

# Summer 2024 Credit Courses

## Are you thinking of starting college?

Are you needing to complete General Education classes for an SCC program or at another college?

Are you needing to complete pre-requisite classes to be admitted to a program in the SCC Health division?

Are you a high school student who would like to complete college General Education credit classes?

Credit classes are delivered via technology to the Learning Center classrooms. Students are able to participate in the class like any student in the originating classroom. Each class offered at the Learning Centers meets the requirement at SCC for general education classes for an Associate degree and/or a prerequisite class for a Health program. Check with your academic advisor on your degree plan.

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

## BSAD-1010 Microsoft Applications I (Hybrid)

*Prerequisite: Keyboarding skills and prior computer experience recommended*

Use of an Internet browser to work with electronic mail and cloud computing. Use of the Windows operating system and File Explorer to manage folders and files. Use of the Microsoft Office software suite to learn and apply basic features of Word, Excel, Access, and PowerPoint through the creation of various projects.

**This is a hybrid course.** 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. (3.0 semester credits)

Cost: NE Resident: \$363/Non-Resident: \$426

**Mon.-Thurs., May 28-June 27**

8-9:25 a.m.

Reiter

WHLC, Room 102

BSAD-1010-HBWH4

### Location Key

WHLC..... Learning Center at Wahoo,  
536 N. Broadway St., Wahoo

SMC.....Saunders Medical Center,  
1760 County Road J, Wahoo

## HLTH-1150 Nursing Assistant (Hybrid)

*Prerequisite: Must be at least 16 years old*  
Overview of the health care system and role of the nursing assistant as a health care team member. Discussions on the concepts of basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity. Teaches basic nursing skills, including ambulating, bathing, blood pressure, dressing, toileting, and oral care. Included in this course are classroom and lab experiences in a health care setting.

Course is approved by the Nebraska Department of Health and Human Services Regulation and Licensure. Upon successful completion of this course, the student is eligible to test for placement on the Nebraska Nursing Assistant Registry. **For additional classes, visit [southeast.edu/nursingassistant](http://southeast.edu/nursingassistant). This course does not qualify for financial aid. For funding options, contact the Learning Center coordinator.** If you have questions, contact Natasha Holly at 402-437-2552 or [nholly@southeast.edu](mailto:nholly@southeast.edu). Required textbook and materials can be purchased at the SCC Campus Store, 8800 O St., Lincoln, during regular business hours, by phone at 402-437-2560 or at [sccbookstore.com](http://sccbookstore.com). (3.5 semester credits)

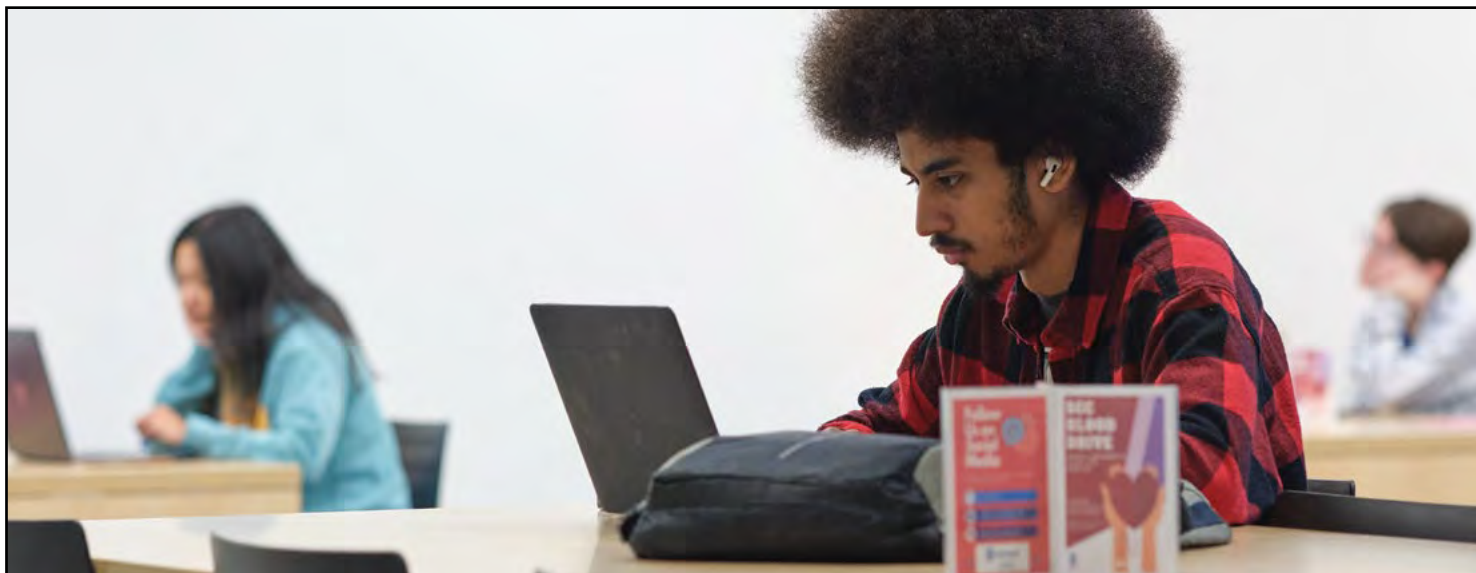
Cost: NE Resident: \$423.50/Non-Resident: \$497

**Mon. & Wed., May 29-July 31**

5-9 p.m.

SMC

HLTH-1150-HBWH1



For more information or to register, contact Cliff Stukenholtz, Coordinator, at 402-323-5581 or [cstukenholtz@southeast.edu](mailto:cstukenholtz@southeast.edu).

