed to register or attend credit classes for one year. Students must reapply to the College prior to returning.

- Students must meet with their program chair or Career Advising/ Retention staff to complete an Academic Reinstatement Form. The Academic Reinstatement Form must be submitted to the Registration and Records Office with a signed registration form for the upcoming term. Students will not be allowed to register online while on academic suspension.
- If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing.
- If the cumulative GPA is below 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.
- If, at the end of the term the term and cumulative GPA are below a 2.0 the student will be placed on Level 3 Suspension.
- If a student returns to good academic standing but then is placed back on Academic Suspension status in subsequent terms they will start over at Level 1 Suspension.
- Students on Level 3 Suspension will not be allowed to register or attend credit classes for 1 academic year.

Academic Bankruptcy

Academic bankruptcy permits the removal of credit hours and grades for one or two quarters from a student's grade-point average to allow for improvement of the student's cumulative GPA. Bankruptcy applies only to courses taken at SCC.

A student may be granted academic bankruptcy only one time and it is not reversible. A student must have completed 18 quarter credit hours with a minimum GPA of 3.00; or 37.5 quarter credit hours with a minimum GPA of 2.50 following the term(s) for which bankruptcy is sought.

A student may elect to retain courses from the bankrupt term. Any course that is a requirement for graduation from the student's current Program of Study will be retained and will be included in the student's cumulative GPA. Courses and grades which are granted academic bankruptcy will remain on the student's official transcript, but will be marked with a # symbol.

Bankrupt credit hours and grades will not count toward graduation or be included in calculating the student's cumulative GPA. Courses which have been considered in granting a previous graduation award may not be bankrupt.

Students who are granted academic bankruptcy may be required to pay back some or all benefits received for those courses and terms for which veterans' benefits or financial aid was received.

Grade Appeal Procedure

The responsibility for evaluating student work and assigning grades lies with the instructor of the course. The grade appeal procedure is to allow only the review of alleged inappropriate final grade as a result of prejudice, capricious grading or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students. Disagreement or dissatisfaction with a faculty member's professional evaluation of coursework is not the basis for a grade appeal.

Capricious Grading is defined as any of the following:

- a. The student's grade was assigned on the basis of other factors rather than the performance on the assignment or in the course;
- b. The student's work was graded with more demanding standards than were applied to equivalent students in the course;
- c. The instructor assigned a grade using standards that were substantially different from those previously announced or stated in the syllabus.

In all cases of a disputed grade, the student has burden of proof that the grade assigned was not appropriate. Successful grade appeals should be based on evidence that the student performed at a level sufficient to warrant a different grade.

When to Appeal a Grade

You may only appeal the final grade for a course and are able to provide evidence that an inappropriate grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students.

When you should NOT appeal:

- If you feel the course was poorly designed or you received poor instruction – these may be legitimate concerns, but are more appropriately addressed by the Instructional Dean.
- If you feel that students were graded too severely, provided that all the students in the class were graded in the same fashion – these too may be legitimate concerns, but are more appropriately addressed by the Instructional Dean.

Process of Filing a Grade Appeal

To file a Grade Appeal, the following steps must be completed in the order described.

- **Step 1:** Within five (5) instructional days after the final grade is posted, the student must first consult with the instructor in an effort to provide a satisfactory resolution of the contested grade. If the instructor reviews the grade and finds a mechanical error or agrees the grade is inaccurate, he or she is free to change the grade as resolved.
- **Step 2:** If, however, the matter is not resolved in Step 1, the student may present the complaint in writing (e.g. email, written documentation, etc.) within five (5) instructional days after the instructor's decision to the Chair of the Program in which the course was offered. Included in the petition the student should attach the appropriate materials described above, and if available, the instructor's written explanation for the assigned grade. The program chair will attempt to resolve the complaint in consultation with the instructor and the student. The program chair will provide a written response to the student (e.g. email) within five (5) instructional days from the time the written complaint has been received. If the program chair was the instructor of the course, the student may proceed directly to Step 3.
- **Step 3:** If the complaint has not been resolved at the program level, the student may appeal further by presenting a written petition to the Division Dean in which the course was offered, along with a copy of the materials presented at the previous step and any written responses received from the program. This petition should be presented within five (5) instructional days after the program response. Within five (5) instructional days of the time the complaint was received, the dean may use any resources available to resolve the conflict and will provide the results of their finding in writing to the student.
- **Step 4:** If the student still contests the grade after the previous steps, the student may present a Formal Grade Appeal form to the Campus Dean of Students or designee who serves as steward of the Grade Appeal Procedure. Copies of written materials and petitions presented at the previous steps, along with any written responses received from the program or division, must be included with the petition at the time of submission. This step must be completed within five (5) instructional days of the decision made in Step 3.

The Campus Dean of Students or designee, who is Chair of the standing campus Grade Appeal Panel, will forward the formal grade appeal along with the attached materials to the Grade Appeals Panel for review. The Panel members shall review the petition and the attached materials and then respond with their recommendation to the Grade Appeal Panel Chair about whether a hearing is warranted in the case. Copies of the Panel's decision regarding the hearing shall be sent to the program chair and division dean. If a majority of the Panel does not vote that the case merits a hearing, the grade stands as issued. If a majority of the Panel votes in favor of a hearing, the Dean of Students or designee will convene and chair a Grade Appeal Hearing Committee. The Committee typically consists of faculty, a member of the student senate and college staff.

If a hearing is convened, first the student and then the instructor will each have the opportunity to present their cases orally and to present any other written materials they deem appropriate. The Grade Appeal Committee members shall have the opportunity to ask questions to both the student and instructor. At the end of the meeting, the student and then the instructor shall be given the opportunity for brief closing statements.

The chair of the Committee should inform the student, the instructor, the program chair, and the Division Dean of the Committee's decision in writing within ten (10) days of the hearing. If a majority of the Committee agrees that the grade should be changed, the Chair will notify the Vice President for Instruction of the Committee's decision. Otherwise, the grade shall remain as recorded. The decision of the Grade Appeals Committee shall be final. When the appeal process concludes, all documentation is forwarded to the campus Dean of Students, who will maintain such documentation in accordance with appropriate retention schedules.

The only option to appeal the final decision of the Grade Appeals Committee comes with any new or additional information that was not available or known at the time of the hearing. This information, and all proceeding information, shall be presented to the Vice President for Instruction for review and determination.

Special Academic Programs and Services

Adult Education

Southeast Community College provides learner services in conjunction with the Nebraska State Department of Education; the U.S. Department of Education; and with private organizations, agencies, and businesses. We offer classes in several primary locations across our service area and individual sessions in other locations as learner needs arise.

SCC's Adult Education program supports several educational opportunities for instruction to help adults improve their life skills. AE's focus is teaching adults basic literacy skills: reading, writing, math, listening and speaking; and GED® (General Educational Development) preparation. AE is offered on a non-credit basis. AE programs are organized in many of the communities in the Southeast Community College service area. Students are required to attend an orientation session to register for AE courses. (Registration fee required)

For additional information, contact the Director of Adult Education at 402-437-2717 or 800-828-0072 ext. 2717 or visit their website at www.southeast.edu/continuing/basicskillsgedeslandcitizenship.

English as a Second Language

SCC's English as a Second Language program offers a series of classes for students who want to develop English language proficiency. All ESL classes include reading, writing, listening, and speaking and provide a strong foundation in fundamental grammar structure, sentence patterns and English vocabulary. Interested students may enroll in courses offered through the Adult Education Department. SCC offers classes from basic literacy to college preparation. Students are required to complete ESL Orientation to determine appropriate placement into the sequence of courses. (Registration fee required)

You can obtain additional information concerning ESL instruction by contacting the ESL Office at 402-437-2722 or 800-828-0072 ext. 2722 or online at www.southeast.edu/continuing/esl.

General Educational Development (GED®)

Adult and out-of-school youth who want to prepare for the General Educational Development GED® tests to qualify for the Nebraska High School Diploma attend classes at SCC campus(s), learning center locations, and in various regional locations.

Students who take the GED® exam test in Reasoning through Language Arts, Social Studies, Science, and Mathematical Reasoning. Only approved testing sites administer tests which are developed and regulated by the General Educational Development Testing Service in Washington, DC.

For more information, visit GED® Information published by the GED® Testing Service. You may also contact the Director of Adult Education at 402-437-2717 or 800-828-0072, ext. 2717 or visit our website at: <https://www.southeast.edu/continuing/ged@preparation/>.

Global Education - Student World Denizen Project

What is a denizen? A denizen is someone who has lived at a particular place for a prolonged period of time and has learned the culture of his/her new environment. It is our hope that students who become part of the Student World Denizen Project will learn and embrace the new diverse cultures and people with which they come into contact. We want our students to look beyond the classrooms of SCC and see the world and understand that our concept of community now extends beyond the campus, city, county, and the state, to encompass the world. We want our students to have the knowledge and skills that will allow them to participate in the global community and to become global citizens.

SCC's Global Education Student World Denizen Project is designed to more fully globalize our curriculum and increase faculty, staff and student awareness and involvement in global issues, activities and dialogue through the implementation of a series of SCC-sponsored activities. For more information, visit <https://www.southeast.edu/globaleducation>.

The Global Education Student World Denizen project includes the following requirements:

1. Students will complete at least 22.5 credits (five courses) from the approved list of Global Education Courses (all interested students must secure approval from the Office of Global Education Initiative prior to stating the SCC Global Education Student World Denizen Project). All of the course requirements for the project are listed on the Global Education website: www.southeast.edu/globaleducation. Approved transfer credit will be accepted for courses comparable to the approved list of Global Education classes offered at SCC.
2. Students will maintain a B average or a grade-point average of 3.0 in courses designated as having global content.
3. Students will participate in six total (a minimum of three activities during each academic year) international passport activities (screening of a film, book reading group, International Education Week activities, speakers/dialogue or an approved community event) before they graduate or transfer from SCC.
4. Students will help plan one approved on-campus event relating to a global issue.

5. Students gain global experience (45 hours of participation) in either a Global Education Global Studies (GLST 2970/GLST 2980) travel course and trip, an approved International Internship/Cooperative, or an approved local global domestic experience.
6. Students will give a formal capstone presentation related to their global experience (class/trip or domestic experience).
7. Students will submit the PowerPoint of their capstone presentation to the Global Education Coordinator, to be placed on the Global Education website.
8. Students completing the requirements of the Global Education Student World Denizen Project will receive an official Letter of Distinction.

Job Upgrading/Preparation - Training Solutions

The College offers continuing education courses at all Campus locations and Learning Centers throughout the 15-county service area. We offer courses at flexible daytime and evening hours to assist individuals in upgrading their present job skills, training for new careers, developing or enhancing recreational and cultural interests. We offer our continuing education courses as accessible as possible for students by making them available in your local community. Classes are available through cooperative agreements with local high schools, hospitals, nursing homes, libraries, senior citizens centers, civic organizations, businesses, industries, and churches for any person in the service area. Education and training needs are specific to each community.

Adults who want to upgrade skills for their present jobs or learn new skills for a different job may do so through adult education or continuing education classes. SCC offers both credit and noncredit classes for job upgrading, job preparatory and professional re-licensure. We offer these classes based on the needs of area businesses, industries, employers, and advisory committees. Through the Continuing Education Division, the College has provided start-up training for new industries in the area, as well as employee improvement training both on site and on the campus. Customized training courses are available to new or existing business and industries and developed by one-on-one consultation, assessment of training needs, development of training packages, and location of grants and resources for training to help reduce or eliminate training costs for the business.

For more information, visit <https://www.southeast.edu/continuing/>.

