

CONTINUING EDUCATION

SCC

Business Leadership

January-June 2018



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LEADERSHIP DEVELOPMENT MAKES A DIFFERENCE!

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Professional Effectiveness

NEW! Personal Effectiveness for Leaders

As a leader, your most powerful tool is the example you set for your coworkers and employees. This course will optimize your personal effectiveness by helping you:

- Appreciate why leading by example matters
- Cement the link between leading by example and personal effectiveness
- Develop your Emotional Intelligence (EQ)
- Adopt a “Growth Mindset”™
- Craft a personal mission statement
- Set personal and professional goals
- Make the most of your time
- Make stress work for you
- Conduct meetings that drive results

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Dates: Thurs., Feb. 8, 2018

Time: 8:30 a.m.-4:30 p.m.

Tuition: \$229

CEUs: 0.7

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 304

Registration Deadline: Jan. 18

Course #: BSAD-7254-CEWA

About Your Facilitator



Since joining Best Care Employee Assistance Program in 2004 as a training consultant, **David Dechant**, MC, CCP, has presented programs on more than 60 topics related to individual, team and organizational success to some 43,000 participants—participants who've awarded his facilitation with an average score of 9.4 out of 10.

Promoted to Curriculum Development Coordinator in 2010, Dechant now works closely with Best Care's cadre of professional trainers to perfect the content and look of the employee assistance program's ever expanding catalog of personal and professional effectiveness courses. He's particularly proud of the scores of hours of in-depth, customized leadership and management training he's crafted and delivered for clients in enterprises as diverse as education, health care, transportation, manufacturing, insurance, and financial services.

Dechant teamed up with former Best Care EAP colleague Dale Sundermann in 2009 to form The Skilz Group, a management and leadership development firm dedicated to helping leaders at all levels hone the skills they need to evolve professionally and personally, engage their followers and inspire them to excellence. Partnering with SCC Training Solutions, The Skilz Group has created and facilitated management and leadership training for Nebraska-based utilities as well as leading regional advertising, civil engineering, and financial services firms and nationally recognized transportation, manufacturing and bio sciences companies.

He has earned advanced degrees in Theater and Organizational Psychology from the University of Nebraska. He's also a certified Insight™ Personality Spectrum facilitator as well as an accredited Executive Coach with the Certified Coaches Federation.

NEW! Overcoming the Stress & Success Barrier

Learn how to identify stress responses and alleviate the effects of stress in oneself and others. In the workplace, there will always be stressful seasons. Stress is a reality and can never be completely eliminated from one's life. But understanding one's own stress response and the stress responses of co-workers provides an opportunity to improve work and home environments. Instead of simply responding to stress, you can learn how to proactively identify and alleviate stress in yourself and in others. Those who attend this class will be given a practical guide to understanding the way different personalities experience stress. We will focus on the different personality stressors, how stress manifests itself, how to respond to someone else's stress, and ways to avoid increasing someone's stress. This class easily applies not only to the workplace but also to any interpersonal relationship.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Dates: Wed., Feb. 28, 2018

Time: 8:30 a.m.-3:30 p.m.

Tuition: \$229

CEUs: 0.6

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Feb. 14

Course #: BSAD-7197-CEWA

About Your Facilitator



Dan Moeller is an experienced visionary leader who understands the process of moving from big picture ideas to practical implementation. He is a proven team leader and developer who cares passionately about team members both developing and utilizing their strengths to their fullest potential. Dan draws from his multiple discipline background in human development, counseling, science, and management in both for profit and non-profit settings.

Emotional Intelligence: The Foundation of Lifelong Success

When we look at the truly extraordinary people who inspire and make a difference, you will see that they do this by connecting with people at a personal and emotional level. What differentiates them was not their IQ but their EQ, their emotional intelligence. Emotional intelligence is the ability to be aware of and to manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life. This one-day course is designed to help master the basic concepts and techniques of this critical skill.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Dates: Thurs., March 22, 2018

Time: 8:30 a.m.-4:30 p.m.

Tuition: \$229

CEUs: 0.7

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: March 8

Course #: BSAD-7157-CEWA



About Your Facilitator

Since joining Best Care Employee Assistance Program in 2004 as a training consultant, **David Dechant**, MC, CCP, has presented programs on more than 60 topics related to individual, team and organizational success to some 43,000 participants—participants who've awarded his facilitation with an average score of 9.4 out of 10.

