

Complete this form with payment information and mail or FAX to:
Southeast Community College, Continuing Education
301 S. 68th St. Place, Lincoln, NE 68510
FAX: 402-437-2703

2017 QUARTER
 SUMMER WINTER
 FALL SPRING

PLEASE PRINT

Social Security Number OR SCC Student ID Number _____ Middle Initial _____ Email Address _____

First Name _____ Last Name _____

Residence Mailing Address _____ City _____ State _____ Zip _____

Cell Business Phone _____ Home Phone _____

Birth Date _____ Gender: Male Female

Ethnicity (select one): Not Hispanic or Latino Hispanic or Latino

Race (select one or more): White Black or African American Asian American Indian or Alaska Native Native Hawaiian or Other Pacific Islander

County # _____ Nebraska Resident Non-Resident

Please check: Business Communication • July 10-Aug. 9 (ENGL-1110-HBPL1) (NE Res.: \$303.75/Non-Res.: \$366.75) Personal Finance • July 11-Aug. 10 (ECON-1200-HBPL1) (NE Res.: \$303.75/NR: \$366.75)

College Algebra • July 10-Aug. 11 (MATH-1150-PL40) (NE Res.: \$303.75/NR: \$366.75) Applied Statistics • July 10-Sept. 20 (MATH-2170-FC01) (NE Res.: \$303.75/NR: \$366.75)

Intro to Creative Writing • July 11-Aug. 11 (ENGL-1510-HBB1) (NE Res.: \$303.75/NR: \$366.75)

X SIGNATURE

Check Cash Mastercard AMEX Discover VISA 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 in duplicate that I understand that my registration is complete and that I am responsible for the tuition and fees and subject to a grade in the courses listed; 2) to drop or withdraw from classes, I must submit an "Official Drop/Add Form for Credit Classes" in writing to the Registration Office located in Student Services or drop the classes using WebAdvisor. Failure to attend a course does not constitute an official drop; 3) tuition charges and refund policies are published in the Student Handbook and College Catalog; 4) the personal information provided on this form is for internal use only and will not be shared with any other agency; 5) SCC provides equal opportunity and nondiscrimination in all procedures in the Student Handbook and College Catalog. It is the policy of SCC 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, or ancestry. The Office of Institutional Equity and Access/Equity/University, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jstot@southeast.edu.

Tuition & Fees

Tuition and fees must be paid by the first day of class unless noted in description.

Books

Please contact the SCC Campus Store for additional required class books and/or materials at 402-437-2560 or online at www.sccbookstore.com.

Drop/Withdraw from a Credit Class

>To drop or withdraw from classes, you must submit an "Official Drop/Add Form For Credit Classes" to the Registration and Records Office

OR

>Drop the class using WebAdvisor on the Hub.

Failure to attend classes does not constitute a drop or withdrawal.

Students must submit an official drop form prior to the refund deadline to be eligible for a tuition refund. Failure to attend classes does not absolve the student of making complete payment for all tuition and fees associated with the student's registration.

Refund Policy for Credit Classes

If you decide to discontinue your studies at SCC, refunds are prorated according to the refund formula.

$$\frac{(\text{DROP DATE}) - (\text{COURSE START DATE})}{(\text{COURSE END DATE}) - (\text{COURSE START DATE})} = \% \text{ ELAPSED}$$

The drop date will be the date you provide an "Official Drop/Add Form" to the Registration & Records office or Drop the class online.

All days are included in the computation, including Saturdays, Sundays, holidays and week days. Students are entitled to a refund based on the Refund Table for Credit Classes.

Refund Table (FOR CREDIT CLASSES)

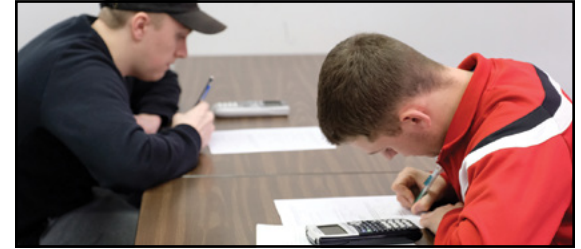
% elapsed	% of refund
0.000 - 12.499	100
12.5 and over	0

- Student activity fees are refundable only during the tuition refund period.
- Refunds are based on the date the Official Drop Form is submitted to the Registration and Records office.
- Refunds will not be granted after deadlines have passed.
- Refunds for classes cancelled by the College are automatically processed and do not require a drop form.
- Refund checks are mailed to the student's current address and usually take 3 to 4 weeks.
- Students who receive federal financial aid are subject to federal refund calculations.
- Students who register after the first class meeting and drop a course are subject to a refund based on the beginning dates of the course, not when they register.