Student Rights and Responsibilities

Student Code of Conduct

Student Code of Conduct Overview

Examples of behavioral expectations that are included in the Standards of Conduct, Formal Conduct Hearing Procedures, definitions, and other applicable Student Code of Conduct procedures can be found in the comprehensive SCC Student Code of Conduct located with the campus Dean of Students and Vice President for Student Services.

Philosophy

The mission of Student Affairs and Conduct is to provide students with detailed expectations of expected conduct; consistent processes when expectations are not met; and interventions and programming that promotes the development of moral and social growth as well as ethical decision-making skills.

A community exists based on shared values and principles. At SCC, we expect all students to conduct themselves as good citizens of an educational community. Students are expected to obey the laws of the local and state jurisdiction and the college rules and regulations. These students are embodied within a set of core values that include demonstrating accountability, integrity and respect for others; pursuing excellence in fulfilling responsibilities; being honest, kind and compassionate; and adhering to the principles of diversity.

Students of SCC are diligent and consistently adhere to a high level of conduct, and each member of the SCC community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. There are times when violations occur and in these situations, students responsible for the violation will receive instruction that is fair and consistent. Due process allows all students the right to be heard and for appeal.

The student conduct process at SCC is intended to provide clear guidance to students who violate conduct expectations, to protect the interests of the SCC college community and to provide opportunities for growth and development. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

The student conduct process is quite different from criminal and civil court proceedings. Student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. No student will be found in violation of College policy without indication that it is more likely than not that a policy violation occurred and any response or sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Jurisdiction

The Student Code of Conduct and the student conduct process applies to the conduct of individual students at all College-owned or controlled property and all College-affiliated student organizations, events and activities on or off campus. The SCC Student Code of Conduct applies to any individual enrolled in any credit or non-credit course and thereafter as long as the student has a continuing educational interest in the College.

Standards of Conduct

Honesty and Integrity

Students should act in a manner that demonstrates honesty and integrity.

Accountability and Respect for Others

Students should act in a manner that demonstrates accountability and respect for others.

Kindness and Compassion

Students should act in a manner that demonstrates kindness and compassion.

Adherence to Principles of Diversity

Southeast Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. The College will not tolerate harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to the College while they are on College-owned or controlled property or at events conducted, sponsored or sanctioned by the College. Each member of the College community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

Conduct Demonstrating Lack of Fulfillment to Personal and Academic Responsibilities

Students should act in a manner that fulfills their personal and academic responsibilities.

Overview of the Conduct Review Process

This overview gives a general idea of how SCC conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The Student Code of Conduct process and all applicable timelines commence with notice to an administrator of a potential violation of College conduct expectations.

NOTICE. Once notice is received from any source (victim, Resident Assistant, 3rd party, Responsible Authority, online, etc.), SCC will proceed with a preliminary inquiry and/or may schedule an initial educational conference with the responding student(s) to explain the conduct process and gather information.

Preliminary Inquiry and/or Educational Conference

SCC conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved.

The preliminary inquiry may lead to:

- a. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Student Code of Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
- b. A more comprehensive investigation, when it is clear more information must be gathered; or
- c. An educational conference facilitated by the Dean of Students or designee with the responding student.

When an initial educational conference is held, the possible outcomes include:

- a. A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- b. An administrative resolution to an uncontested allegation (see immediately below);
- c. A decision to proceed with additional investigation and/or referral for a formal Conduct Committee Hearing for resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. The party bringing the complaint may request that the Dean of Student and/or, if allegation involves a Title IX violation, the Title IX Coordinator reopen the investigation and/or grant a Conduct Committee Hearing. This decision shall be at the discretion of the Dean of Students or designee and/or the Title IX Coordinator, if applicable, in consultation with each other and will only be granted for extraordinary cause.

Finding accepted; Sanction Accepted

If the College's finding is that the responding student is in violation, and the responding student accepts this finding within seven (7) days; the administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.

Finding accepted; Sanction Rejected

If student accepts the findings, but rejects the sanction, SCC will conduct a sanction-only Conduct Committee Hearing to recommend a sanction to the Dean of Student Affairs and campus-specific Dean of Students or designee. The sanction is then reviewed and finalized by the campus-specific Dean of Students and Dean of Student Affairs and is subject to appeal by any party to the misconduct.

Finding Rejected

If the administrator conducting the educational conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding in whole or in part, the process moves to a formal hearing.

Formal Hearing

If the responding student contests the findings determined during the preliminary inquiry, additional investigation may then be commenced and/or a hearing may be held when there is reasonable cause to believe that one or more Student Codes of Conduct have been violated. A formal notice of the complaint will be issued, and a hearing will be held before a Conduct Committee. A finding will be determined and is final except in cases that involve Title IX or other discrimination allegations. In those cases, the hearing results serve as a recommendation to the Dean of Student Affairs or designee and, where appropriate, the Title IX Coordinator, who review and finalize the finding. If the finding is that the responding student is not responsible, the process ends.

Review and Finalize Sanction(s).

If the student is found in violation(s), sanctions will be recommended by the Conduct Committee to the campus-specific Dean of Students and Dean of Student Affairs or designee and Title IX Coordinator when applicable, who will review and finalize the sanctions.

Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature

All hearings under this sub-section will be conducted only by committee members trained on Title IX regulations, policies and protocol. For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the party bringing the complaint or as a witness; alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the responding student.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the Committee Hearing Chair. All such information sought to be admitted by a party or the College will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Chair. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The party bringing any complaint alleging sexual misconduct, other behavior falling with the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

Conduct Sanctions

One or more of the following sanctions may be imposed upon any student for any single violation of the SCC Student Code of Conduct:

- Verbal Warning
- Written Disciplinary Warning
- Disciplinary Probation
- Disciplinary Suspension
- Disciplinary Expulsion
- Restitution
- Fines
- College Service or Behavioral Requirements
- Loss of Privileges
- Confiscation of Prohibited Property
- Educational Program
- Housing Probation
- College Housing Reassignment
- College Housing Suspension
- College Housing Expulsion
- Eligibility Restriction

Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Student Affairs or designee.

Appeal Procedures

When a party wishes to present for consideration new evidence or challenged the sanction, an appeal request of the decision of the Conduct Committee Hearing or the Educational Conference may be filed in writing to the Dean of Students or designee within three (3) business days of the notice of the outcome to the hearing, barring urgent circumstances.

All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision when appropriate by procedure or law.

The Dean of Student Affairs or designee will refer the request(s) to the Vice President for Student Affairs who will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.

- If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final.
- If the appeal has standing, the Vice President for Student Services remands the appeal to the original decision-maker(s), typically within 3-5 business days. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new Conduct Committee will be constituted to reconsider the matter. The Vice President for Student Services will have final authority to approve all those serving on the panel.

Full rehearing by the Conduct Committee Hearing are not permitted.

In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. **The original decision-maker or new Conduct Committee will limit its review to the new evidence or sanction challenges presented.**

All decisions of the original decision-maker or new Conduct Committee are to be made within seven (7) days of submission to the Panel and are final, as are any decisions made by the original hearing body, Dean of Student Affairs or Title IX Coordinator as the result of reconsideration consistent with instructions from the Vice President for Student Services.

The presumptive stance of SCC is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Dean of Student Affairs, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely urgent circumstances.

Grounds for Appeal Requests

Appeals requests are limited to the following grounds:

- a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- b. New evidence, unavailable during the original hearing or investigation that could substantially impact the original finding or sanction needs to be considered. A summary of this new evidence and its potential impact must be included;
 1. Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence "unavailable" at the time of the hearing.
 2. The Dean of Students or designee is expected to consult with the chair of the original panel to inquire as to whether the new evidence would, in the opinion of the Chair, have substantially impacted the original finding or sanction.
- c. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.

For appeals involving grades or financial aid, refer to the appropriate sections in the catalog.

Americans with Disabilities Act (ADA) and Section 504 Appeals:

These procedures shall also apply to appeals arising from objection to, or dissatisfaction with, actions taken by Southeast Community College with regards to requests for reasonable accommodation.

An ADA/504 Appeal is defined as an allegation by a student that at least one of the following has occurred. The student has:

- Experienced disparate or unequal treatment;
- Been discriminated against because of a disability; or
- Has not been provided a requested accommodation.

Note: Remedies under this Appeals Procedure are corrective steps, measures to provide a reasonable accommodation or to reverse the effects of any discrimination and to ensure proper ongoing treatment.

Student Governance & Leadership

Student Ambassadors

Student Ambassador is a role designed for students to develop leadership skills and experience campus public relations activities. The Ambassadors serve as tour guides, admissions assistants and goodwill ambassadors for the College. If you are interested in becoming an Ambassador, contact Student Services.

Student Senate

Student Senate is the student governing body of the campus, acts in an advisory capacity and represents students in the College planning and decision-making process. The president of Student Senate is a non-voting member of the SCC Board of Governors. The student Board member helps present student issues and enables positive communication among the students, the administration and the Board of Governors. If you would like more information on Student Senate, contact the Student Activities Coordinator on your campus.

Residence Hall Assistants

Resident Assistants are live-in positions (in student housing) designed for exceptionally mature students who have the interest, skills, and time necessary to perform assigned duties and assist in the development of the SCC Residential Life Program. Resident Assistants are presented with unique opportunities for personal development and are trained in the areas of peer advising and referral, leadership, interpersonal communication, programming, team building, community development, and administration. If you would like more information on becoming a Resident Assistant, contact your campus Housing Office.

Other Educational Opportunities

Advanced Degree Opportunities

Assisting our students' access to life-long learning and advanced education is important to SCC. We have partnered with several institutions of higher education. Additionally, students can complete degrees on site within the Lincoln Campus at 8800 O St. with the following institutions:

Bellevue University

Bellevue University provides quality liberal arts and business undergraduate and graduate programs throughout Nebraska. Southeast Community College graduates can apply their associate degree or previous college credit toward completion of a bachelor's degree in as little as 15 months, online or in class, or on the Lincoln Campus of SCC. Also, we have many ways to help you earn the credit you need to start your accelerated degree completion program as quickly as possible. If you have a bachelor's degree, you can complete a master's degree in 16 to 18 months.

We understand the needs of adults seeking to complete their degrees while balancing work, family and civic responsibilities. Our accelerated degree completion programs help you earn your bachelor's degree at a faster pace, while keeping pace with the realities of your life. And, our programs are focused on you . . . what you learn here, how you learn it, and how applying what you learn will help you meet your life goals.

When you enroll in our accelerated bachelor's degree completion program, you will move through your courses with a group of adults like you, who are intent on completing their degrees and who bring real experience to the classroom.

Select from one of 18 accelerated degree completion programs or seven graduate programs. Contact your local Bellevue University Outreach Manager, Kory Troutman, at 402-475-2255 or kory.troutman@bellevue.edu or you may contact Bellevue University at 800-658-4348, Ext. 8118.

Peru State College

Peru State College offers a mix of innovative online and traditional classroom undergraduate and graduate programs, including online graduate degrees in education and organizational management. Nebraska's first college, established in 1867 as a teacher training school with one building and 60 students, has transformed over the past century and a half into a state-of-the-art institution offering diverse, multifaceted educational programs to around 2,400 students. Peru State has long been a wellspring of leadership, an invaluable resource for communities and businesses, and a source of accomplished graduates known for their excellent education and professional competence.

Peru State College offers courses at SCC-Lincoln that can be applied to the Early Childhood Inclusive Education degree. Current course offerings and information can be found at www.peru.edu/scc. To apply, visit <http://www.peru.edu/apply>. Choose Traditional/ Main Campus and then scroll down to find the SCC application button.