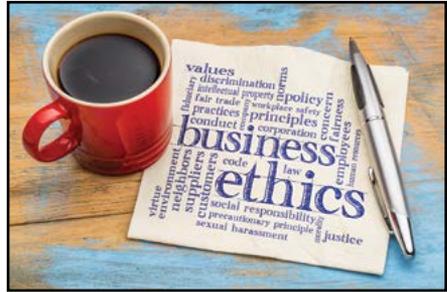
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He has earned advanced degrees in Theater and Organizational Psychology from the University of Nebraska. He's also a certified Insight™ Personality Spectrum facilitator as well as an accredited Executive Coach with the Certified Coaches Federation.

Workplace Ethics and Etiquette (Online—UGotClass)

For entrepreneurs, managers or anyone in the workplace, understanding workplace ethics and etiquette is critical to individual and organizational success. Discover new information about the related but different concepts of business ethics and etiquette. Learn the how-to's of making ethical business decisions. Then find out the five secrets of how to interact properly in business and social settings to improve your communication and networking skills.



SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass course.

For details or to register, call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.

Dates: Feb. 5-March 2, 2018
Registration Deadline: Feb. 9

Tuition: \$195
CEUs: 1.6

Customized On-site Training for Business & Organizations

SCC provides ON-SITE TRAINING. These and other workshops can be delivered exclusively to your organization and customized to your unique needs. Grants may be available to assist with your learning and development initiatives.

For more information, please contact Marguerite Himmelberg, Training Solutions, at 402-323-3388; 800-828-0072, ext. 3388; or mhimmelberg@southeast.edu. See pages 16-18 for additional workshops that can be customized.

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[pinterest.com/scccontinuinged](https://www.pinterest.com/scccontinuinged)

Communication & Team Development

Managing & Resolving Conflict

Constructive conflict can increase performance, but destructive conflict can destroy productivity and morale. In this program participants learn how to recognize different types of conflict and how to resolve it before it becomes destructive. This program will explore five modes people use in dealing with conflict and how to determine when each mode is most appropriate/least appropriate. Participants will learn and practice a six-step collaborative process for resolving conflict.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

Date: Thurs., Feb. 22, 2018 Time: 8 a.m.-Noon
Tuition: \$145 CEUs: 0.4
Location: Jack J. Huck Continuing Education
Center, 301 S. 68th St. Place, Lincoln, NE
Room 302 Facilitator: Sundermann
Registration Deadline: Feb. 8
Course #: BSAD-7759-CEWA

Take the Feb. workshop and Coaching Employees for Success (page 13) for only \$229!
Use course numbers BSAD-7759-CEWB and BSAD-7009-CEWB when filling out the registration form.

Date: Wed., May 23, 2018 Time: 8 a.m.-Noon
Tuition: \$145 CEUs: 0.4
Location: Jack J. Huck Continuing Education
Center, 301 S. 68th St. Place, Lincoln, NE
Room 302 Facilitator: Sundermann
Registration Deadline: May 9
Course #: BSAD-7759-CESA

Take the May workshop and Coaching Employees for Success (page 13) for only \$229!
Use course numbers BSAD-7759-CESB and BSAD-7009-CESB when filling out the registration form.



About Your Facilitator

Dale Sundermann, Ph.D. candidate, senior partner in The Skilz Group; a training and organizational development firm that specializes in helping leaders at all levels master the people skills critical to their long-term success. He also serves as the Family Advocacy Outreach Manager for the Department of Defense USAF at Offutt AFB.

Prior to co-founding The Skilz Group, Dale spent four years as a Consultant with Best Care Employee Assistance Program. There he delivered over 50 hours of training, consulting, and coaching services a month to some 240 client companies. He has also traveled extensively in the United States, facilitating dozens of management and leadership programs for SkillPath Seminars. *For full biography, see page 7.*

Leadership Communication Essentials

Effective communication is essential in today's organizations. Individual contributors, team members and supervisors all must be able to successfully give and get information using a variety of tools. They must also be able to create understanding despite barriers to communication. Participants will learn communication skills such as listening and creating clear messages, as well as the best uses for common communication modes.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

Date: Wed., March 7, 2018

Tuition: \$145

Location: Jack J. Huck Continuing Education Center,

301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Feb. 21

Time: 8 a.m.-Noon

CEUs: 0.4

Course #: BSAD-7003-CEWA

Take this workshop and Leading Through Influence (page 20)
for only \$229!

Use course numbers BSAD-7003-CEWB and BSAD-7016-CEWB
when filling out the registration form.