# REGISTRATION INSTRUCTIONS

## Two Ways to Register

### 1. Online

- Log into thehub.southeast.edu
- Enter your Username and Password.  
Your Username is your *first initial + last initial + SCC ID number* (with no leading zeros) + @southeast.edu.  
For example: John Smith, SCC ID number 0123456:  
js123456@southeast.edu  
If this is the FIRST time you have logged in or if you would like more information, visit <http://helpdesk.southeast.edu>.
- Select **Self Service** in the [Quicklinks](#) menu
- Click **Student Planning**
- Click **View Your Progress**
- Verify the correct program of study is selected or use the arrow buttons to locate your program of study
- Scroll to the requirements section to view the requirements listed for your program of study
- Use the Status column to determine which courses are completed, in progress, planned, or not started
- Click the blue course name to review course catalog information
- Use the **Filter Results** on the left navigation to narrow results to the appropriate location, term, etc.
- Click **View Available Sections**
  - Available seats, times, locations, and instructors will be listed
  - Select the option that best fits your schedule and click **Add Section to Schedule**
  - In the **Section Details** pop up review prerequisites, corequisites and additional information to ensure you are eligible to register for the class
  - Click **Add Section**
- Your course is now planned. A confirmation that the class was planned and other important messages will appear in the top right corner. To return to view your program progress, click Back to My Progress. Your next step is to register for classes.

### YOU ARE NOW READY TO REGISTER FOR CLASSES

To register for classes, click **Academics** and select **Register for Classes**.

### 2. Complete the Official Credit Registration Form

PLEASE PRINT. Complete all blanks and answer all questions.

- DEMOGRAPHICS - Please complete the demographic information. This information is important in maintaining an accurate student information file for you. NOTE: Race is for statistical purposes only.
- CREDIT CLASSES - Enter all information on one line for each class you wish to take. If you need assistance in selecting classes, please see your advisor. Add up the number of credits and enter the total in the box to the left of "Total Credit Hours."
- SIGNATURE - Please sign the registration form.
- Advisor's signature is required if prerequisite coursework has not been met.
- If your employer is paying for your courses, please see the cashier.
- FINANCIAL AID - If you have applied for financial aid (PELL Grant or student loan), you must contact the financial aid office to make sure your financial aid file is complete.

- Tuition and fees are due on or before the first day of class unless noted.
- Submit the completed registration form to the Registration & Records office at one of the three campuses.
  - SCC Beatrice Campus, 4771 W. Scott Road, Beatrice, NE 68310
  - SCC Lincoln Campus, 8800 O St., Lincoln, NE 68520
  - SCC Milford Campus, 600 State St., Milford, NE 68405

### Tuition & Fees

Tuition and fees are due on or before the first day of class.

### Books

Please contact the SCC Campus Store for additional required class books and/or materials at 402-437-2560 or online at [sccbookstore.com](http://sccbookstore.com).

### Drop/Withdraw from a Credit Class

You must drop the class online using WebAdvisor on the Hub OR complete and submit an "Official Drop/Add Form for Credit Classes" to the Registration & Records Office.

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
0.0 - 10.0.....	100
10.1 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.

### ADA Reasonable Accommodations

SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.

### Additional Registration Information

[southeast.edu/registrationandrecords](http://southeast.edu/registrationandrecords)



# REGISTRATION FORM CREDIT COURSES

**PLEASE PRINT CLEARLY**

✓ **CHECK ONE:**

- Beatrice Campus • Fax 402-228-8935  
 Lincoln Campus • Fax 402-437-2402  
 Milford Campus • Fax 402-761-2324

TERM
Year: 20 <b>24</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Summer

Yes, I am Declared (list program of study) \_\_\_\_\_

NEWSPAPER RELEASE
Hometown Newspaper: _____
Address: _____

Legal Name: Last                                      Middle                                      SCC ID Number	
Former Name:                                      E-mail Address: (required for students on class waitlists)                                      Social Security Number	
Local / Preferred Mailing Address:                                      City                                      State                                      Zip                                      County	
Permanent Address:                                      City                                      State                                      Zip                                      County	
Birth Date:                                      I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race (select one or more): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> White
Cell Phone:                                      Home Phone:                                      Business Phone:	Veteran or Dependent: <input type="checkbox"/> Yes <input type="checkbox"/> No    Resident of Nebraska: <input type="checkbox"/> Yes <input type="checkbox"/> No Utilizing Military Benefits    Non-Resident
High School Attended / GED*:                                      City                                      State                                      Start Date (mo/year)                                      Graduation Date (mo/year)	College Attended Post High School:                                      City                                      State                                      Start Date (mo/year)                                      End Date (mo/year)

## CREDIT COURSES

Course Number	Course Title	Credit Hours	Begin Time	End Time	Room	Days	LAST DAY to Drop With Refund
E N G L 1 1 2 0 L N 8 1	ENGLISH BASICS (sample only)	3	8 a.m.	9:20	T-5	T / R	T / R

TOTAL CREDIT HOURS

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Program Director/Advisor Signature** \_\_\_\_\_  
**OFFICE USE ONLY**  
 Data Entry \_\_\_\_\_  
 Date \_\_\_\_\_

**Submission of this form indicates that I understand:**

1. My information is complete and I am accountable 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 Affairs or drop the classes using WebAdvisor. Failure to attend a course does not constitute an official drop;
3. I understand tuition charges and refund policies are published in the College Catalog;
4. The personal information contained herein is correct as shown; and
5. Any changes in SSN, legal name, address, residency, etc., must follow the College procedures in the College Catalog.

**Equal Opportunity/Non-Discrimination 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 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoato@southeast.edu.

**Declaration de política sobre equidad/antidiscriminación** - La política pública de Southeast Community College es de proveer equidad y prohibir 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 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoato@southeast.edu.

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