STUDENT SUPPORT SERVICES

Advising

Everyone at Southeast Community College is dedicated to student success. Multiple advisors are available to help you achieve your academic and career goals. Advisors can help you with a multitude of needs, including:

- Exploring and identifying career goals
- Understanding the enrollment process, special program requirements, and prerequisites
- Developing an academic plan
- Understanding College policies
- Referring you to appropriate campus resources
- Recommending strategies for success

Admissions & Career Advising

If you are unsure of your career goals, or are unsure of where to begin the college search process, the Admissions Advising staff can help get you started on the right path! The advising process is tailored to students' needs and includes discussion of student interests, values and skills; review of various programs of study; selection of programs for further exploration; discussion of program requirements; explanation of career options available in various fields of study; and arrangement of appointments with academic or career/technical program staff. Services are available to all declared and undeclared students, alumni and the general public.

One important consideration in admissions advising is testing and assessment. All students who wish to enter a Program of Study at SCC must have an assessment of their reading, writing and math skills. The assessment is often accomplished by taking the ACT in high school. For students who have not taken the ACT, Southeast Community College has the ACCUPLACER tests available for that initial assessment. Each campus has an assessment/ testing center where students can take the ACCUPLACER test. An assessment of reading, writing and math skills may also be accomplished through the evaluation of college transfer credit.

Performance on the ACCUPLACER or similar exams affects eligibility for programs of study, eligibility to register for credit courses, as well as English and math classes.

Academic Program Advising

If you are declared in a Program of Study, instructors in your program area will serve as your advisor. Advisors will guide and inform you about career choices and specific program requirements. A link to program faculty contact information can be found on the individual program pages at www.southeast.edu.

Academic Transfer Advising

Transferring to a four-year college or university requires careful planning. SCC's Academic Transfer advisors are available to help you through the process and provide you with the information necessary to make informed decisions. Advisors maintain knowledge of transfer agreements, requirements and regulations and will help you understand degree requirements.

Academic Transfer advisors assist students in developing meaningful educational goals that are consistent with personal interests, values and abilities. Effective academic advising helps the student identify resources for greater academic success and helps the student navigate immediate questions and concerns and plan for the future.

Pre-Health Advising

Academic Transfer (Associate of Science) is the starting point for students who are working to complete prerequisites in preparation for applying to one of SCC's health science programs. The Pre-Health advisor is available to answer questions and guide students through their completion of prerequisites and the application process.

Student Success Coaches

The Student Success coaches on each campus assist students who are experiencing academic difficulty by helping them develop plans for success. The Coach can help students acquire skills needed for college success, such as how to study effectively, take tests, reduce stress, and manage time. Coaches also help students access other college resources, such as tutoring, career advising, health, and wellness activities. Student Success Coaches help students problem-solve and sometimes suggest community resources that can help students with stress management or practical problems that arise due to attempting to manage multiple priorities.

- Beatrice: Kennedy Center Room K404, 402-228-3468 ext. 1351
- Lincoln: Student Success Center, 402-437-2606 or 402-437-2429
- Milford: Eicher Technical Center, Room 100M, 402-761-8416

Disability and Academic Support Services

Americans with Disabilities Act

The mission of Disability Services is to create an accessible community for underrepresented student populations to have the opportunity to pursue their educational goals. We are committed to providing reasonable accommodations, support services, and advocacy for each student with their education and collaboration with the college.

The College will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. For additional information, contact the Disability Service Office at your campus location.

The Americans with Disabilities Act of 1990 as amended (2008) (ADA) requires the College to make reasonable accommodations to the known physical or mental limitations of current or potential students. An accommodation is any change in the work or learning environment, or in the way things are customarily done, that enables an individual with a qualifying disability to pursue opportunities and have access to employment or programs and services offered by the College.

Southeast Community College desires to create an accessible community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities. To this end, the College will:

- Provide direct, reasonable accommodations and support services for individuals with disabilities.
- Encourage self-determination, independence and personal responsibility for students with disabilities.
- Provide resources, advocacy, collaborative services, and outreach throughout the College community.
- Promote an open and welcoming environment around campus for individuals with disabilities.
- Inform and educate the Southeast Community College community about disability-related laws, rules, regulations, and policies.

The Career Advising/Disability Services Office at each campus location has responsibility for coordinating the efforts of the College to comply with the ADA. The office is responsible for working with eligible students to provide and coordinate appropriate academic accommodations. SCC also has a TDD (Telecommunication Device for the Deaf). The phone number is 402- 437-2702. Contact the Student Services Office for more information.

Qualifying Disability

To have a qualifying disability, an individual must have a record of having a substantial impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for oneself, learning or working.

Otherwise Qualified

An individual must also be "otherwise qualified" (i.e. to be able to meet the requisite technical and academic standards.)

Basic Principles of Reasonable Accommodations

- Individuals with qualifying disabilities must self-identify.
- Recent documentation describing the nature of the disability is required.
- Documentation must meet the criteria established by Southeast Community College.
- Documentation must be supplied by the individual.
- The individual must be "otherwise qualified" for a program. Once it has been documented that an individual has a qualifying disability, SCC will work with the individual to provide reasonable accommodation.

The College is only obligated to make an accommodation to the known limitations of an otherwise qualified individual with a disability. The College is not required to provide an accommodation that is primarily for personal use. The accommodation provided need not be the most expensive or ideal accommodation, or the accommodation requested by the individual, as long as it is an effective accommodation.

The Decision to Self-Identify

The decision to self-identify and request reasonable accommodations is highly personal. SCC welcomes current and prospective students to discuss their disability, documentation, possible accommodations, and concerns with Disability Services staff. If you have a disability, there is no requirement that you disclose your disability at any time; but in order to receive accommodations in college you must self- identify. The decision not to self-identify is understood and respected.

Consider self-identifying and requesting reasonable accommodations if:

- You have a documented disability that significantly affects major life functions.
- You are a client of Nebraska VR (Vocational Rehabilitation), the Commission for the Blind, the Commission for the Deaf and Hard of Hearing, or a related agency.
- You received accommodations at another college or university.
- You received services through an Individualized Education Plan in high school.

Requesting Reasonable Accommodations

1. Obtain a copy of the Reasonable Accommodation request form. This form is available online at <https://www.southeast.edu/reasonableaccommodations> and in the Career Advising/Disability Services Office on each campus.
2. Complete, sign and date the request form and include the following:
 - Copies of material documenting disability.
 - Acceptable Sources of Documentation: Materials for documenting a disability are accepted from a licensed physician, psychiatrist, psychologist, licensed mental health provider, audiologist, speech pathologist, physical or occupational therapist, or other health care provider qualified to diagnose a disabling condition.
3. Submit form and materials to the Disability Services Office on the campus where you will attend classes.
4. Disability Services will review presented documentation and determine if student qualifies to receive accommodation under the ADA. If additional documentation is required, Disability Services will request at this time.
5. Disability Services will inform student about decision made.

If an individual qualifies:

At this time, the individual may suggest ideas for reasonable accommodation. SCC will make every reasonable effort to offer an accommodation within approximately ten (10) school days.

If the accommodation is accepted, the individual and Disability Service advisor will complete the Reasonable Accommodation Agreement form.

If an individual qualifies but does not accept the offered accommodation:

The individual has the right to appeal an offered accommodation they may think is unacceptable. Students are encouraged to seek resolution through an informal process before appealing an accommodation.

If an individual does not qualify:

The individual has the right to submit additional supportive documentation or appeal the decision.

Responsibility of the Individual:

- Obtain a copy of the Request for Reasonable Accommodation form from the Disability Services Office. Individuals who need accommodations should make their request as soon as possible.
- Complete the Request for Accommodations form and attach copies of material documenting your disability and include information about the type of accommodation provided previously.
- Submit the completed request form to the Disability Services Office on your campus.
- Contact Disability Services every term they attend, to access new or request continuing accommodations.

Responsibility of the College/Disability Services:

- Your request will be reviewed to determine whether reasonable accommodations can and should be provided by SCC.
- Disability Services advisors will meet with the individual to inform him/her whether he/she qualifies under ADA guidelines to receive accommodation. Written notification of the College's decision shall also be provided to the individual.
- If the individual does qualify, this meeting will be used by the advisor to learn more about the individual's disability and to hear suggestions or ideas for reasonable accommodation.
- For individuals who qualify, an offer of accommodation will be made in approximately ten (10) school days.

The individual has the right to accept or refuse the accommodation. If the accommodation is accepted, the individual and the Disability Services advisor will complete the Agreement to Provide Reasonable Accommodation form.

Reasonable Accommodations for Online Courses

If you have a disability, are taking classes online and would like to contact the Disability Services Office for assistance, please complete the Student Request for Reasonable Accommodations form and fax, email, or mail it to any Career Advising/Disability Services Office.

Someone from the Career Advising/Disability Services Office will contact you to discuss your specific accommodation needs. Please indicate the most convenient manner by which you would like to be contacted.

Right of Appeal

If the student and the College are unable to successfully resolve problems through the appeal process within Disability Services, the student has the right to file an appeal.

Americans with Disabilities Act (ADA) and Section 504 Appeals/Grievances

These procedures shall also apply to appeals/grievances arising from objection to, or dissatisfaction with, actions taken by Southeast Community College with regards to requests for reasonable accommodation.

An ADA/504 Appeal/Grievance is defined as: an allegation by a student that at least one of the following has occurred. The student has:

- Experienced disparate or unequal treatment;
- Been discriminated against because of a disability; or
- Has not been provided a requested accommodation.

Note: Remedies under this Appeals/Grievance Procedure are corrective steps, measures to provide a reasonable accommodation or to reverse the effects of any discrimination and to ensure proper ongoing treatment

For a complete explanation of the appeal processes at SCC, consult either the College Catalog or contact the Dean of Students at your campus location. Students needing reasonable accommodations to access or participate in the appeal process should contact the Dean of Students at their campus location for additional information and assistance.

Confidentiality & Privacy

Career Advising/Disability Services keeps all records and the documentation of students with disabilities confidential. Any information regarding student's disability and accompanying documentation is confidential and protected by law under the Family Education Records Privacy Act (FERPA), the ADA, and 504 of the Rehabilitation Act.

Presence & Use of Animals at SCC Facilities and Events

Bona fide service animals may accompany students, employees, and visitors with disabilities to all SCC events, activities, and locations. Local, state, and federal laws regulate the use of service animals at SCC locations and/or events. Animals associated with a College-related Program of Study (e.g. livestock) or research laboratory activity (e.g. livestock, mice) are not covered by these guidelines. Please contact the Dean of Students on your campus for the complete administrative guidelines document for clarification and/or additional information regarding the presence and use of animals at SCC locations and events.

Contact Information

- Beatrice - Disability Services 402-228-8242 or 800-233-5027 ext. 1242, BeatriceADA@southeast.edu
- Lincoln - Disability Services 402-437-2620 or 800-642-4075 ext. 2620, LincolnADA@southeast.edu
- Milford - Disability Services 402-761-8202 or 800-933-7223 ext. 8202, MilfordADA@southeast.edu
- Area Office ADA Coordinator - 402-323-3412 or 800-642-4075 ext. 3412, AreaADA@southeast.edu
- Community Learning Centers/Career Academies - Contact the Disability Services office closest to the Learning Center location for assistance.

Residence Life

On-Campus Student Housing

The Beatrice and Milford campuses have student housing available. Although primarily for people attending those campuses, it is available to students on any SCC campus or learning center. To be eligible for housing, you must be a full-time SCC student (12 credit hours or more). Beatrice currently has 352 beds and Milford 317.

