SEMESTER CONVERSION: A GUIDE FOR STUDENTS

August 2019
A guide for students enrolled during Southeast Community College’s move from a quarter calendar to a semester calendar.
Semester Conversion: A Guide for Students

The Semester Calendar Steering Committee has put this resource together to help everyone understand the impact of switching to a semester calendar. Please visit the dedicated website at www.southeast.edu/Q2S for more information. This dedicated website will be updated regularly in the weeks and months leading up to the conversion date. This site also will provide everyone with important documents and forms which will be helpful during the transition period.

Every effort has been made to ensure the accuracy of information contained in this guide. However, this is NOT a contract. The College reserves the right to make changes in course offerings, degree requirements, services provided, or any other subject addressed in this guide. This guide is intended solely for the convenience of the reader and is best used in combination with proper academic advising from a faculty member or other person officially designated by the College. Under no circumstances should a student determine their academic plan based on this guide alone.

The “Southeast Community College’s Semester Conversion: A Guide for Students” was developed by SCC’s Semester Calendar Steering Committee:

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Questions? Please use the Submit Questions link on the website: www.southeast.edu/q2s-questions

For more information visit: www.southeast.edu/q2s
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Semester Conversion: A Quick Checklist for Students*

☐ Meet with an Advisor

☐ Read everything in the Semester Conversion Guide for Students.

☐ Meet with an Advisor (it really helps!)

☐ Meet with an advisor (YES – it really makes a difference!!!!!)

* A “Calendar Conversion Student” is any student who will take classes in both the quarter calendar and the semester calendar (see page 5).
SCC’s Transition from Quarters to Semesters:  
When?  Why?  How?

When?  SCC will convert to a semester calendar at the start of the 2019 Fall term. This is not an incremental change; it will occur at a single point in time prior to the official Semester start in August 2019.

Why?  Operating under a semester calendar will bring numerous advantages for SCC students, faculty and staff, including:

- Providing more time for learning course material;
- Reducing time spent in class on beginning and ending activities;
- Greatly enhancing the scheduling of off-campus learning experiences such as summer internships, study abroad programs and practicums;
- Bringing SCC courses in line with most textbooks that are written for a semester calendar;
- Giving students a better chance at summer jobs because the school year ends earlier;
- Depending on the program, allowing graduating students to enter the job market earlier;
- Reducing registration and financial aid activity from four times per academic year;
- Increasing administrative efficiency and financial impacts since registration and financial aid processes will occur only twice, rather than three times annually;
- Bringing SCC’s calendar in line with the academic calendars of more than 90 percent of the colleges and universities in the U.S.;
- Better aligning with our dual-credit/career academy partners in the 15-county service area;
- Promoting better scheduling of activities involving other colleges such as conferences and athletic events;
- Offering substantial benefits in student retention after the first year;
- Potentially reducing student cost for textbooks;
- Allowing faculty an important opportunity to revise and update curricula;
- Allowing summer classes to begin sooner, increasing their attractiveness;
- Simplifying the transfer process for students coming from semester institutions;
- Aligning better with K-12 school calendars, which could benefit SCC students with children in school;
- Allowing a longer summer break for those students not attending during the Summer session. This could allow more time for employment opportunities which could help meet students’ personal and educational expenses.
After exhaustive evaluation to determine if semesters is in the best interest of the College, the semester conversion planning began Fall 2017. Before August 2019, all courses will be revised to fit the semester calendar, and all administrative policies and procedures will be revised to conform to semesters. Many semester courses will be equivalent to quarter courses. Others will be combinations of two or more quarter courses. Still others will be entirely new. A complete list of quarter-to-semester course equivalencies and course descriptions is published on the Semester Conversion website www.southeast.edu/q2s.

How will I be impacted by this conversion?

<table>
<thead>
<tr>
<th>A &quot;Completer Student&quot; is a student who intends to complete their degree or certificate prior to conversion(August 2019).</th>
<th>A &quot;New Catalog Student&quot; is a student who will begin taking classes at SCC beginning August 2019. These students should not be impacted or will be minimally impacted by the semester conversion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>These students should not be impacted by the semester conversion.</td>
<td>A &quot;Calendar Conversion Student&quot; is any student who will take classes in both the quarter calendar and the semester calendar. These students are impacted the most by the semester conversion.</td>
</tr>
</tbody>
</table>

This Guide is targeted to the Calendar Conversion Students who are most directly impacted by the conversion. If you are a Calendar Conversion Student, please read the entire Guide and regularly refer to the Semester Conversion website www.southeast.edu/q2s in preparation for the transition.