About Your Facilitator

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He has earned advanced degrees in Theater and Organizational Psychology from the University of Nebraska. He's also a certified Insight™ Personality Spectrum facilitator as well as an accredited Executive Coach with the Certified Coaches Federation.

Delegation: Use the Power of Other People's Help

Supervisors are measured by the productivity of their team. Effective delegation is essential to supervision and management, but a difficult role for many to assume. This session helps participants understand the importance of delegation and supports the skill development required for effective delegation.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

Date: Wed., June 6, 2018

Time: 1-5 p.m.

Tuition: \$145

CEUs: 0.4

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: May 23

Course #: BSAD-7013-CESA

**Take this workshop and Working with Difficult People (page 8)
for only \$229!**

Use course numbers BSAD-7013-CESB and BSAD-7038-CESB
when filling out the registration form.



About Your Facilitator

Dale Sundermann, Ph.D. candidate, senior partner in The Skilz Group; a training and organizational development firm that specializes in helping leaders at all levels master the people skills critical to their long-term success. He also serves as the Family Advocacy Outreach Manager for the Department of Defense USAF at Offutt AFB.

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Dale's resume also includes six years as an officer in the United States Air Force where the SOAR to Excellence Program he developed and facilitated was nominated as a U.S. Air Force Best Practice. His passionate commitment to human capital development has been shaped by his experiences as a high school teacher and coach, a licensed mental health professional, and a father of four boys.

Dale earned his Bachelor of Arts degree in Psychology, History and Political Science from Jamestown College in 1993, his Masters in Clinical Social Work from the University of Missouri in 1996 and is currently a Ph.D. candidate in Human Capital Management at Bellevue University.

Working with Difficult People

To be honest, we all can be difficult some of the time. But what makes some people almost always unpleasant, uncooperative, uncommunicative, and uncompromising? We know who they are, and working with them is unproductive, frustrating and no fun at all. This training is loaded with practical tips guaranteed to make working with difficult people much easier. You'll be able to recognize the difficult people in your life, understand why they behave as they do, identify the most common types of difficult people and how to effectively deal with each, and apply techniques to make yourself a smaller target for their bad behavior.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

Date: Wed., June 6, 2018

Time: 8 a.m.-Noon

Tuition: \$145

CEUs: 0.4

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: May 23

Course #: BSAD-7038-CESA

Take this workshop and Delegation:

Use the Power of Other People's Help (page 7) for only \$229!

Use course numbers BSAD-7038-CESB and BSAD-7013-CESB
when filling out the registration form.



About Your Facilitator

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Certificate in Business Writing (Online—UGotClass)



Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction and successful

techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success.

COURSE LIST:

- **Business Writing**
- **Effective Copywriting**
- **Writing News and Press Releases**

SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass class.

For details or to register, call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.

Dates: Feb. 5-April 27, 2018
Registration Deadline: Feb. 9

Tuition: \$495
CEUs: 4.8

Customized On-site Training for Business & Organizations

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For more information, please contact Marguerite Himmelberg, Training Solutions, at 402-323-3388; 800-828-0072, ext. 3388; or mhimmelberg@southeast.edu.

Business & Organizational Knowledge

Accounting and Finance for Non-Financial Managers (Online—UGotClass)

Every successful person in the workplace utilizes financial information to aid effective decision making. Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career. Get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.



SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass course.

For details or to register, call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.

Dates: Feb. 5-March 2, 2019
Registration Deadline: Feb. 9

Tuition: \$195
CEUs: 1.6

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Managing People & Projects

NEW! Team Playership: Helping Work Teams Play Well Together

You can create a high-performing team environment, even if you aren't the leader. Learn the secrets of great Team Playership—propelling you, your team and your organization to the next level and beyond!

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Dates: Wed., April 18, 2018

Tuition: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: April 4

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Course #: BSAD-7255-CESA

About Your Facilitators



Dan Moeller is an experienced visionary leader who understands the process of moving from big picture ideas to practical implementation. He is a proven team leader and developer who cares passionately about team members both developing and utilizing their strengths to their fullest potential. Dan draws from his multiple discipline background in human development, counseling, science, and management in both for profit and non-profit settings.



Steve Slaight has more than 30 years of project experience, and has taught for more than five years at the university level. Work experience includes several years at the Hewlett-Packard company, as well as work with various non-profits. He now owns Witerations, LLC, an IT-focused project management consulting company that helps clients not just think outside of the box—but to literally outwit the box! Slaight is a Certified Project Management Professional, a Certified Scrum Master and holds both a bachelor's degree and master's degree from Colorado Christian University.