We recommend living on campus for at least your first two quarters. Living in a campus residence hall gives you the opportunity to make lasting friendships through meeting other students outside your Program of Study. You will get the chance to participate in campus and housing activities, including intramural sports, cookouts, pool and ping pong tournaments, casino nights, bowling, campfires, dodge ball, and many more! Living in campus housing also saves gas from commuting.

Once you have decided to live on campus, simply complete the Housing Reservation & Contract. Mail it, along with your \$150 Cleaning and Security Deposit, to the SCC Housing address for the Milford or Beatrice campus at the top of the contract.

We look forward to seeing you on campus!

Housing Fees and Deposits - Beatrice

All rooms include Internet access, cable TV and a mandatory non-refundable \$300 food credit to the Storm Center Café.

Beatrice Campus residence halls include:

- | | | |
|--------------|-----------------|--------------|
| • Eisenhower | Apartment Style | 2-4 per room |
| • Roosevelt | Apartment Style | 2-4 per room |
| • Washington | Apartment Style | 2-4 per room |
| • Hoover | Traditional | 2-4 per room |

Housing costs vary slightly from year to year. The refundable damage/surety deposit is \$150.

Room Costs

- Housing for 2017-18 for apartment style rooms are \$1500 per term which includes the mandatory non-refundable \$300 food credit for use at the Storm Café Campus cafeteria.
- The Hoover complex rooms in Beatrice for 2017-18 are \$1175 which also includes the mandatory non-refundable \$300 food credit for use at the Storm Café Campus cafeteria.

Residence Life Amenities

Those residing in the Beatrice residence halls will have access to the following amenities inside the residence halls:

- Lounge areas with pool tables and ping-pong tables
- Large flat-screen TV's with a PS4, computers and a printer.
- Wi-Fi and cable TV in the dorm rooms and laundry facilities.

Students also have the option to go to the Storm Center Café for meals, computer use, and flat-screen TVs! Students also will have access to the gym, weight rooms, sand volleyball, and more!

Community life

The town of Beatrice has several eating establishments, including Runza, Dairy Queen, Taco Johns, McDonald's, Burger King, many grill joints, and more. Beatrice also has several grocery stores throughout town, along with a bowling alley, movie theatres, a water park (during the summer months), a YMCA, and countless opportunities for jobs if so desired.

Housing Fees and Deposits - Milford

The residence hall rooms vary depending on the living space. The refundable damage/surety room deposit is \$150. Milford Residence hall rooms include meal plans, Internet access and cable TV.

Milford Campus Per quarter costs:

- | | |
|----------------------|---------|
| • 1 person room cost | \$1,412 |
| • 2 person room cost | \$1,580 |
| • 3 person room cost | \$1,389 |
| • 4 person room cost | \$1,272 |

Milford Pioneer Hall (apartment style women's and Family housing)

- | | |
|---------------------------|-----------------------------------|
| • Apartment and cafe plan | \$1,725 (4 persons per unit cost) |
| • Cafeteria food only | \$ 915 |
| • Room only | \$ 793 (4 person per unit cost) |
| • Married/single parent | \$ 797 |

Community Life

The town of Milford has several eating establishments, including a Dairy Queen, Subway, Pizza Kitchen, Dragonfly Coffeehouse, Sheri's Grill, Casey's pizza, hoagies, and more, as well as weekly specials at the Shell gas station. Milford also has an outdoor public pool open during the summer months, a public library, golf course, and a Pac 'N' Save grocery store. The town of Seward (just a 15-minute drive away from Milford) has a Walmart, movie theater, Pac 'N' Save, bowling alley, a disc golf course, outdoor pool, as well as several eating establishments.

Beatrice and Milford Housing “move-in” dates are typically 1-2 days ahead of the term.

Term start dates for 2017-2018.

<u>Term</u>	<u>Start</u>	<u>End</u>
Summer 2017	July 10, 2017	Sept. 20, 2017
Fall 2017	Oct. 3, 2017	Dec. 15, 2017
Winter 2018	Jan. 4, 2018	Mar. 16, 2018
Spring 2018	Mar. 28, 2018	June 7, 2018

Residence Hall Life staff

- **Beatrice:** Lacey Jurgens, Residential Services Manager, 402-228-8291, ljurgens@southeast.edu
- **Milford:** Liz Molsen, Residential Services Manager, 402-761-7398, ebaker@southeast.edu

Each residence life office (Beatrice and Milford) has a manager, assistant manager and a number of resident assistants (RAs) that varies from term to term. The RAs get reduced-cost housing but have responsibilities for student safety and cleanliness and adherence to the SCC Student Code of Conduct and Housing rules and regulations. Prominent among them are no smoking, no alcohol or illicit drug possession or use, and no weapons of any kind. Students are expected to treat people with respect and be a good example for other students and guests.

Housing rules and expectations

All residents of student housing at SCC are expected to follow the college Student Code of Conduct which prescribes the basic deportment and ethical expectations of all students. At SCC we strive to create a culture of respect and tolerance for a wide diversity of opinions but with the understanding that all staff and students deserve respect and a safe comfortable environment for learning. There also is a set of rules specific to students in residence halls, which is more specific to the needs and expectations of students in a campus living community. As such, rules about visiting hours, quiet time, respect for others possessions, no fighting, no weapons, no drugs or alcohol apply.

Each student in housing will sign a form indicating that he or she understands the housing and SCC rules and expectations. Violation of these rules may be grounds for sanctions up to and including dismissal from housing and/or the College. Sanctions are typically proportional, so first-time offenders receive less severe consequences than repeat offenders. That said, certain code violations may be severe enough to warrant serious consequences, including suspension or dismissal from the housing or the College. SCC students must also adhere to local, state and federal laws, and SCC cooperates fully with law enforcement to ensure a safe, comfortable learning environment for students.

Missing Student Policy and Procedure

The Missing Student Notification Guidelines Procedures are established pursuant to Section 485 (j) of the Higher Education Opportunity Act of 2008, and apply only to SCC students who reside in on-campus housing at the Beatrice and Milford campuses.

If anyone has reason to believe that a student who resides in on-campus housing (Beatrice/Milford) has been missing from campus for 24 hours, they are required to immediately report their concerns to the Dean of Students at their location:

- **Beatrice:** 402-228-8220
- **Milford:** 402-761-8270

Law Enforcement Notification

The Dean of Students, or their designee, must immediately refer a missing student report to local law enforcement having jurisdiction in the area.

- **Beatrice:** Police 402-223-4080; Gage County Sheriff 402-223-5221
- **Milford:** Police 402-761-2772; Seward Country Sheriff 402-643-2359

Emergency Contact Notification

Once a law enforcement investigation determines that a student is missing, the Dean of Student Services, in consultation with the SCC President or designee, will, within 24 hours of the determination, notify emergency contact(s) identified by the student. If the missing student is younger than 18 years of age and not an emancipated minor, the College will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the student.

Student Designation of Contact Person

Each student residing in on-campus housing will be required to confidentially register with the College one or more individuals to be an emergency contact strictly for “missing persons” purposes. This information will be accessible only to authorized campus officials and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Administrative Authority

The Vice President for Student Services, or designee, is charged with the administrative responsibility and authority to develop, monitor and report on detailed procedures and activities designed to implement missing student notification requirements.

Special Programs and Support Services

College Success Course

Southeast Community College is committed to student success and has developed the Success @ SCC course piloted during the 2017-18 academic year. This course will introduce students to SCC and the information, skills and knowledge necessary to be a successful student. The course will focus on College policies, procedures, and processes; College support services; and academic and personal skills necessary for success. New students are strongly encouraged to take the course during the first term. Talk with your academic advisor for more information.

Counseling Assistance Program for Students (CAPS)

SCC has agreements with two local colleges to provide personal counseling services to SCC students. These services are provided by clinicians who are master students in certified licensable counseling programs. The students are closely supervised and meet with SCC students who are currently enrolled regardless of the number of hours taken. Students can receive up to 15 counseling sessions per academic year and up to 10 group sessions. Students can seek counseling for any number of concerns, including depression; anxiety; episodic distress related to a life event such as breaking up with a significant other, a death or illness in the family; problems with children; eating disorders; body image concerns; PTSD; etc. Some situations may be beyond the scope of these graduate student interns such as individuals currently in crisis. The counseling services can be accessed through the Campus Dean of Students or by stopping in at campus Student Success Centers.

Learn to Dream

The Learn to Dream scholarship was established to create an opportunity for economically disadvantaged high school students graduating from a public or private high school in Lincoln and select schools in the 15-county service area to further their education by attending SCC in Beatrice, Lincoln, or Milford. LTD scholars can receive guidance and support from the scholarship Success Coaches who can assist with:

- Homework help/tutoring services
- Personal mentoring and support
- Educational goals and planning
- Events/activities
- Financial aid, scholarships and money management
- Retention/GPA support
- Registration
- Career exploration
- Locating textbooks and supplies for college

Students interested in the scholarship should reach out to their high school guidance counselor to determine eligibility. Generally, to qualify students must be eligible for the federal free or reduced lunch program, though they do not have to receive it. The majority of students apply for LTD while in high school, but students who have recently completed high school (within one year of graduation) can inquire about possible eligibility for the Lincoln LTD program at SCC. For more information, contact the Student Success Center at 402-437-2429.

People Obtaining Prosperity

The People Obtaining Prosperity Scholarship allows qualifying persons the opportunity to attend Southeast Community College tuition-free for 45 credit hours. To be eligible a student must have dependents and meet income guidelines. A limited number of scholarships are available each year. Qualified and accepted POP students may receive academic coaching and case management to help them be successful in college. Some students may also qualify for computer support services. Each year a small number of POP students are selected to have their remaining tuition and fees paid to enable them to complete their full SCC academic/career-technical program. Scholarship eligibility is determined through the Center for People in Need. POP Success Coaches provide scholarship participants with support and guidance, including the following services:

- Personal mentoring and support
- Educational goals and plans
- Study skills
- Tutoring
- Registration
- Career Exploration
- Financial assistance

For more information, contact the Student Success Center at 402-437-2653.

Outreach Specialist

The Campus Outreach Specialist works with unique populations of SCC students (low-income, single parent, displaced homemaker, students in gender nontraditional fields, ELL students, and those with a disability) by providing resources and support to eliminate barriers to success and promote self-sufficiency. For more information, contact the Student Success Center at 402-437-2538.

Peter Kiewit Scholars

The Kiewit Scholarship provides renewable scholarships to a select number of SCC students pursuing a certificate or degree for in-demand occupations in the 15-county service area. The Kiewit Scholarship Success Coach provides scholarship participants with support and guidance, including the following services:

- Personal mentoring and support
- Educational goals and plans
- Study skills
- Events/activities

For more information, contact the Student Success Center at 402-437-2530.

Transitions Lab

The Transitions Lab helps prepare students for success in college-level coursework by working with a Transitions Advisor who uses multiple measures to determine college readiness and offers a special "Quick Start" brush-up workshop to improve preparedness and course placement.

How does it work?

Together the student and the Transitions Advisor meet to determine college readiness based on course placement and past education experiences. The Transitions Advisor assists with admissions processes and helps with refreshing skills by providing ongoing advising as students work on developing skills, gaining confidence and boosting test scores.

Students may enroll in the "Quick-Start" brush-up workshop at any time to improve course placement for program acceptance and/or graduation requirements.

Quick-Start is a \$20 non-credit course (not covered by Financial Aid) with 10 weeks of access to:

- An online course with videos and practices
- Sample placement tests
- Workshops with tutors in areas of need: math, reading, writing, computer or keyboarding skills
- Students study a minimum of 10 hours at their convenience

Students can re-test free with the goal of increased course placement and possible entrance into a Program of Study. For more information visit, www.southeast.edu/tlab.