If you are a Completer Student or a New Catalog Student, you may still use this guide to help you better understand the impact of the semester conversion. We recommend contacting your Advisor to discuss your schedule of classes. If you can graduate by June 2019, we encourage you to do so as it will simplify your registration and graduation process.
What do I need to know if I am a Calendar Conversion Student?

The Southeast Community College faculty and staff, recognizing the uncertainty that often comes with this change to the semester calendar, remain committed to assisting Calendar Conversion Students to the greatest extent possible in the completion of their chosen program. SCC will maintain academic integrity and ensure the quality of education received at our institution throughout the transition process.

For those students who meet the full definition of a Calendar Conversion Student (see definition), SCC will assist these students in maintaining their academic progress during the transition and staying on track to complete their educational goals. Calendar Conversion Students may graduate under the semester system within their planned academic year provided they:

- maintain full-time loads
- earn passing grades
- follow sound advising
- meet all other catalog graduation requirements

These conditions may be subject to change due to accreditation requirements or other unforeseen circumstances, and SCC will assist students through the conversion to the greatest extent possible through advising and other support services.

1. Each Program will develop a Transition Plan (the semester transition requirements for program completion and describes the semester courses to be taken to complete the program). Some students/programs may have an individualized plan. These plans will guide the Calendar Conversion Student through the courses to be completed for graduation.

2. Besides a normal annual increase in tuition and fees by the SCC Board of Governors, the cost of attendance would stay neutral. For example, the 2018-2019 quarter total credit hour cost (tuition + fees) is $69.50 (in state), and if converted to a semester system, the total cost (tuition + fees) is $104.25 (in state). Below is a comparison of the cost of the same course in both quarter credits and semester credits.

<table>
<thead>
<tr>
<th>Course Credit Hours</th>
<th>Tuition</th>
<th>Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5 Quarter Credits</td>
<td>$303.75</td>
<td>$9.00</td>
<td>$312.75</td>
</tr>
<tr>
<td>3.0 Semester Credits</td>
<td>$303.75</td>
<td>$9.00</td>
<td>$312.75</td>
</tr>
</tbody>
</table>

3. The financial aid annual award amount is the same for semesters as it is for quarters. Please be aware: In semesters, the interval between financial aid disbursements will be longer than it is in the quarter system.

4. Calendar Conversion Students have the right to appeal on issues related to semester conversion. Appeals will be adjudicated through the Student Affairs Office following the College’s appeal process.
For a smooth transition to a semester system, we recommend you take control of your academic progress by:

- **Staying informed:** A website is available at www.southeast.edu/q2s to provide up-to-date information on the semester conversion as we near the conversion date. There also is a link for you to submit questions as they arise. Visit the semester conversion website often to learn about updates and new information regarding the transition.

- **Obtaining and following sound advising:** Meet with your advisor to develop your Individual Advising Plan (IAP). See “Identifying my advisor” if you are unsure who to meet with. Carefully map out how you will complete your graduation requirements with your advisor. Consult your IAP every time you register for new classes, consider dropping or adding a class, or consider withdrawing from school. You should meet with your advisor to see if your graduation date will be delayed if you fail to follow your advisor-approved IAP, fail a class, or don’t take a full-time course load.

- **Remembering what can impact your progress:** Failing a class, not taking a class when it is offered and not following your IAP may cause delays in your graduation. This is just as true under the semester calendar as it has been under the quarter calendar. The Calendar Conversion Students basic assumptions can protect you from delays caused by the change in calendar, but only YOU can protect yourself from those other kinds of circumstances that often delay graduation.

### Who is my advisor?

It is possible a Calendar Conversion Student is unaware of who their advisor is or how to contact them. If you are one of these students, please contact the program division office. See Appendix A for a full listing of Program Contacts.