Developing Multi-Generational Teams

The demographics of the workforce are changing. Approximately 10,000 Millennials are joining the workforce per day and they comprise about one-third of the population. Are you ready for the revolution in your workplace? This class will focus on not only understanding the Millennial Generation, but also identifying its similarities and differences to previous generations. We will explore some of the milestones that have influenced the different generations, as well as develop useful insights into how to affirm the strengths of each group. This class will provide a very beneficial but practical guide to creating dynamic and effective multi-generational teams.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Dates: Thurs., May 10, 2018

Time: 8:30 a.m.-3:30 p.m.

Tuition: \$229

CEUs: 0.6

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: April 26

Course #: BSAD-7196-CESA

About Your Facilitator



Dan Moeller is an experienced visionary leader who understands the process of moving from big picture ideas to practical implementation. He is a proven team leader and developer who cares passionately about team members both developing and utilizing their strengths to their fullest potential. Dan draws from his multiple discipline background in human development, counseling, science, and management in both for profit and non-profit settings.

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Coaching Employees for Success

Building the competency and commitment of every member of the organization improves performance, reduces turnover and enhances outcomes. Whether the coaching program is formal or informal, learning the core skills of coaching will help those who need to help others succeed. This course will help managers and supervisors learn the skills to develop others.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

Date: Thurs., Feb. 22, 2018 Time: 1-5 p.m.
Tuition: \$145 CEUs: 0.4
Location: Jack J. Huck Continuing Education
Center, 301 S. 68th St. Place, Lincoln, NE
Room 302 Facilitator: Sundermann
Registration Deadline: Feb. 8
Course #: BSAD-7009-CEWA

**Take the Feb. workshop and
Managing & Resolving Conflict
(page 5) for only \$229!**
Use course numbers BSAD-7759-CEWB
and BSAD-7009-CEWB when filling out the
registration form.

Date: Wed., May 23, 2018 Time: 1-5 p.m.
Tuition: \$145 CEUs: 0.4
Location: Jack J. Huck Continuing Education
Center, 301 S. 68th St. Place, Lincoln, NE
Room 302 Facilitator: Sundermann
Registration Deadline: May 9
Course #: BSAD-7009-CESA

**Take the May workshop and
Managing & Resolving Conflict
(page 5) for only \$229!**
Use course numbers BSAD-7759-CESB
and BSAD-7009-CESB when filling out the
registration form.



About Your Facilitator

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Dale earned his Bachelor of Arts degree in Psychology, History and Political Science from Jamestown College in 1993, his Masters in Clinical Social Work from the University of Missouri in 1996 and is currently a Ph.D. candidate in Human Capital Management at Bellevue University.

Leadership Development

	Professional Effectiveness	Communication & Team Development	Critical Thinking, Problem Solving & Decision Making	Business & Organizational Knowledge	Managing People & Projects	Leadership & Execution
	<p>NEW! Personal Effectiveness for Leaders</p> <hr/> <p>NEW! Overcoming the Stress & Success Barrier</p> <hr/> <p>Emotional Intelligence: The Foundation of Lifelong Success</p> <hr/> <p>Workplace Ethics and Etiquette (Online)</p> <hr/>	<p>Managing & Resolving Conflict</p> <hr/> <p>Leadership Communication Essentials</p> <hr/> <p>Delegation: Use the Power of Other People's Help</p> <hr/> <p>Working with Difficult People</p> <hr/> <p>Certificate in Business Writing (Online)</p> <hr/>		<p>Accounting and Finance for Non-Financial Managers</p> <hr/>	<p>NEW! Team Playership: Helping Work Teams Play Well Together</p> <hr/> <p>Developing Multi-Generation Teams</p> <hr/> <p>Coaching Employees for Success</p> <hr/> <p>How to Lead Projects</p> <hr/> <p>Your Role as a Supervisor</p> <hr/> <p>Project Management for Newbies</p> <hr/> <p>Certificate in Leadership Development (for Gen Y) (Online)</p> <hr/>	<p>Leading Through Influence</p> <hr/> <p>Collaborative Management (Online)</p> <hr/> <p>Customer Service Leadership (Online)</p> <hr/>

How to Lead Projects

Today's organizations need strong project managers to help ensure success in the multitude of projects and priorities they are facing. Even more essential to these organizations are strong project LEADERS who are able to not only lead projects—but see those projects to fruition. Gain new insights and ideas to help propel you above the management fray to become the successful leader you were meant to be.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Dates: Thurs., April 12, 2018

Time: 1-5 p.m.