Detailed information on tuition and refunds is published online in the SCC College Catalog.

Additional Registration Information

www.southeast.edu/registrationandrecords



Summer 2017 5- & 10-week Credit Classes



Hybrid & Online Courses Available

www.southeast.edu/PlattsmouthLC

5-week Courses

Business Communication

Prerequisite: Appropriate placement score OR grade of "C" or higher in ENGL-0985 is required

This is the study of principles and techniques of writing effective business letters, electronic and written messages and reports through the process of planning, writing, editing, and revising for the intended audience. Students will practice using the principles of grammar, punctuation and correct word usage that have practical application in writing for business purposes.

Hybrid courses require students to meet face-to-face at regularly scheduled times for 50% or more of the course and 50% or less of the course will be online and require computer and Internet access. (4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

July 10-Aug. 9 M, W 1-2:55 p.m.
Plattsmouth, PLLC, 101 Loden ENGL-1110-HBPL1

College Algebra

Prerequisite: Take MATH-1100 and MATH-1103 or MATH-1094

This is the study of college algebra with emphasis on functions in preparation for advanced math and science coursework. Topics include solving equations and inequalities; graphing and modeling using polynomial, rational, exponential, and logarithmic functions; systems of equations, and analytic geometry.

A graphing calculator may be required. (4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

July 10-Aug. 11 M, T, W, Th, F 8:20-9:55 a.m.
Plattsmouth, PLLC, 101 Gar-EI MATH-1150-PL40

All classes will be held at the
Learning Center at Plattsmouth

537 Main St.
Plattsmouth, NE

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

Introduction to Creative Writing

Study and practice of techniques of creative writing of both fiction and poetry. This class is appropriate for beginners as well as experienced creative writers.

This course will be using distance learning technology. Students will talk and interact with each other and the instructor digitally, in real-time, during class. You can attend class with a high-speed Internet-connected computer at home, on campus or at your local SCC Learning Center. (4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

July 11-Aug. 11 T 1-3 p.m.
Online Salestrom ENGL-1510-HBB1

Personal Finance

Prerequisite: Math competency recommended

This course covers the basic principles needed for effective personal financial management, including the practical applications of money management, budgeting, taxes, credit, insurance, housing, investments, and retirement planning.

This class is taught using our distance learning equipment. Hybrid courses require students to meet face-to-face at regularly scheduled times for 50% or more of the course and 50% or less of the course will be online and require computer and Internet access. (4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

July 11-Aug. 10 T, Th 2-3:55 p.m.
Plattsmouth, PLLC, 101 Hruza ECON-1200-HBPL1



For more information or to register, contact:
Lyn Belitz, Coordinator

800-828-0072, ext. 2298 • lbeltz@southeast.edu

10-week Course

Applied Statistics

Prerequisites: A grade of "C" or higher in MATH-1100 or a grade of "B" or higher in MATH-1103 or appropriate score on the math placement test

The practical application of statistical thinking to contemporary issues; collection and organization of data; probability distributions; statistical inference; estimation; and hypothesis testing.

(4.5 quarter credits)

Tuition: NE Resident: \$303.75/Non-Resident: \$366.75

July 10-Sept. 20 M, W, F 11 a.m.-12:20 p.m.
Plattsmouth, PLLC, 101 Smith MATH-2170-PL01

SUMMER QUARTER 2017 DATES

July 10-Sept. 20, 2017

Last day to add your name to a waitlist/

Final waitlist registration notices emailed July 10
First 5-week classes begin July 10
Waitlists are closed July 11
Last day to register online July 11
Instructor signature required for adds July 12
Last day to add classes July 18
Graduation Application deadline July 21
Second 5-week classes begin Aug. 14
Last day to drop classes Sept. 1
College closed Sept. 4
Graduation (check dates/details online at
www.southeast.edu/calendar)

Make College Easier to Pay For with a Tuition Payment Plan.

Your school partners with Nelnet Business Solutions to let you pay tuition and fees over time, making college more affordable.

- ▶ **Easy online enrollment**
- ▶ **Flexible payment options**
- ▶ **No interest**



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TUITION PAYMENT PLANS AT:
www.MyCollegePaymentPlan.com/Southeast