TRiO/Student Support Services

The TRiO/Student Support Services Program (TRiO/SSS Program) is a federally funded program that helps students overcome class, social and cultural barriers to higher education. The TRiO/SSS Program provides a holistic, supportive approach to help students succeed in all areas of life. The goal of the program is to increase retention, graduation and transfer rates of eligible students from two-year to four-year institutions. The TRiO/SSS Program is limited to 160 SCC students annually. Graduating or transferring students are replaced by new recruits. Applications are available at the TRiO/SSS Program office on the Beatrice, Lincoln and Milford campuses or online at: <https://www.southeast.edu/triostudentsupportservices>.

How do I qualify? To qualify a student must:

Be one or more of the following:

- a first-generation college student
- within Federal low-income guidelines
- a student with a documented disability

Display an academic need based on any of the following:

- College entrance scores (i.e. COMPASS/ACCUPLACER/ASSET, ACT/SAT, GED®)
- High school cumulative GPA of 2.5 or lower in any area
- No college attendance in the last five years
- Limited English proficiency
- Others as determined by the TRiO Success Coach
- Be accepted and enrolled in a Program of Study that leads to an associate degree or diploma.
- Be able to complete a Program of Study in four (4) years.
- Be a U.S. citizen or eligible non-citizen.

What services and activities are available?

- Academic, financial and personal counseling
- Career planning and job shadowing
- Cultural events and on-campus activities
- Student leadership opportunities
- TRiO scholarships, as available (if eligible)
- Scholarship research assistance
- Four-year college tours and transfer school counseling
- Advocacy and referral services
- Group workshops or individualized help regarding time management, stress management, study skills, test-taking, note-taking, and scholarship essay writing

TRiO/SSS Program offices

- Beatrice: Kennedy Center – Room 403, 402-228-1215
- Lincoln: 8800 O Street – Room H-1, 402-437-2766
- Milford: Eicher Technical Center – Room 100Q, 402-761-8235

TRiO/Upward Bound

TRiO/Upward Bound is a grant-funded program awarded to SCC by the U.S. Department of Education. The goals of Upward Bound are to help academically at-risk students in grades 9 through 12 stay in school, graduate and prepare to enter and succeed in college. The program targets low-income, first-generation students. First-generation students are those whose parents have not graduated from a four-year college.

The SCC Upward Bound program began Sept. 1, 2003 and is located on the Beatrice Campus. The College partners with three southeast Nebraska high schools to serve 50 eligible students. Participating high schools are Beatrice, Fairbury and Southern (Wymore-Blue Springs).

The SCC Upward Bound program provides intensive support to participants, including ongoing advising, counseling, tutoring, supplemental education, skills development, career and college exploration, and a six-week summer instructional program which includes an out-of-state trip for qualifying students. Upward

Bound participants who graduate from high school have the opportunity to participate in the Bridge Academy, a college transition program that gives students the opportunity to live on campus, take an SCC class, and adjust to becoming a successful college student.

For more information visit the Upward Bound staff - Hoover Hall. Director 402-228-3468, Mdecker@southeast.edu. Admin. Assistant x1406 or 402-228-3468 x1362. Kjurgens@southeast.edu.

Tutoring Services

Free tutoring services are available to students taking classes on each campus. Tutoring services depend on the availability of tutors, and hours vary from campus to campus. Tutors are professional staff and trained students. Students also have access to online tutoring through Smarthinking: anywhere, anytime. See locations listed below for information about tutoring availability, times and locations.

Beatrice	Student Retention/Multicultural Recruitment Office Kennedy Center Room K404	402-228-3468 ext. 1351	Tutors available by appointment.
Lincoln	Tutoring and Learning Center (TLC) Room L5, located in the Library Resource Center	402-437-2628	Writing Center tutors, math, and other subject tutors available: <ul style="list-style-type: none"> Monday-Thursday: 9 a.m.–7 p.m. Friday: 9 a.m.–3 p.m. (when the quarter is in session) General tutors are available by appointment
Education Square (ESQ)	Room 109F or contact the Academic Transfer Office, Suite 112	402-323-3441	
Milford	Student Retention Specialist, Eicher Technical Center, Room 100M	402-761-8416	Physics and other subjects available: <ul style="list-style-type: none"> Monday-Thursday: 4 – 5:30 p.m. or by appointment

Smarthinking

With Smarthinking, students experience online tutoring that is simple, fast and available 24 hours a day. Students can use:

- Drop-in tutoring
- Scheduled tutoring
- Submit a question
- Submit your writing for any class (choose SCC Essay Center option)

To access Smarthinking: Log onto your Hub student account. Click on "My Moodle Courses". Click on any Moodle course. Click on Helpful SCC Links at the top of the page. Click on Smarthinking Tutoring.

Veterans Services

Campus Veterans Services

Southeast Community College proudly offers support and coordinates services for our veterans through our Financial Aid and Disability Services Offices. Staff offer assistance to veterans, veteran dependents and active duty military students enrolled in or wishing to enroll in courses on our campus, online or at our Learning Centers.

For more information about services available, visit <https://www.southeast.edu/veterans-services>.

Veterans Integration to Academic Leadership

Southeast Community College partners with Veterans Integration to Academic Leadership to help provide support and information to student veterans. A representative from VITAL is available on all three SCC campuses.

VITAL is a Veteran-centered, results-orientated, collaboration between the Veterans Affairs Health Care System and higher education. VITAL strives to enhance academic retention and success.

Student Career Placement and Employment Services

From your first day on campus to the day you finish your classes, SCC Placement staff will help you achieve your career goals. The Placement Centers on all three campuses offer career libraries with useful information about various career fields and the types of jobs available in these areas. They also provide part-time employment listings for students who want to work while attending SCC. Southeast Community College uses College Central Network as its official job resource and resume system. Local employers post jobs directly to our school via the College Central Network site.

Students and alumni create their account profile at www.collegecentral.com southeast to:

- Easily apply for jobs and Internship/Co-op job opportunities posted exclusively for you, and search other opportunities via Jobs Central® and Intern Central®, national job boards.
- Create and upload your resume and career portfolio to make available to employers.
- Access our events calendar, career advice documents, podcasts, videos, and more.

The Placement Centers provide job interview training, including assistance with resume building and maintaining student credential files. In order to link SCC students with employers, the Placement staff schedules on-campus interviews for hundreds of employers. The Placement staff also plans and hosts Career Fairs to bring prospective employers to SCC campuses and link them with SCC students, for those nearing graduation, as well as SCC alumni. SCC graduates are offered lifetime placement services to assist in their employment search.

Testing and Assessment Centers

Students who wish to take college-level English and mathematics classes must demonstrate academic readiness to be successful in these courses. SCC administers the ACCUPLACER tests on site at each campus to evaluate a student's initial readiness. The test administration is provided at no charge, but retesting costs \$15. High school students may retest at no cost.

Retesting is possible for individuals who believe their course placement testing did not represent their current ability. If a student has previously tested in the last five years, a \$15 retest fee is assessed in advance per retesting session. This is regardless if a person is taking one or all three subtests (reading, writing and math). Students who wish to take one subtest at a time may take up to five days to complete the retesting. Students may retest once in a 30-day time period. A student must wait at least 30 days before taking a second retest. No more than two retests are approved within an academic year.

Contact the Testing Center/Assessment Office or Career Advising Center on each campus for details. (See "Steps for Admission into a Program of Study.")

Makeup Testing

With an instructor's permission, the Testing Center may provide makeup testing services for students who cannot attend their regularly scheduled testing date due to circumstances beyond their control. The instructor will complete and attach a "Makeup Test" cover slip (Lincoln only) to each test submitted. The following procedures are implemented to ensure proper authorization for testing and identification of each examinee:

1. All tests must have a makeup test form properly completed and attached.
2. Students referred for testing must know the title or name of the test, know the instructor's name, and present a picture ID or positive identification by SCC personnel.
3. It is very important that the test be available in the testing center once permission has been given for the student to test.
4. Instructors are responsible for picking up the completed tests.
5. Faculty must bring the test to the Testing Center.
6. To ensure the integrity of testing activities, no materials may be brought into the Testing Center without the permission of the faculty. Cell or smart phones or other personal electronic devices are not allowed in the testing area of the Testing Center without the instructor's express, written permission.

Note: Reviewing previous tests in preparation for current tests is not appropriate in the Testing Center.

Test Proctoring

There will be a \$25 test-proctoring fee per test for students taking a test from another school or from business or industry. Contact the campus Testing Center for information and scheduling. The Testing Center also provides distance-learning class testing.

Academic Integrity in the Testing Center

SCC adheres to the highest level of academic integrity possible. Testing Center staff help to maintain this expectation by reducing the opportunity for students to attempt assistance during their testing, such as placing their personal belongings outside of the testing room. If, however, a student is found to be cheating in the Testing Center, the test will be confiscated, the instructor alerted and a Student Code of Conduct review may be conducted to determine if additional sanctions are warranted.

Student Evaluation of Faculty and College Services

SCC welcomes your input and feedback for improvement in instructional methods or college services. Students are provided opportunities to evaluate their courses and instructors and other college services provided by the College, including, but not limited to: Financial Aid, Registration, Admission, Student Activities, Child Care, Food Service, Library Services, Technology, and the overall appearance of the College. For information regarding course evaluations please contact your Program Chair, or for college services, contact the Campus Director.

Computer and Information Technology

The Hub/Moodle

The Hub

The Hub (<https://thehub.southeast.edu>) is SCC's internal portal and is designed to support your enrollment and give you direct access to all of the tools and information you'll need to be successful at SCC. Only current students can log in and access the site. The Hub:

- includes a single sign-on to WebAdvisor (for course registration and schedule changes, personal information updates, and academic planning), Moodle (for access to online classes and communication/course content for face-to-face classes) and your official SCC email account (your email address will be: `firstname.lastname@my.southeast.edu`)
- includes notifications of important information for students, including Regroup, the Emergency/School Closing messaging service
- provides access on and off campus to all library databases and Films on Demand
- is where students access their online Moodle classes
- provides access to important College information, including campus events, important announcements and a link to individual notifications
- provides access to student services such as registration, financial aid information, bill paying, etc.
- allows you to file a TIPS report
- lists the link to "What Do You Think" online course evaluations

Moodle

Moodle is SCC's Learning Management System, which is a software application for the creation, delivery and documentation of electronic educational materials for your face-to-face, online and hybrid courses. Students access their courses in Moodle via The Hub, SCC's internal portal. See <http://moodlesupport.southeast.edu> for more information.

Copyright-Digital Copying Law

Copyright Law

The copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials, including publications, computer software, audio music, video, and audiovisual materials. It is the responsibility of the student when using SCC equipment such as photocopy machines and computers, to adhere to these guidelines. For more information on copyright law, visit the campus LRC.

Copyright Infringement & Computer/Internet Violations

In compliance with the Higher Education Opportunity Act, any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. If students reproduce or offer full-length sound recordings for download without the authorization of the copyright owner, they are in violation of federal copyright law and could face civil as well as criminal penalties and an initiation of a Student Code of Conduct Review. For further information, see www.southeast.edu/copyright-infringement-and-responsible-computing.

Software/Sound Recording Piracy

Unauthorized duplication, distribution or use of someone else's intellectual property, including computer software, constitutes copyright infringement and is illegal and subject to both civil and criminal penalties. The ease of this illegal online behavior causes many computer users to forget the seriousness of the offense.

Another form of copyright infringement is the unauthorized duplication and distribution of sound recordings. Online piracy is increasing as many people use the Internet to illegally distribute digital audio files. It is a felony to reproduce or distribute illegal copies of copyrighted software or sound recordings.