Tuition: \$145

CEUs: 0.4

Location: Jack J. Huck Continuing Education Center,

301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: March 29

Course #: BSAD-7235-CESA

**Take this workshop and
Project Management for Newbies (page 18) for only \$229!**

Use course numbers BSAD-7235-CESB and BSAD-7161-CESB
when filling out the registration form.



About Your Facilitator

Steve Slaight has more than 30 years of project experience, and has taught for more than five years at the university level. Work experience includes several years at the Hewlett-Packard company, as well as work with various non-profits. He now owns Witerations, LLC, an IT-focused project management consulting company that helps clients not just think outside of the box—but to literally outwit the box! Slaight is a Certified Project Management Professional, a Certified Scrum Master and holds both a bachelor's degree and master's degree from Colorado Christian University.

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Your Role as a Supervisor

Supervisors are a critical link to enhancing the productivity and performance of the whole team. Understanding what it means to supervise and what is expected of them in their role will help supervisors develop the skills they need to succeed. This program builds skills and confidence by providing supervisors with specific tools and techniques they can implement “in the real world” and then time to develop a specific action plan to implement them.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Date: Thurs., Jan. 18, 2018

Tuition: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Jan. 4

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dechant

Course #: BSAD-7158-CEWA

Date: Thurs., April 26, 2018

Tuition: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: April 12

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Sundermann

Course #: BSAD-7158-CESA

About Your Facilitators



Since joining Best Care Employee Assistance Program in 2004 as a training consultant, **David Dechant**, MC, CCP, has presented programs on more than 60 topics related to individual, team and organizational success to some 43,000 participants—participants who’ve awarded his facilitation with an average score of 9.4 out of 10.

Dechant teamed up with former Best Care EAP colleague Dale Sundermann in 2009 to form The Skilz Group, a management and leadership development firm dedicated to helping leaders at all levels hone the skills they need to evolve professionally and personally, engage their followers and inspire them to excellence. Partnering with SCC Training Solutions, The Skilz Group has created and facilitated management and leadership training for Nebraska-based utilities as well as leading regional advertising, civil engineering, and financial services firms and nationally recognized transportation, manufacturing and bio sciences companies. *For full biography, see page 1.*



Dale Sundermann, Ph.D. candidate, senior partner in The Skilz Group; a training and organizational development firm that specializes in helping leaders at all levels master the people skills critical to their long-term success. He also serves as the Family Advocacy Outreach Manager for the Department of Defense USAF at Offutt AFB. Prior to co-founding The Skilz Group, Dale spent four years as a Consultant with Best Care Employee Assistance Program. There he delivered over 50 hours of training, consulting, and coaching services a month to some 240 client companies. He has also traveled extensively in the United States, facilitating dozens of management and leadership programs for SkillPath Seminars. *For full biography, see page 7.*

Project Management for Newbies

Have you been asked to manage projects for your organization, but you're not sure what that means? Are you interested in project management, but don't know where to start? This practical half-day workshop will give you the tools you need to get started – and on the road to success – in basic project management. Home projects, work projects, and volunteer projects are all unique, and you will discover how these principles and tools apply to any project, giving you the head-start you need to succeed.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

Date: Thurs., April 12, 2018

Tuition: \$145

Location: Jack J. Huck Continuing Education Center,

301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: March 29

Time: 8 a.m.-Noon

CEUs: 0.4

Course #: BSAD-7161-CESA

**Take this workshop and
How to Lead Projects (page 16) for only \$229!**
Use course numbers BSAD-7161-CESB and BSAD-7235-CESB
when filling out the registration form.



About Your Facilitator

Steve Slaight has more than 30 years of project experience, and has taught for more than five years at the university level. Work experience includes several years at the Hewlett-Packard company, as well as work with various non-profits. He now owns Witerations, LLC, an IT-focused project management consulting company that helps clients not just think outside of the box—but to literally outwit the box! Slaight is a Certified Project Management Professional, a Certified Scrum Master and holds both a bachelor's degree and master's degree from Colorado Christian University.