### How does this impact my completed quarter credits?

Your completed quarter credit hours will be converted to semester credits. In the past, the normal academic year had four quarters. With the change to semesters, the academic year will consist of two semesters and a possible summer term (depending on the Program of Study or if you take summer courses). A quarter lasts 10 weeks; a semester will last 15 weeks with a finals week. Your transcripts will reflect the conversion.
What happens with General Education courses?

During the transition, many students will have completed part, but not all, of their General Education core classes. The minimum General Education course requirements vary depending upon the type of program:

**Associate Degree Programs** (Applied Science, Arts and Sciences, Occupational Studies):
22.5 quarter credit hours or 15 semester credit hours

**Diploma Programs**
9 quarter credit hours or 6 semester credit hours

**Certificate Programs** (Except Professional Truck Driver Training)
4.5 quarter credit hours or 3 semester credit hours

A student who has completed some General Education courses under quarters and who will complete the remainder under semesters will meet with an advisor as they would with program-specific courses. Together they will map out the semester courses needed to finish the required General Education courses as part of the IAP.

How does the transition impact my Financial Aid?

All student financial aid is awarded based on Expected Family Contribution no matter what type of academic calendar the College uses.

Your EFC is determined by the Free Application for Federal Student Aid that you complete each academic year. SCC has been awarding financial aid four times a year (fall, winter, spring, and summer) based on the quarter system. When the College converts to the semester calendar, awards will be made three times a year (fall, spring and summer terms).

The amount you may be eligible to receive in grants, loans and scholarships remains the same annually but will be distributed over two semesters instead of four quarters. Annual tuition will generally be divided into two semesters rather than four quarter payments. Financial aid requirements will remain the same as the College moves from quarters to semesters. This includes the Satisfactory Academic Progress requirements:

- **Pace**: Successfully complete two-thirds of the credits attempted.
- **Grade-Point Average**: Maintain the minimum GPA requirement based on the number of credit hours earned. Maintain Satisfactory Academic Progress to receive financial aid.
- **Maximum Timeframe**: Complete the desired academic Program of Study within the 150-percent timeframe.

Eligibility for most financial aid (including student loans) requires a student to register a minimum of six credit hours each semester.
What is the Program Conversion Guide for my Program?

All Programs of Study are converting their courses and program plan from the quarter calendar to the semester calendar. These Program Conversion Guides will serve as your road map to completion. Please check back to the conversion website at www.southeast.edu/q2s often for updates. You can also use the Program Directory in Appendix A to contact your Program of Study if you have specific questions.
## Appendix A: Program Directory