Pornography:

Viewing pornography on SCC public-access computers, such as those in hallways, student common areas, computer labs or the Library Resource Center, is considered sexual harassment and is prohibited. If a class assignment requires any type of research on pornography, students must provide written authorization from the course instructor to the LRC or computer lab staff. Staff will then direct authorized students to a secured location for researching the subject.

Prohibited Internet Usage:

The following list applies to all computers used by students at Southeast Community College:

- Sharing copyrighted material such as MP3s and software is strictly prohibited.
- Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies.
- Copying College-owned or licensed software or data for personal or external use without prior approval.
- Attempting to modify College-owned or licensed software or data without prior approval.
- Using the SCC Internet connection for gambling, viewing/ downloading/ distributing pornography, or other illegal activities.
- Attempting to damage or disrupt operation of computing equipment, data communications equipment or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or state of Nebraska computing resources including the Internet access system.
- Altering or extending beyond intended use of in-room connections. No more than one device should be connected to each active network port. Network hubs are prohibited.
- Using in-room connections to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
- Attempting to capture transmissions on the network not addressed to the student's location. In other words, "sniffing," the digital equivalent of wire-tapping, is not allowed.
- Attempting to gain access to any data, software or services, without explicit permission of the owner.
- Concealing or misrepresenting user's or another's identity using network connections. Examples: Sending electronic mail under an assumed name.
- Sharing a log-in password with another individual.
- Using SCC computing resources, including in-room connections, for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
- Excessively using network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes, but is not limited to, applications that use a large amount of bandwidth.
- Sending out mass emails and/or spamming.
- Sending messages that are fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or College policy.

Class Assignment Exception to Computer Usage Restriction: In the rare instance that an instructor may include viewing pornography as part of a legitimate research assignment for a class, the following rules must be followed prior to using College-owned computers or College-owned Internet connections to conduct such research.

- The instructor must provide each student with the specific assignment in writing. This document authorizes a student to access Internet sites that would otherwise be prohibited.
- To access the restricted sites on a College-owned computer or College-owned Internet connection, the student must first clear such access with the LRC staff or the computer lab attendant in the area where the computer is located. Students must provide the LRC staff their name, SCC ID card, and term of the course.

The student who is expected to use a computer for these purposes must do so in a discrete location to minimize incidental viewing of restricted sites and materials by others in the immediate area.

NOTE: Failure to comply with these expectations may result in disciplinary action, which may include being suspended or expelled from the College.

Computer Use Violations Suspected or alleged violation of this policy should be reported immediately.

- SCC Computer Helpdesk 402-437-2447 or 800-642-4075 ext. 2447 email: helpdesk@southeast.edu

Residence Hall Data Network Acceptable Use Policy

A “Residence Hall Computer Use Policy” agreement must be signed and returned to the dorm manager before Internet service is provided to the student’s room. The Student Housing Data Network provides resident housing students with in-room connections to the campus data network providing Internet access. The Internet access is a privilege that can be unilaterally revoked if terms of this policy are violated.

Students’ use of the SCC-provided network access indicates their acceptance of this policy, as well as their responsibility to use the connection appropriately and in accordance with applicable laws and regulations. The SCC Residence Services and Information Technology Services reserves the right to modify, change and revise this document as necessary without permission or consent of the users.

NOTICE: All computer usage expectations apply to student computers on any SCC network.

Legal Download Options for Residence Hall Students

SCC does not block legal download sites providing residence hall students the opportunity to purchase audio, video, and/or games using the SCC Housing Data Network. Examples of vendors who sell music or subscriptions to music are: iTunes, Napster, Puretracks, f.y.e., eMusic, Spotify, Pandora, Turntable.fm, etc. It will be the student’s responsibility to provide evidence of ownership and/or license for anything downloaded using the SCC Housing Data Network. SCC does use bandwidth shaping and traffic monitoring tools to deter peer-to-peer and unauthorized downloads.

Recording Devices

The use of cell phones or electronic devices (e.g., iPad) that are capable of capturing and sending images is strictly prohibited in all locker rooms. “Locker Room” is defined to include any designated area/room/facility where students or employees can change clothes and which contains lockers or temporary storage for clothing and personal possessions. Violators will be subject to disciplinary action and may be reported to law enforcement officials. Suspected violators of this ban should be reported immediately to the Campus Director or Dean of Student Services.

SCC Helpdesk

SCC is committed to your success. We want you to have the best possible experience with the least amount of headaches. Sometimes technology and access to it can be confusing and frustrating. That is why we’ve created the Southeast Community College HELPDESK at <https://helpdesk.southeast.edu/>.

This website provides you with important links and information. From understanding your SCC ID and Username, Hub and Moodle password requirements, to logging on to the SCC Open Wireless Internet and participating in Online Trainings, we are here to help! If you need 1:1 assistance, our computer Helpdesk staff can provide assistance, so check out our hours or log on to the chatroom during our normal business hours.

Student Emails

The College provides each student with an email account. This will be the College’s preferred method of communication with a student. The account provides students with 7 Gig of free storage in the cloud, plus Web apps for access to Microsoft Word, Excel, PowerPoint, and OneNote products. A link to this provided email account is located on the main page of The Hub portal. Once the student successfully logs into The Hub, they can follow the email link from the main page of The Hub to access their account. Students needing more information should go to The Hub at <http://thehub.southeast.edu>.

Computer Labs/Computer Access

Computers are available for student use at each campus. Computers are located in the computer labs, classrooms, dorms, halls, and Library Resource Centers. SCC provides licensed software on its computers for students’ use and training and asks students not to use software other than what is already installed on the SCC machines and are not to modify the computers’ directory structure in any way. Students who do not abide by SCC computer use policy will be subject to penalties as outlined. For further information, see www.southeast.edu/copyright-infringement-and-responsible-computing.

Classroom use of cell phones and personal electronic hand-held devices (e.g., tablets, laptop computers, portable video games, iPods, MP3 players, etc.) that are not pre-authorized by the instructor for instructional purposes is prohibited. Violation of this policy may lead to a Student Code of Conduct review.

Student Life

Arts and Humanities are designed to expose students at SCC to the wider world of culture and instill in them a love of art in its many forms. This includes at SCC various art modalities, instrumental and vocal music, and theatre. Students learn how these various disciplines inform us about our world and provide both current and historical perspectives on society and its evolution.

At SCC we have staff dedicated to these disciplines who are very skilled in their chosen endeavors. Faculty work with both novice and advanced students to help them explore arts and humanities and develop their unique talents. Often, arts and humanities provide a satisfying counterpoint to a student’s academic pursuits. We teach students how to read music and play musical instruments. We also teach courses on the history of various forms of music from classical, to folk, blues, jazz, blue grass, hip-hop, and rock.

Students have opportunities to learn about famous painters and what makes their work compelling, if not always appealing. We encourage students to visit modern and historical art museums. We sponsor periodic trips to area cities to attend art exhibits such as at Joslyn in Omaha or the Nelson-Atkins museum in Kansas City.

Students are presented regular opportunities to attend plays and musicals at area colleges and community-based venues in Lincoln and Omaha and the larger region and to hear speakers on special topics at the Lied Center for Performing Arts in Lincoln or similar sites.

Classes at SCC cover topics such as photography, videography, photojournalism, ceramics, painting, drawing, sculpture, graphic, industrial, architectural, and interior design. We find that students want to learn about the arts and humanities for many reasons, including as training for vocations, participating in larger cultural conversations, practicing freedom of expression, honoring cultural legacies as members of global communities, and reflecting upon our values and identity. Often non-traditional students, including older lifelong learners, attend cultural lectures or exhibitions.

SCC has an Arts and Humanities Club to supplement students’ academic work or for simply personal enjoyment.

There are Web pages students can access for information about student life, which includes information on the arts, humanities and cultural activities:

- <https://www.southeast.edu/humanities>
- <https://www.southeast.edu/studentlife>

The award-winning SCC literary magazine "Illuminations" is accessible on Facebook or <https://www.southeast.edu/literarymagazine>.

Student Activities Coordinators:

- Beatrice: Carrie Puhalla, 402-228-3468 x1353, cpuhalla@southeast.edu
- Lincoln: Rachel Mason, 402-437-2630, rmason@southeast.edu
- Milford: Stacey Harrifeld, 402-761-8227, sharrifeld@southeast.edu

Faculty contacts include:

- Area Wide: Carolee Ritter: Dean of Arts and Sciences 402-437-2479, critter@southeast.edu
- Beatrice: Danny Delong, Program Chair Humanities, 402-228-8241, ddelong@southeast.edu
- Beatrice: Nancy-Hagler-Vujovic, Art Instructor, 402-228-8256, nhagler@southeast.edu
- Beatrice: Kenneth Hoppmann, Program Chair Humanities, 402-228-8266, khoppmann@southeast.edu
- Lincoln: Amanda Baron, Program Chair Humanities, 402-323-3451, abaron@southeast.edu

Athletics

Southeast Community College offers two types of athletic opportunities for students.

Intercollegiate Athletics

SCC is a member of the Nebraska Community College Athletic Conference and the National Junior College Athletic Association. SCC competes in eight sports at the intercollegiate level: men's and women's basketball, men's golf and baseball, women's volleyball and softball, and men's and women's cross country. The athletic mascot is the Storm.

To compete in intercollegiate athletics, students must maintain the required scholastic level and conduct themselves on and off campus in a manner that brings credit to themselves, to teammates and to the College. SCC's athletic participation is governed by the eligibility rules of the NJCAA.

The intercollegiate athletic program resides on the Beatrice Campus. However, students from any SCC campus location can compete for the Storm based on the student's ability and availability. Students compete in NJCAA Division II, Region IX that is comprised of Colorado; east of the Continental Divide, Eastern Montana, Nebraska and Wyoming. In NJCAA Division II, colleges may grant athletic scholarships, but scholarships are limited to tuition and books. Each sport has limits on the number of scholarships that can be granted. Athletes are recruited locally, nationally and internationally. Several of the teams have placed high in regional and national competitions.

Athletic Staff

- Athletics Director: Dan Johnson, 402-228-8232, djohnson@southeast.edu
- Assistant Athletic Director: Dion Parks, dparks@southeast.edu
- Men's Baseball Coach: Dion Parks, dparks@southeast.edu
- Men's Basketball Coach: Joel Wooton, Head Coach, jwooton@southeast.edu
- Men's Cross Country Coach: Vicki Wooton, vwooton@southeast.edu
- Men's Golf Coach: Bill Campbell, bcampbell@southeast.edu
- Women's Basketball Coach: Lynn Schlake, lschlake@southeast.edu
- Women's Cross Country Coach: Vicki Wooton, vwooton@southeast.edu
- Women's Softball Coach: Bob Ginsburg, rginsburg@southeast.edu
- Women's Volleyball Coach: Carrie Puhalla, cpuhalla@southeast.edu

Storm Athletics has a website, www.SCCStorm.com, providing additional information about the coaches contact information and Storm athletic schedules.

Southeast Community College also has a student newspaper, the SCC Challenge, that reports on College news, including athletic events. <http://scchallenge.com>.

Intramural Athletics

Each campus offers intramural sports/recreational activities for any full- or part-time student enrolled in credit courses. Intramural sports are arranged by the Campus Activities Office and may include flag football, basketball, volleyball, softball, golf, tennis, and racquetball. Each campus also has tennis courts and a gymnasium available for student use. For additional information about the intramurals on campus, contact the Student Activities Office on the respective campus. Beatrice 402-228-3468, x1353. Lincoln 402-437-2630. Milford 402-761-8227.