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Certificate in Leadership Development (for Gen Y) (Online—UGotClass)

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society. Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to



changes in the workplace, utilizing your emotions in a positive and effective manner, and addressing challenging goals. Then learn the unspoken secrets that leaders know and the strategies they employ/exhibit for influencing others. Leadership skills are acquired and learned. You can become a leader if you know the do's and don'ts; what to say, what not to say; and what to do, what not to do. At the completion of the three-course certificate, you will come away with a new understanding, new toolbox of leadership skills, and the information to move your leadership development into high gear.

COURSE LIST:

- **Leadership Principles**
- **Developing Your Leadership Skills**
- **Developing Your Professional Career**

SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass certificate program.

Save when you register for a certificate program our course series!

For details or to register, call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.

Dates: Varies by Program Course

Tuition: \$395

CEUs: 4.8

Customized On-site Training for Business & Organizations

SCC provides ON-SITE TRAINING. These and other workshops can be delivered exclusively to your organization and customized to your unique needs. Grants may be available to assist with your learning and development initiatives.

For more information, please contact Marguerite Himmelberg, Training Solutions, at 402-323-3388; 800-828-0072, ext. 3388; or mhimmelberg@southeast.edu.

Leadership & Execution

Leading Through Influence

Influence is the capacity to build support for an idea, agenda or direction. The ability to influence without authority is the hallmark of a leader. Successful influencers maximize outcomes by building consensus and gaining cooperation. They exhibit personal authority that is not dependent solely on their position, enabling them to lead others in good times or in times of turmoil. In this interactive program, participants will learn key skills of influencing others and apply them to various scenarios.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

Date: Wed., March 7, 2018

Time: 1-5 p.m.

Tuition: \$145

CEUs: 0.4

Location: Jack J. Huck Continuing Education Center,

301 S. 68th St. Place, Lincoln, NE • Room 302

Reg. Deadline: Feb. 21

Course #: BSAD-7016-CEWA

**Take this workshop and Leadership Communication Essentials
(page 6) for only \$229!**

Use course numbers BSAD-7016-CEWB and BSAD-7003-CEWB
when filling out the registration form.



About Your Facilitator

Since joining Best Care Employee Assistance Program in 2004 as a training consultant, **David Dechant**, MC, CCP, has presented programs on more than 60 topics related to individual, team and organizational success to some 43,000 participants—participants who've awarded his facilitation with an average score of 9.4 out of 10.

Promoted to Curriculum Development Coordinator in 2010, Dechant now works closely with Best Care's cadre of professional trainers to perfect the content and look of the employee assistance program's ever expanding catalog of personal and professional effectiveness courses. He's particularly proud of the scores of hours of in-depth, customized leadership and management training he's crafted and delivered for clients in enterprises as diverse as education, health care, transportation, manufacturing, insurance, and financial services. *For full biography, see page 1.*

Collaborative Management (Online—UGotClass)



Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass class.

For details or to register, call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.

Dates: March 5-30, 2018
Registration Deadline: March 9

Tuition: \$245
CEUs: 1.6

Customer Service Leadership (Online—UGotClass)



Discover the keys to lead customer service with your team. From selecting customer service-oriented employees to developing the best processes, you'll find simple ways to increase your bottom line with outstanding customer service. By saving time and building relationships, you will develop lifelong customers.

SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass class.

For details or to register, call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.

Dates: March 5-30, 2018
Registration Deadline: March 9

Tuition: \$195
CEUs: 1.6

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Professional Certifications

SHRM-Certified Professional (SHRM-CP™) and SHRM-Senior Certified Professional (SHRM-SCP™) Exam Prep

The Certification Study Group sponsored by Lincoln Human Resources Management Association is designed to assist Human Resource professionals in preparation for the new SHRM Certifications, SHRM-Certified Professional and SHRM-Senior Certified Professional. LHRMA uses the SHRM Learning System as the basis for the study group.



You must apply to sit for the exam at SHRMCertification.org from Jan. 2 to March 23 (late application deadline is April 13). The examination period is May 1-July 15.

For more information and to register for the study group by Jan. 19, please visit <http://lincolnhumanresources.org/>. If you have any questions or special needs, please contact LHRMA's Certification Director Amy Spellman at 402-471-5027 or certification@lincolnhumanresources.org.

Time: 5:30-8:30 p.m.