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<thead>
<tr>
<th>Program</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Science</td>
<td>Milford</td>
<td>8283</td>
</tr>
<tr>
<td>English</td>
<td>Lincoln</td>
<td>2480</td>
</tr>
<tr>
<td>English</td>
<td>Lincoln</td>
<td>2808</td>
</tr>
<tr>
<td>English</td>
<td>Beatrice</td>
<td>1241</td>
</tr>
<tr>
<td>Humanities</td>
<td>Lincoln</td>
<td>3455</td>
</tr>
<tr>
<td>Humanities</td>
<td>Beatrice</td>
<td>1256</td>
</tr>
<tr>
<td>Math</td>
<td>Lincoln</td>
<td>3444</td>
</tr>
<tr>
<td>Math/Science</td>
<td>Beatrice</td>
<td>1227</td>
</tr>
<tr>
<td>Science</td>
<td>Lincoln</td>
<td>2487</td>
</tr>
<tr>
<td>Social Science</td>
<td>Beatrice</td>
<td>1229</td>
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<tr>
<td>Social Science</td>
<td>Lincoln</td>
<td>2464</td>
</tr>
<tr>
<td>Social Science</td>
<td>Beatrice</td>
<td>1232</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Milford</td>
<td>8465</td>
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<tr>
<td>Business Administration</td>
<td>Lincoln</td>
<td>2433</td>
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<tr>
<td>Business Administration</td>
<td>Lincoln</td>
<td>2415</td>
</tr>
<tr>
<td>Long Term Care Administration</td>
<td>Lincoln</td>
<td>2750</td>
</tr>
<tr>
<td>Office Professional</td>
<td>Lincoln</td>
<td>2426</td>
</tr>
<tr>
<td>Office Professional &amp; Business Administration</td>
<td>Beatrice</td>
<td>1321</td>
</tr>
<tr>
<td>Adult &amp; Juvenile Services and Corrections, Criminal Justice, and Law Enforcement &amp; Homeland Security</td>
<td>Lincoln</td>
<td>3459</td>
</tr>
<tr>
<td>Culinary/Hospitality and Dietary Manager</td>
<td>Lincoln</td>
<td>2863</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Lincoln</td>
<td>2403</td>
</tr>
<tr>
<td>Fire Protection Technology and Fire and Emergency Services Management</td>
<td>Lincoln</td>
<td>2677</td>
</tr>
<tr>
<td>Human Services</td>
<td>Lincoln</td>
<td>2748</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>Milford</td>
<td>8213</td>
</tr>
<tr>
<td>Computer Information Technology</td>
<td>Lincoln</td>
<td>2490</td>
</tr>
<tr>
<td>Computer Information Technology</td>
<td>Lincoln</td>
<td>2492</td>
</tr>
<tr>
<td>Design &amp; Drafting Technology</td>
<td>Milford</td>
<td>8351</td>
</tr>
<tr>
<td>Design &amp; Drafting Technology</td>
<td>Lincoln</td>
<td>2651</td>
</tr>
<tr>
<td>Electrical &amp; Electromechanical Technology</td>
<td>Milford</td>
<td>8258</td>
</tr>
<tr>
<td>Electronic Systems Technology</td>
<td>Lincoln</td>
<td>2658/8217</td>
</tr>
<tr>
<td>Energy Generation Operations</td>
<td>Milford</td>
<td>8394</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>Media Arts</td>
<td>Lincoln</td>
</tr>
<tr>
<td>Heating, Ventilation, Air Conditioning &amp; Refrigeration Technology</td>
<td>Milford</td>
<td>8262</td>
</tr>
<tr>
<td>Land Surveying/GIS/Civil Engineering Technology</td>
<td>Milford</td>
<td>8255</td>
</tr>
<tr>
<td>Program</td>
<td>Location</td>
<td>Phone</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>----------------</td>
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</tr>
<tr>
<td>Manufacturing Engineering Technology</td>
<td>Milford</td>
<td></td>
</tr>
<tr>
<td>Nondestructive Testing Technology</td>
<td>Milford</td>
<td></td>
</tr>
<tr>
<td>Precision Machining &amp; Automation Technology</td>
<td>Milford &amp; Lincoln</td>
<td>8369</td>
</tr>
<tr>
<td>Associate Degree Nursing</td>
<td>Lincoln</td>
<td>2767</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>Lincoln</td>
<td>2740</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Lincoln</td>
<td>2756</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>Lincoln</td>
<td>2760</td>
</tr>
<tr>
<td>Paramedic</td>
<td>Lincoln</td>
<td>2795</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>ESQ</td>
<td>3482</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>Lincoln</td>
<td>2771</td>
</tr>
<tr>
<td>Polysomnographic</td>
<td>Lincoln</td>
<td>2780</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Beatrice</td>
<td>1263</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Lincoln</td>
<td>2765</td>
</tr>
<tr>
<td>Radiologic Technology</td>
<td>Lincoln</td>
<td>2777</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>Lincoln</td>
<td>2781</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>Lincoln</td>
<td>2785</td>
</tr>
<tr>
<td>Agriculture Management and Production</td>
<td>Beatrice</td>
<td>1254</td>
</tr>
<tr>
<td>Agriculture Management and Production</td>
<td>Beatrice</td>
<td>1187</td>
</tr>
<tr>
<td>Auto Collision Repair Technology, John Deere Tech and Deere Construction &amp; Forestry Equipment Tech</td>
<td>Milford</td>
<td>8241</td>
</tr>
<tr>
<td>Automotive Technology and Motorcycle, ATV, and Personal Watercraft Technology</td>
<td>Lincoln</td>
<td>2640</td>
</tr>
<tr>
<td>Automotive Technology, ASEP, ASSET and MOPAR</td>
<td>Milford</td>
<td>8317</td>
</tr>
<tr>
<td>Diesel Technology-Truck and Diesel-Ag Equipment Service Tech</td>
<td>Milford</td>
<td>8328</td>
</tr>
<tr>
<td>Horticulture &amp; Turfgrass Management</td>
<td>Beatrice</td>
<td>1189</td>
</tr>
<tr>
<td>Precision Agriculture</td>
<td>Beatrice</td>
<td>1205</td>
</tr>
<tr>
<td>Professional Truck Driver Training</td>
<td>Lincoln</td>
<td>2685</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>Lincoln</td>
<td>2694</td>
</tr>
<tr>
<td>Welding Technology</td>
<td>Lincoln</td>
<td>2692</td>
</tr>
</tbody>
</table>
## 2019-2020 SCC Student Calendar