Performing Arts

College Choir

The College choir "After the Storm" performs a variety of musical styles in concerts on campus and for organizations in the community.

Theatre

Theatre production classes are open to all interested students. Theatre students rehearse and perform two productions each school year.

Campus Activities

The Student Activities Office prepares a calendar of activities and events scheduled on campus. The calendars are available to students free of charge from the Student Activities Office.

Commons Areas

SCC provides campus Student Centers where students meet to relax, socialize with other students, or participate in scheduled activities. Each Student Center provides a lounge area, snack area, TV, video games, vending machines, and wireless Internet access. The hours of each campus Student Center are posted.

Wellness/Fitness Center

Each campus has a Wellness/Fitness Center that provides, free to students, the use of exercise equipment that is designed to help students achieve a healthy lifestyle.

Student Organizations and Clubs

At SCC, we believe that an important part of student development includes the opportunity to participate in extracurricular activities. We encourage students to participate in activities, build new relationships, foster cooperation and responsibility, and develop new skills and interests. Each campus provides organized activities, awareness and prevention programming for students with the goal of encouraging the personal, social, cultural, and/or physical development of students.

SCC recognizes student organizations, which will contribute to the intellectual development of students. These recognized organizations and their individual members and advisors must adhere to the policies and the Standards of Conduct for Southeast Community College. As a public institution entrusted by the Nebraska Community College System and College officials for the purpose of conducting the process of education, activities of student organization/clubs which are incompatible with the educational goal and mission of the College are not permitted. In order for a student organization to gain recognition from the College, it must have an approved constitution, a faculty member as advisor and be approved by the Student Senate and the campus administration. Specific guidelines for forming, operating, and dissolving recognized student organization/clubs of the College are available through the Campus Student Activity Coordinator and detailed information about organization and club creation and expectations is available online at <https://www.southeast.edu/studentorganizations>.

Registered/recognized SCC student organization/clubs may be related to academics/Program of Study or with social/special interest groups and will be categorized as such.

- **Departmental/Program Clubs/Honorary Societies:** Associations, societies related to SCC programs, careers, degrees (e.g. AWS, AITP affiliated to national organizations), groups directly related to SCC Mission/Program/Curriculum (e.g. Ag Club, ENACTUS, SkillsUSA). Organization/club may also recognize academic excellence among peers, students who excel academically or as leaders among their peers (e.g. Phi Theta Kappa, Kappa Beta Delta, etc.)
- **Social/Recreational/Special Interest Groups:** A community within a larger organization/club with a shared interest in advancing a specific area or personal interest/development where members cooperate to affect or to produce solutions within their particular field (e.g. SVO, MESO, Kaleidoscope, etc.)

For a list of the currently recognized organizations and clubs available at SCC, go to <https://www.southeast.edu/studentorganizations>.

Fund-Raising

Fund-raising activities by recognized student organizations or other non-profit organizations may only be conducted with the permission of the Campus Director.

CAMPUS INFORMATION, SERVICES & RESOURCES

Campus Store/Bookstore

The College operates and manages a campus store for the purchase of textbooks, supplies, educational aids, apparel, gifts, and other items on the Beatrice, Milford and Lincoln campuses. Textbooks, (including e-books) both new and used, are available for rent or purchase. Books also are available to purchase online at www.sccbookstore.com.

Students attending Education Square can pre-order books for pickup or free delivery.

The campus store offers a book rental and a buy-back program for used textbooks (buy back is generally at the end of the term.) Bookstore hours are compatible with most class schedules. The bookstore accepts cash, checks, MasterCard, VISA, and Discover credit cards.

For more information, visit <http://www.sccbookstore.com>.

Café/Cafeteria Services

The College provides food service to students, staff and the public on the Beatrice, Lincoln and Milford campuses. Vending machines are available on each campus as well as the Education Square location, the Jack J. Huck Continuing Education Center and the Entrepreneurship Center. Catering services are available by special arrangement. The food service spaces on the campuses are an opportunity for students to respectfully gather, study together, relax and enjoy great food. For more information, including hours of operation, visit the website at <https://www.southeast.edu/foodanddining/>.

- **Beatrice:** The Beatrice Campus operates the Storm Center Café located in the Kennedy Center.
- **Lincoln:** The Lincoln Campus operates the Campus Café and Campus Commons located near the east entrance at 8800 O St.
- **Milford:** The cafeteria is located in the G. Alan Dunlap Center and provides contract food service as well as non-contract meals for visitors and guests.

Contract Food Service at Milford: All students living in Nebraska and Cornhusker residence halls must contract to eat meals in the cafeteria. Room and board contracts are signed for each term. Contracts are considered to be in effect until expired or terminated. A registered, full-time student whose course of study requires the majority of time to be spent off campus during meal time, may request a waiver of this cafeteria contract from the Dean of Student Services. Cafeteria contracts are available for students living off campus.

The cafeteria is operated by a private contractor and is managed by its personnel. The manager has the right to refuse service to individuals who ignore or fail to comply with established standards of good health, conduct, appearance, and dress.

Library Resource Centers

The Library Resource Centers of SCC operate to provide accessible learning environments for students and employees and is a valuable resource for students providing tools to conduct scholarly research, increase knowledge, and collaborate with others. By using both traditional and electronic resources to support the College's curriculum and facilitate student and faculty research, the LRCs meet the needs of students and employees at each campus while serving the College as a whole.

The LRCs offer a wireless environment with a number of accessible computers, loaded with the latest software that enables students to complete homework and access online courses, the Internet and the research databases offered by the libraries. Current students, faculty and staff can access these research databases 24/7 while on campus or remotely via the online library catalog. The LRC staff provide assistance with a wide range of information literacy needs, including training with database research. The LRCs also offer a variety of magazines, newspapers and a limited selection of popular fiction titles for leisure reading for study breaks. Resources that are not owned by one of the campus libraries can be ordered through interlibrary loan FREE of charge. Comfortable reading areas, private study carrels, and tables for small-group meetings are available for student use. Media services are available through the LRCs. Although each campus LRC laminates materials and runs transparencies, the Media services differ by campus. If interested in media services, contact your campus LRC for additional information.

Loan policies, hours of service, phone numbers, access to the LRCs' electronic resources and more library services information is available at the LRCs' Web page at <https://www.southeast.edu/libraryresourcecenters>. A valid student identification card is required to check out materials. Overdue fees and replacement fees may be charged for late, lost or damaged materials.

Driving on Campus/Parking Permits

Parking is available to students free of charge on each campus. The Beatrice and Milford campuses require a parking permit sticker for the campus lots. The first permit is provided free to enrolled students. All students, staff and visitors are asked to comply with established driving or parking areas in designated spaces as described except as expressly permitted by signs. Please comply with posted campus speed limits and all state and local traffic regulations for your and the campus community safety. To ensure the safety of your vehicle and its contents, please lock your cars, remove valuables or keep out of sight and carry appropriate insurance coverage. Major repair of vehicles on campus is discouraged. Inoperable vehicles will be towed at owner's expense if allowed to remain on campus property an unreasonable length of time.

For more information, visit our website: <https://www.southeast.edu/parkingatgcc>.

Some parking spaces are reserved and designated for persons with disabilities. Parking in these designated areas requires a special restricted permit. Violators are subject to substantial fines and/or towing at the owner's expense. Please refer to the specific campus parking information or the website for further information.

Temporary (Restricted) Permit

A temporary restricted parking permit may be obtained through the Physical Plant Office or Student Services on your campus. A doctor's statement stating need is required. No fee required.

- Beatrice: Student Services, Kennedy Center, 402-228-8210
- Lincoln: Physical Plant, 402-437-2570
- Milford: Physical Plant, 402-761-8253

Parking Permits

Beatrice Campus

1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit.
2. Permits are issued at the Welcome Center located in the Kennedy Center Building at no charge.
3. Student parking is located in the lots south of the residence halls, west of Hoover, and the areas in the lot east of Kennedy Center not designated "handicapped" and "visitor."
4. No vehicle is permitted to occupy more than one stall. Please park between the lines. Improper parking will result in a citation.
5. Students using parking lots with angled parking stalls are not permitted to move ahead into a stall that faces against the flow of traffic. Students parking against the flow of traffic will receive a citation.
6. General student parking is not allowed in the following designated areas and may result in a citation and fine:
 - visitor parking
 - handicapped parking (without visible permit)
 - designated NO PARKING or restricted zones
 - service entrances
 - Family Resource Center lot west of Adams Hall

Fines

1. Parking in a restricted permit-only stall without a visible and valid permit/license plate may result in a fine of up to \$100 and the potential to have the vehicle towed at the owner's expense.
2. General parking fines may be paid at the Business Office located in the Kennedy Center. Hours are 7:30 a.m. - 5 p.m., Monday through Friday.
3. Failure to pay fines will result in a hold placed on your account which could affect your ability to register for future terms as well the ability to receive an official transcript.
4. Students who have repeated parking violations and unpaid fines may be subject to having their vehicle towed at their expense plus the expense of the violation.

Snow Removal Parking Regulations

1. Hoover/Jackson parking lot: The snow will first be removed from the west end of the Hoover parking lot. The day after it snows, all Hoover residents will be required to move their vehicles to the west end of the lot by 10:30 a.m., but not until the snow has been removed from the west end. After the east end of Hoover parking has been cleared of snow, students may move their vehicles back but not before 10:30 a.m.
2. Eisenhower/Roosevelt/Kennedy/Washington parking lot: The day after it snows, all Eisenhower/Roosevelt/Washington residents will be required to move their vehicles to the Truman Center parking lot by 10:30 a.m. but not until the snow has been removed from the Truman lot. After snow has been removed from the Eisenhower/ Roosevelt /Kennedy/Washington parking lot students may move their vehicles back but not before 10:30 a.m. Vehicles not moved will be ticketed and, if necessary, towed at the owner's expense.

Lincoln Campus

Parking

1. Students may park in any parking lot unless otherwise posted.
2. A parking area for motorcycles is designated in both the south and north parking lots.
3. Bike racks are available on campus.
4. General student parking is not allowed in the following designated areas:
 - Reserved for SCC Board of Governors meetings
 - Handicapped Parking (without visible special permit) Violators are subject to substantial fines and/or towing at the owner's expense
 - On campus streets, drives or service drives.
5. Vehicles left overnight without prior approval are subject to tow. To obtain approval call the physical plant, 402-437-2570.

Violation Fees

Illegally parked vehicles will be ticketed, and violators will be required to pay parking fines. Repeat offenders' vehicles may be towed at the owner's expense. Parking in a restricted permit-only stall without a visible and valid permit/license plate may result in a fine of up to \$100 and the potential to have the vehicle towed at the owner's expense. Parking ticket fines must be paid prior to the deadline stated on the ticket and are payable at the Cashier's Office. Failure to pay fines according to campus rules and regulations will result in an initiation of a Student Code of Conduct review.

Education Square - ESQ Parking (Downtown Lincoln)

Students attending classes at the Education Square location in Lincoln may purchase i-Park cards for reduced parking rates. Contact the city of Lincoln Parking Office at 402-441-PARK.

Milford Campus

Parking Permits

1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.
2. Parking permits must be affixed to the windshield. They cannot be taped to or lying on the dash. Parking stickers not properly installed are subject to revocation of the permit. Permits should not be transferred to another vehicle. Persons who have acquired a parking permit may receive a replacement permit if identifiable remnants of the original permit are presented to the Campus Parking Office. Persons unable to comply with this

requirement must submit an acceptable statement that the original permit has been destroyed and is not available. All violations incurred on the old permit will be charged to the original permit holder.

