



SEMESTER CONVERSION: A GUIDE FOR STUDENTS

SEMESTER CONVERSION
STEERING COMMITTEE

<https://www.southeast.edu/q2s>

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:

Dr. Dennis Headrick, Vice President for Instruction
Bev Cummins, Vice President for Student Affairs
Dr. Bruce Exstrom, Dean of Instructional Assessment/Evaluation & Training
Rod Rhodes, Director of Assessment
Al Brunkow, Administrative Director of Information Technology
Mike Pegram, Dean of Student Enrollment
Marcie DeLong, Accounting Specialist
Shawna Herwick, Coordinator of Planning and Accreditation
Stu Osterthun, Administrative Director of Public Information & Marketing
Robin Moore, Administrative Director of Institutional Effectiveness & Research

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.

How?

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?

A "**Completer Student**" is a student who intends to complete their degree or certificate prior to conversion(August 2019).

These students should not be impacted by the semester conversion.

A "**New Catalog Student**" 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.

A "**Calendar Conversion Student**" 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.

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.

Course Credit Hours	Tuition	Fees	Total
4.5 Quarter Credits	\$303.75	\$9.00	\$312.75
3.0 Semester Credits	\$303.75	\$9.00	\$312.75

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

Program	Location	Phone
Arts & Science	Milford	8283
English	Lincoln	2480
English	Lincoln	2808
English	Beatrice	1241
Humanities	Lincoln	3455
Humanities	Beatrice	1256
Math	Lincoln	3444
Math/Science	Beatrice	1227
Science	Lincoln	2487
Social Science	Beatrice	1229
Social Science	Lincoln	2464
Social Science	Beatrice	1232
Business Administration	Milford	8465
Business Administration	Lincoln	2433
Business Administration	Lincoln	2415
Long Term Care Administration	Lincoln	2750
Office Professional	Lincoln	2426
Office Professional & Business Administration	Beatrice	1321
Adult & Juvenile Services and Corrections, Criminal Justice, and Law Enforcement & Homeland Security	Lincoln	3459
Culinary/Hospitality and Dietary Manager	Lincoln	2863
Early Childhood Education	Lincoln	2403
Fire Protection Technology and Fire and Emergency Services Management	Lincoln	2677
Human Services	Lincoln	2748
Building Construction Technology	Milford	8213
Computer Information Technology	Lincoln	2490
Computer Information Technology	Lincoln	2492
Design & Drafting Technology	Milford	8351
Design & Drafting Technology	Lincoln	2651
Electrical & Electromechanical Technology	Milford	8258
Electronic Systems Technology	Lincoln	2658/8217
Energy Generation Operations	Milford	8394
Graphic Design Media Arts	Lincoln	3481
Heating, Ventilation, Air Conditioning & Refrigeration Technology	Milford	8262
Land Surveying/GIS/Civil Engineering Technology	Milford	8255

Program	Location	Phone
Manufacturing Engineering Technology	Milford	
Nondestructive Testing Technology	Milford	8346
Precision Machining & Automation Technology	Milford & Lincoln	8369
Associate Degree Nursing	Lincoln	2767
Dental Assisting	Lincoln	2740
Medical Assisting	Lincoln	2756
Medical Laboratory Technology	Lincoln	2760
Paramedic	Lincoln	2795
Pharmacy Technician	ESQ	3482
Physical Therapist Assistant	Lincoln	2771
Polysomnographic	Lincoln	2780
Practical Nursing	Beatrice	1263
Practical Nursing	Lincoln	2765
Radiologic Technology	Lincoln	2777
Respiratory Care	Lincoln	2781
Surgical Technology	Lincoln	2785
Agriculture Management and Production	Beatrice	1254
Agriculture Management and Production	Beatrice	1187
Auto Collision Repair Technology, John Deere Tech and Deere Construction & Forestry Equipment Tech	Milford	8241
Automotive Technology and Motorcycle, ATV, and Personal Watercraft Technology	Lincoln	2640
Automotive Technology, ASEP, ASSET and MOPAR	Milford	8317
Diesel Technology-Truck and Diesel-Ag Equipment Service Tech	Milford	8328
Horticulture & Turfgrass Management	Beatrice	1189
Precision Agriculture	Beatrice	1205
Professional Truck Driver Training	Lincoln	2685
Welding Technology	Lincoln	2694
Welding Technology	Lincoln	2692