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE

Reg. Begins: Dec. 1

Reg. Ends: Jan. 19

Days/Date	Session/Topic	Facilitator
Mon., Feb. 12	#1: HR Competencies/Business & HR Strategy	Ruth Jones, SHRM-SCP, SPHR
Mon., Feb. 19	#2: Business & HR Strategy	Ruth Jones, SHRM-SCP, SPHR
Mon., Feb. 26	#3: Corporate Social Responsibility/ Employment Law & Regs	Trish Reimers, SHRM-SCP, SPHR
Mon., March 5	#4: Employment Law & Regulations	Trish Reimers, SHRM-SCP, SPHR
Mon., March 12	#5: Learning & Development	Mark Pankoke, SHRM-SCP, SPHR
Mon., March 19	#6: Structure of the HR Function/Org. Effectiveness & Development	Kellie Graham, SHRM-SCP, SPHR
Mon., March 26	#7: Workforce Management, Employee Relations & Technology & Data	Kellie Graham, SHRM-SCP, SPHR
Mon., April 2	#8: Risk Management, Diversity & Inclusion, HR in the GlobalContext	Carolyn Collier, SHRM-CP
Mon., April 9	#9: Talent Acquisition/Employee Engagement & Retention	Sharon Fenn, SHRM-CP
Mon., April 16	#10: Employee Engagement & Retention/Total Rewards	Sharon Fenn, SHRM-CP
Mon., April 23	#11: Review/Final Practice Test	Amy Spellman, SHRM-CP, PHR

Financial Assistance

GAP ASSISTANCE PROGRAM

What is the **Gap Assistance Program**?

Funding for short-term training for in-demand jobs.

Gap makes education FREE.

Eligibility

Gap Tuition Assistance is based on several criteria: financial need, Nebraska resident, high school diploma or GED®. To qualify you must meet the income criteria and be eligible to work in the United States.

Household Size	Annual Income
1.....	\$30,150
2.....	\$40,600
3.....	\$51,050
4.....	\$61,500
5.....	\$71,950
6.....	\$82,400

Coverage

You may receive full or partial assistance with direct training costs, including tuition, books and required fees and equipment. Funding is only available for one training program.

Training Programs

Gap Tuition Assistance covers short-term training in the following in-demand job fields:

- *Leadership Certificate*
- *Business/Information Technology*
- *Lean/Six Sigma*
- *Fiber Optics*
- *Manufacturing/Industrial Technology*
- *Computer Programming & Networking*
- *Health Care*

Support

Meet with us to explore what career options are best for you. We will connect you with local resources and get the eligibility process started.



For more information, contact us at **402-323-3394** or **hbloomquist@southeast.edu** OR visit **www.southeast.edu/cefinassist**

Business Leadership Designed Just for You!



Our courses can be delivered exclusively to your organization and can be customized to support your specific leadership and professional development strategies. We can also partner with you to tailor learning solutions unique to your organization's initiatives. Our goal is to provide the highest quality learning and development solutions that yield real results to help build your high-performance workforce.

In addition to the workshops in this schedule, the following courses can be customized to fit your organizational needs.

Please contact Marguerite or Dana to discuss how Training Solutions can help you reach your goals by developing your No. 1 asset—your people!

Marguerite Himmelberg • mhimmelberg@southeast.edu or 402-323-3388

Dana Meyers • dmeyers@southeast.edu or 402-323-3387

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Customized Local & National Talent Development Solutions

SCC is the lead college for both Nebraska and Iowa with Global Corporate College. Our membership with GCC gives



our college access to the largest body of incumbent worker training curriculum and provides a resource for multi-state organizations needing standardized, enterprise-wide training and development solutions managed through a single point of contact.

Through its network of community colleges and universities in the United States and global partners in 28 countries, GCC has created the largest, multi-modal, human capital development network in the world. GCC uses best practices in adult learning to help employees achieve higher levels of behavioral competency to enable organizations to meet their business objectives.

GCC's client tailored solutions have encompassed a wide range of human capital challenges including:

- *Cyber and Homeland Security*
- *Professional Development*
- *Workplace English Language Programs*
- *Financial and Business Acumen*
- *High Potential and Management Development Programs*
- *Proprietary Training for new Technology and Processes*

For more information about Global Corporate College solutions, contact Marguerite Himmelberg, at 402-323-3388 or 800-828-0072, ext. 3388.

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Online Learning



Online Learning with UGotClass

Online learning is a fun, enjoyable and productive way to learn. Millions of people are learning online each year.

You will engage with the instructor and other participants, and may make new friends. It's easy and fun.

How the course works:

It is easy to participate in your online course. After you register, you will be given a Web address to utilize to access your online classroom. You will have a password and use your email address and password to gain access.