### June 2019
- **4-5**: College Closed

### July 2019
- **4-5**: College Closed
- **26**: Fall Semester & (1st 8-week) Term Begins

### August 2019
- **26**: Fall Semester & (1st 8-week) Term Begins

### September 2019
- **2**: College Closed

### October 2019
- **18**: Fall (1st 8-week) Term Ends
- **23**: Fall (2nd 8-week) Term Begins

### November 2019
- **27-29**: College Closed

### December 2019
- **13-19**: Fall Semester Final Exams
- **19**: Fall Semester & (2nd 8-week) Term Ends
- **20**: Commencement
- **24-31**: College Closed

### January 2020
- **1-2**: College Closed
- **13**: Spring Semester & (1st 8-week) Term Begins
- **20**: College Closed

### February 2020
- **1**: Spring (1st 8-week) Term Ends
- **9**: Spring (2nd 8-week) Term Begins
- **22-29**: Spring Break

### March 2020
- **6**: Spring (1st 8-week) Term Ends
- **9**: Spring (2nd 8-week) Term Begins
- **22-29**: Spring Break

### April 2020
- **1-7**: Spring Semester Final Exams
- **7**: Spring Semester & (2nd 8-week) Term Ends
- **8**: Commencement

### May 2020
- **1-3**: Summer Sessions Begin (10- and 1st 5-week)
- **30**: Summer Term I (1st 5-week) Ends

### June 2020
- **30**: Summer Term I (1st 5-week) Ends

### Symbol Key:
- **Semester Begin/End**
- **Commencement**
- **8-week Term Begin/End**
- **College Closed**
- **Student Break**
- **Final Exams**
- **Summer Begin/End**
- **5-week Term Begin/End**

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Summer Term II (2nd 5-week) begins July 1.
Summer Session (10-week) ends Aug. 5.
### 2020-2021 SCC Calendar Overview

#### Symbol Key:
- **Summer Begin/End**
- **Semester Begin/End**
- **Commencement**
- **Break**
- **Final Exams**
- **In-Service Day**
- **College Closed**
- **Non-Contract Day (College Closed)**

#### July 2020
1. Summer Term II (2nd 5-week) Begins
2. Holiday College Closed

#### August
1. Summer Sessions End (10- and 2nd 5-week)
2. Fall Semester Preparation/Faculty In-Service
3. Fall Semester Begins
4. Holiday College Closed

#### September
1. Holiday College Closed

#### October
1. Fall Break (Faculty & Students)
2. Holiday College Closed

#### November
1. Fall Semester Final Exams
2. Fall Semester Ends
3. Faculty In-Service/Commencement
4. Non-Contract Day - College Closed

#### December
1. Holiday College Closed
2. Spring Semester Preparation/Faculty In-Service
3. Spring Semester Begins
4. Holiday College Closed

#### January 2021
1. Holiday College Closed
2. Spring Semester Final Exams
3. Spring Semester Ends
4. Spring Semester Begins (10- and 1st 5-week)
5. Holiday College Closed

#### February
1. Holiday College Closed
2. Spring Break (Faculty & Students)

#### March
1. Spring Semester Final Exams
2. Spring Semester Begins (10- and 1st 5-week)

#### April
1. Spring Semester Final Exams
2. Spring Semester Begins (1st 5-week) Ends
3. Summer II Term (2nd 5-week) Begins

### Notes:
- Instructional Faculty Contract 168 days annual contract (84 + 84) (51 days summer supplemental; 168 + 51 = 219 Days)
- Non-Instructional Contract 260 days

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**Southeast Community College**

Approved 11/20/17