

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.

All classes are held at the Learning Center at Plattsouth 537 Main St., Plattsouth, NE

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

1ST 5-WEEK CLASSES

Session Dates..... May 28-June 28

Last day to add your name to a waitlist/final waitlist registration notices emailed May 30

Waitlists are closed May 31

Last day to register online: 2nd day from start date of class

Instructor signature required for adds: 3rd-5th day from start date of class

Academic Dean/Assoc. Dean approval to add class late: 6th day & beyond from start date of class

Graduation Application deadline June 14

Summer 2024 Credit Courses

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. Room 101
Reiter BSAD-1010-HBPL4

SOCI-1010 Introduction to Sociology (Hybrid)

Introduction to the basic principles of sociology, including the study of sociological research, theoretical perspectives, culture, socialization, social structure, social institutions, deviance, inequalities of class, race/ethnicity, gender, and age, as well as stratification, demography, and population.

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

Tues. & Thurs., May 28-June 27

11 a.m.-12:25 p.m. Room 101
Mabeya SOCI-1010-HBPL4



For more information or to register, contact Lyn Belitz, Coordinator, at 402-437-2298 or lbelitz@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.

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