Once inside the online classroom, here's what you can expect: You can participate any time of day or evening. The online classroom is open 24 hours a day, seven days a week. There are no live real-time requirements or meetings. You decide when you participate. For the best learning, participants should log into the course on two to three different days of the week.

What you will do: For each unit you will:

- Read the print readings (about 20 pages a week)
- Have the option of accessing the online readings
- Listen to the audio presentation for the unit and view the slides
- Have the option of taking a self-quiz to see how much you have learned
- Engage in written online discussion with your instructor and other participants

For best learning, you should make one or more comments two to three different times each week. The content (readings, audio lectures, slides) and self quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.

Discussion:

The discussion for each unit lasts one week. All comments are made in writing and can be made at any time of the day or night. Your instructor will log into the Discussion area at least once a day and answer questions, make comments and respond to comments by you and the other participants. We encourage you to make two to three comments each week to maximize your learning and enjoyment of the course.

Courses/Certificates Offered:

- *Workplace Ethics and Etiquette (See page 4)*
- *Certificate in Business Writing (See page 9)*
- *Accounting and Finance for Non-Financial Managers (See page 10)*
- *Certificate in Leadership Development (for Gen Y) (See page 19)*
- *Collaborative Management (See page 21)*
- *Customer Service Leadership (See page 21)*

855-846-8252 • <http://bit.ly/SCC-UGotClass>

How to register and pay for these workshops:

1. Register **ONLINE** at <http://bit.ly/RegisterCE> **OR**
Complete the registration form on the inside back cover. Please Print.
then either...
2. **FAX** the registration form with credit card number to **402-437-2703** **OR**
3. **MAIL** the registration form with payment to:
Southeast Community College, Continuing Education
301 S. 68th St. Place, Lincoln, NE 68510 **OR**
4. **WALK-IN** with payment to the Jack J. Huck Continuing Education Center Mondays-
Thursdays 7:30 a.m.-7:30 p.m., Fridays 7:30 a.m.-5 p.m. or Saturdays 7:30-11:30 a.m.

Registrations will be accepted up to the day of the workshop or the deadline specified in the course description, providing space is available. **Enroll early as class size is limited.** Enrollments are accepted on a first-come, first-served basis.

Report to the workshop/course unless you are notified that the workshop/course is full or has been cancelled. **CONFIRMATIONS ARE NOT MAILED.**

SCC reserves the right to cancel workshops/courses that do not have sufficient enrollment. Refund checks are mailed to the student's current address and will usually be received within three to four weeks.

Cash, check and credit card (Mastercard, American Express, Discover, and Visa) payments are accepted.

Make a COPY of the completed form, or record the information for your reference.

Questions about registration or space availability, contact:

Continuing Education • 402-437-2700 or 800-828-0072

SCC Non-credit Refund/Drop Policy

You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office.

Questions about these workshops:

Southeast Community College Continuing Education
402-437-2700 • 800-828-0072 • continuinged@southeast.edu

Accredited by the Higher Learning Commission.

Equal Opportunity/NonDiscrimination Policy: It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación: La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68 St. Place, Lincoln, NE 68510, o jsoto@southeast.edu.

Complete this form and send with payment to: Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln NE 68510 or FAX to 402-437-2703. The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/collegecatalog for additional information.

2018 Quarter

summer winter
 fall spring

Social Security Number or SCC Student ID Number		Name: Last		First		Middle Initial		Email Address	
Residence Mailing Address				City		State		Zip	
Race: (Select one or more)		Ethnicity (select one):		Birth Date		Business Phone		Home Phone	
<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Non-Hispanic Latino <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Employer		Cell Phone	

Course Number	Title	Start Date	Cost
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____

SIGNATURE _____

Check Cash Mastercard AMEX Discover VISA V Code _____

Name as it appears on card: _____

Exp. Date _____ CC # _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you?
 Yes No

SCC Staff Tuition Waiver (_____)

TOTAL DUE

FOR OFFICE USE ONLY

ID# _____

DE _____

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date of withdrawal; 3) that I have read and understand the policies of the college; 4) that I have read and understand the policies of the College contained herein; 5) any changes in SSN, legal name, address, residency, etc. must follow the procedures in the Student Handbook and College Catalog; 6) it is the policy of SCC to provide equal opportunity and nondiscrimination in all procedures in the Student Handbook and College Catalog; 7) that I understand the policies of the college regarding sexual harassment, sexual activity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy; 8) inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or potogis@southeast.edu.