

REGISTER TODAY!

ONLINE AT SOUTHEAST.EDU/CONTINUING

1. Click the **Course Search** button.
2. Search for a course using the **course title** or **keyword**.
3. Click on the course title to view description, notes, pre-requisites, requirements, and section listings.
4. Select the section and click **Add to Cart**. *Add discount code in cart, if applicable.* You can keep shopping or checkout.
5. If you choose to checkout, **log in** or **create an account**.
6. Click **Continue** to proceed to checkout.
7. Enter your credit card information and continue checking out.

You will receive a confirmation email. If there is additional information about the class, it will be included. If you don't see the email, check your junk folder.

If you have problems getting registered, please contact our HelpDesk at 402-437-2447 or Continuing Education at 402-437-2700 for assistance.

Payments Accepted



MAIL

the completed registration form with payment (checks accepted by mail) to: Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510-2449.

WALK-IN

to the Jack J. Huck Continuing Education Center Monday-Thursday, 7:30 a.m.-7:30 p.m.; Friday, 7:30 a.m.-5 p.m.; Saturday, 7:30-11:30 a.m.; SCC campuses and Learning Center locations during business hours.



Registration Form - Non-Credit Course

Today's Date

___/___/___

* Required

PLEASE PRINT

Complete this form, include your check and mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510

* Birth Date	Name: * Last	* First	Middle Initial		
* Residence Mailing Address	* City	* State	* Zip	Sex Assigned at Birth: <input type="checkbox"/> Male <input type="checkbox"/> Female	
* Personal Email Address	* <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home		Business Phone		

COURSE NUMBER	TITLE	START DATE	COST
- - - - -			\$
- - - - -			\$
- - - - -			\$

SIGNATURE _____

Check payment must accompany this registration form. Check payments may be converted into an ACH transaction, resulting in an immediate electronic withdrawal from your account. Returned items may be re-presented electronically. Call 402-437-2700 with any registration questions.

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 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 Student Handbook and College Catalog. SCC is an equal opportunity educator and employer. SCC es un patrono con Igualdad de Oportunidades en el Empleo y la Educación.

TOTAL DUE

FOR OFFICE USE ONLY

ID# _____

DE _____

ADDITIONAL INFORMATION

Cancellation/Refund Policy: <https://bit.ly/3PScUPB>

The student is entitled to a 100% refund for any non-credit class officially dropped prior to the start date of the class unless noted in the course description notes. No refund is allowed if the class is dropped on or after the start date of the class.

SCC reserves the right to cancel any non-credit classes that do not have sufficient enrollment. A full refund will be processed and you are not required to submit a drop form.

ADA Reasonable Accommodations

southeast.edu/accommodationsresourceoffice

FERPA

southeast.edu/ferpa