3. Permits are available on the day of class registration or from the parking office in the Physical Plant Building. Hours: 7:30-11:15 a.m. and 12:15-4:15 p.m.
4. Parking permits are valid for the student's enrollment period.
5. Temporary permits are available and valid for 10 school days. They must be visible before parking on campus.

Driving

1. While driving on campus, each student is expected to follow the regulations and traffic policies established by the College, and all state and local traffic regulations.
2. The speed limit on campus is 15 mph.

Parking

Restricted parking areas are designated by signs. Parking in restricted areas is not allowed without prior campus administrative approval. Violators are subject to substantial fines and/or towing at the owner's expense. General parking is not allowed in the following designated areas and may result in a fine:

- Visitor parking
- Handicapped parking (without a visible permit)
- Designated NO PARKING zones
- Restricted zones (without a visible permit or prior campus approval). Examples of restricted zones include production parking, loading/unloading zones, cafeteria staff parking, etc.
- Service entrances

Visitor Parking

Visitor parking is reserved parking for visitors: prospective students, class speakers, companies and business interviewing, seminar and workshop participants, and training center participants. Staff and students are not allowed to park in the visitors' lot. Violators will be ticketed.

Violation Fees

Parking in a restricted, permit-only stall without a visible and valid permit/license plate may result in a fine of up to \$100 and the potential to have the vehicle towed at the owner's expense. Parking ticket fines must be paid prior to the deadline stated on the ticket and are payable at the Business Office in Student Services. Failure to pay fines will result in an accounts receivable hold and may result in disciplinary action.

Students who have repeated violations will be subject to towing of their vehicle at their expense plus the expense of the parking violation. Towing charges will be paid by the violator to the towing service.

Other Regulations

1. Inoperable vehicles will be towed at owner's expense if on campus property for an unreasonable length of time.
2. Major mechanical work is not allowed on campus or in parking areas.
3. Responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not an acceptable excuse for violation of parking regulations.
4. Operation of snowmobiles on all College property is prohibited.
5. All vehicles must be removed from campus over the winter and summer breaks.
6. No vehicle is allowed to occupy more than one stall. Please park between the lines. Improper parking will result in a citation and fine.

Winter Parking (Nov. 1 - March 31)

1. All vehicles parked overnight (10 p.m. to 7 a.m.) are to be parked in the designated Winter Parking Area - sections B, C, and D or the crushed rock area.
2. No vehicles are to remain in the faculty/staff parking lot overnight. Faculty and staff who are off-campus overnight with a College vehicle are to park their personal vehicles in the parking area to the east of the Physical Plant Building.
3. Production vehicles, where the work is completed and being held for payment and pickup, are to be parked in the enclosed production storage area or if space is not available, parked west of the Physical Plant Building. Other production vehicles parked along the Welsh Street are to be parked to the east end of the street.
4. Vehicles left overnight in undesignated parking areas will be ticketed and subject to being towed at the owner's expense.

Personal Transportation Devices (skateboards, hoverboards, roller blades, bicycles, scooters)

The College allows the use of bicycles, skateboards, and scooters in a safe and courteous manner as a method of transportation on campus. Performing acrobatic maneuvers on bicycles, skateboards, rollerblades, or other like equipment is prohibited. The use of personal transportation devices are not allowed inside any College building, residence halls or any College-controlled building or property. Students found violating this rule or causing property damage will be subject to fines and replacement or repair costs. The use of hoverboards and roller blades/skates are banned on campus.

SCC is not responsible for any bodily injury, loss or damage to any property occasioned by use of any personal transportation device. Any damage or loss of property, or injuries on campus should be reported to the Campus Office.

Bicycle racks shall be provided as needed at various locations on campus.

Cancellations & Announcements

SCC partners with Regroup to offer a means of alerting the campus community of both emergency and routine notifications via text or email. Regroup messaging is available to all staff, faculty and enrolled students. This system will disseminate notifications, timely emergency alerts and weather announcements via text message, email and voice messages. For more detailed information or to sign up for alerts, visit <https://southeast.regroup.com/>. (See also Emergency Response Notification)

Weather and Other Campus Cancellations

Only the campus director or a designated representative can authorize the cancellation of College programs and activities or announce the cancellation to the news media. It can be assumed that campus programs, classes and services will be held as scheduled if no announcement is made through the news media. Because weather in Nebraska can vary, each campus will announce cancellations separately. Hazardous driving conditions do not automatically mean classes will be cancelled. However, travel for students is not recommended or encouraged if there is a question of being able to reach the campus safely. Students should use good judgment in making travel decisions.

When individual Continuing Education classes are cancelled, the decision will be made with the approval of the Continuing Education dean or the division dean. If an individual class is cancelled, the instructor will notify students. Makeup or rescheduling of individual classes or programs will require the approval of the Continuing Education dean or division dean.

When weather or other conditions necessitate cancellation, the following procedure is followed as often as possible, given the nature of changing weather conditions:

- Daytime programs and services - a decision will be made and announced to the news media by 5 a.m.
- Evening programs and services - a decision will be made and announced to the news media by 4 p.m.

Regroup Emergency Text Messaging

To receive emergency notification via text message, sign up at <http://southeast.regroup.com/signup>. You can elect to sign up for a specific campus or campuses.

Web

See www.southeast.edu, thehub.southeast.edu, or [Facebook](#)® for inclement weather and closing information. Also, sign up for [Regroup](#) text messaging alerts.

Television

Channel 10-11 KOLN-KGIN TV notified (Lincoln), Channel 8 KLKN TV notified (Lincoln)

Telephone

- Beatrice 402-228-3468 – a recorded message will update you on the status of classes.
- Lincoln 402-437-2405 – a recorded message will update you on the status of classes.
- Milford 402-761-8400 – a recorded message will update you on the status of classes.

Radio

- Beatrice stations notified: KWBE 1450 AM, KGMT 1310 AM, KUTT 99.5 FM, KZKX (96-KX) 96.9 FM, KTGL (THE EAGLE) 92.9 FM, KNDY 1570 AM, 103.1 FM, or 105.5 Translator/Beatrice, KBRZ 102.7 FM (THE BREEZE), KFGE 98.1 FM, KFRX 106.3 FM
- Lincoln stations notified: KBBK 107.3 FM, KFGE 98.1 FM, KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KBRZ 102.7 FM (THE BREEZE), KKUL 105.3 FM, KLIN 1400 AM, KLMS 1480 AM, KRKR 95.1 FM, KTGL (THE EAGLE) 92.9 FM, KZKX 96.9 FM, KFAB 1110 AM
- Milford stations notified: KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KZKX (96-KX) 96.9 FM, KFGE 98.1 FM, KTGL (THE EAGLE) 92.9 FM, and KQKQ 98.5

Public Address System

In Milford, announcements of extreme importance are broadcast over the College's internal public address system at 8 a.m. Emergency announcements are made when necessary.

Beatrice Campus Late-Start Shortened Schedule (10 a.m. start time)

M-W-F Class Schedule		T-TH Class Schedule		Daily Classes	
Regular Meeting Time	Late Start Time	Regular Meeting Time	Late Start Time	Regular Meeting Time	Late Start Time
8-9:20 a.m.	10-11 a.m.	8:00-9:55 a.m.	10-11:20 a.m.	8-8:50 a.m.	10-10:30 a.m.
9:30-10:50 a.m.	11:10 a.m.-12:10 p.m.	10:05 a.m. -Noon	11:30 a.m. -12:50 p.m.	9-9:50 a.m.	10:40-11:10 a.m.
11:30 a.m.-12:50 p.m.	12:20-1:20 p.m.	12:10-2:05 p.m.	1-2:20 p.m.	10-10:50 a.m.	11:20-11:50 a.m.
1-2:20/2:55 p.m.	1:30-2:30 p.m.	2:15-4:10 p.m.	2:30-4:10 p.m.	Noon	Regular schedule
3-4:20/4:55 p.m.	2:40-3:50 p.m.	4:10 p.m.	Regular schedule	*No Break	
4 p.m.	Regular schedule				
*No Break					

Child Care

Beatrice

Childcare is not available as part of the Beatrice Campus services, but Blue Valley Community Action does offer a "0-5 Head Start Preschool program" that is currently located in Adams Hall room 414 on the SCC campus. The program is income-based, but some exceptions are considered. Interested persons should call 402-223-6035 or 402-223-6056.

Lincoln

The Child Development Center located on the Lincoln Campus provides SCC students with priority status for developmental child care. A professional staff provides care and education for the Center's children, ages 6 weeks to kindergarten. Since children enroll on a first-come, first-served basis according to age groups, early contact is advised. The Center offers full-time and part-time options.

The U.S. Department of Education CCAMPIS grant provides a limited number of scholarships for eligible students for the following child care services. Summer Camps are available June-August for children ages Post K-age 11 and Adventure Mini-Camps for children ages 5-11 are available during the school year for specified days that the Lincoln Public Schools are not in session. For more information, visit our website at <https://www.southeast.edu/childdevelopmentcenter>.

Milford

On-campus childcare is not available on the Milford Campus. However, we assist students needing day care services to locate services available in the community. Contact Student Services for more information.

Facilities Use

When scheduled and supervised in accordance with campus rules and regulations, College facilities are available for use by recognized student organizations and clubs. Campus Directors, or their designee, process all requests and approvals for the use of College facilities. The College reserves the right to require any organization requesting use of College facilities to provide proof of adequate liability insurance, which includes SCC as an additional named insured.

Requests to utilize College space for events/activities not directly related to the College's mission/business/operations (e.g., credit and non-credit courses), will not be scheduled/ reserved for more than three times/week and will only be scheduled/reserved for the duration of a given term (typically quarterly). Please contact the Campus Director for additional terms and conditions.

Lost and Found

Each campus has a lost and found where individuals can report or turn in items or articles. Unclaimed items are donated to charity at the end of each term.

- Beatrice: Switchboard, located in the Student Center
- Lincoln: 8800 O St. Campus: Switchboard across from Student Services.
- Education Square: Room 112.
- Milford: Student Services Office in the Eicher Technical Center.

Notary

Notary services are available free of charge for SCC students and employees.

- **Beatrice** notaries are located in the Workforce Development Office in Adams Hall, room 404. .
- **Lincoln** notaries are located in the following locations:
 - Business Occupations U4
 - Continuing Education Office J2
 - Financial Aid and Registration (Student Services Office)
 - Health Sciences Office B4
 - Testing Center L3
 - Trades & Industry Office N3
 - Entrepreneurship Center
 - Area Office
 - Physical Plant
- **Milford** located in the Manufacturing/Transportation office, Student Services Office and the Business Office.

Student I.D. Cards

Students who are currently enrolled at SCC can obtain a free SCC photo identification card (ID) by presenting a copy of their class registration form. Free photo identification cards are available for each student for use on campus in the LRC, Business Office, Campus Store, entry to College activities, etc.

Photo IDs are not transferable. Any student requesting a replacement photo ID card within the first year of its issuance date will be charged a \$5 fee. A new ID card would be issued without the \$5 replacement charge for students returning to school after a year absence and for students needing an ID for clinical.

Students transferring to a different campus would be considered a new student and would not be charged for a replacement ID card. Photos can be taken at these locations during regular business hours or as announced.

- Beatrice: Welcome Center
- Lincoln: Information Desk (in section "V" across from Admissions)
- Milford: Student Services Desk in "Welcome Center"

Solicitation on Campus

Solicitation on campus grounds, including Residence Halls or students' residences, is prohibited. Commercial vendors, authorized by the Campus Director and invited by an authorized designee of the College, are exempt and allowed to supply necessary items at times, places and in a manner determined by campus administration.