2019-2020 SCC STUDENT CALENDAR

JULY 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

AUGUST 2019						
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SEPTEMBER 2019						
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OCTOBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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22	23	24	25	26	27	28
29	30	31				

July 2019

4-5 College Closed

August

26 Fall Semester & (1st 8-week) Term Begins

September

2 College Closed

October

18 Fall (1st 8-week) Term Ends

21-22 Fall Break

23 Fall (2nd 8-week) Term Begins

November

27-29 College Closed

December

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

March

6 Spring (1st 8-week) Term Ends

9 Spring (2nd 8-week) Term Begins

22-29 Spring Break

May

1-7 Spring Semester Final Exams

7 Spring Semester & (2nd 8-week) Term Ends

8 Commencement

25 College Closed

27 Summer Sessions Begin (10- and 1st 5-week)

June

30 Summer Term I (1st 5-week) Ends

JANUARY 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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FEBRUARY 2020						
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MARCH 2020						
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APRIL 2020						
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MAY 2020						
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JUNE 2020						
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SYMBOL KEY:

- = Semester Begin/End
- = 8-week Term Begin/End
- = Student Break
- = Final Exams
- = Summer Begin/End
- = 5-week Term Begin/End
- = Commencement
- = College Closed

Summer Term II (2nd 5-week) begins July 1.
Summer Session (10-week) ends Aug. 5.

2020-2021 SCC CALENDAR OVERVIEW

JULY 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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AUGUST 2020						
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SEPTEMBER 2020						
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OCTOBER 2020						
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NOVEMBER 2020						
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DECEMBER 2020						
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July 2020

- 1 Summer Term II (2nd 5-week) Begins
- 3 Holiday College Closed

August

- 5 Summer Sessions End (10- and 2nd 5-week)
- 17-21 Fall Semester Preparation/Faculty In-Service
- 24 Fall Semester Begins

September

- 7 Holiday College Closed

October

- 19-20 Fall Break (Faculty & Students)

November

- 25-27 Holiday College Closed

December

- 11-17 Fall Semester Final Exams
- 17 Fall Semester Ends
- 18 Faculty In-Service/Commencement
- 24 Non-Contract Day - College Closed
- 25-31 Holiday College Closed

January 2021

- 1 Holiday College Closed
- 4-8 Spring Semester Preparation/Faculty In-Service
- 11 Spring Semester Begins
- 18 Holiday College Closed

March

- 14-21 Spring Break (Faculty & Students)

April

- 30 Spring Semester Final Exams

May

- 3-6 Spring Semester Final Exams
- 6 Spring Semester Ends
- 7 Faculty In-Service/Commencement
- 24 Summer Term Preparation/Faculty In-Service
- 25 Summer Sessions Begin (10- and 1st 5-week)
- 31 Holiday College Closed

June

- 29 Summer I Term (1st 5-week) Ends
- 30 Summer II Term (2nd 5-week) Begins

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

SYMBOL KEY:	
■	= Summer Begin/End
■	= Semester Begin/End
■	= Commencement
■	= Break
■	= Final Exams
■	= In-Service Day
■	= College Closed
■	= Non-Contract Day (College Closed)

JANUARY 2021						
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FEBRUARY 2021						
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MARCH 2021						
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APRIL 2021						
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MAY 2021						
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JUNE 2021						
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27	28	29	30			

Summer Sessions end Aug. 3. (10- and 2nd 5-week)