

SENCAP & TCA ***Resource Guide***



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Dual Enrollment Registration | 2025-2026 Academic Year

Information in this Guide is subject to change according to [SCC Policies and Procedures](#). Registration Information and Dates can be found at [Registration and Records](#).

Registration assistance – Please contact [Katie Robinson at TCA](#) or your assigned [SENCAP Coordinator](#).

Requirements of Dual Enrollment:

In order to participate in the Dual Enrollment Program (SENCAP), students must meet the following requirements:

1. Be a high school sophomore, junior or senior
2. Receive approval to take dual credit classes– from your high school counselor / principal
3. Meet requirements of course(s) you are signing up for

‘The Hub’ SCC Student Portal

‘The Hub’ provides class information, access to on-line courses, campus announcements, financial aid information, Self-Service for registration and more. Your student privileges include a Southeast Community College Office 365 email account. Email is accessible at school or at home via ‘The Hub’. SCC communicates important messages to students via their college assigned e-mail address.

Flowchart of Dual Credit Registration Process

STEP ONE: SCC APPLICATION

1. The student should apply only one time to take dual credit classes.
2. If the student has applied and/or taken dual credit classes in the past, the student does not need to reapply. Proceed to Step Three.
3. For new applications, select the Dual Credit/SENCAP or The Career Academy application on the [Applications Page](#)
4. After submitting a new online application, allow 1-2 business days before proceeding with the remaining steps.
5. Additional information about applications can be found on [Page 6](#) of this Resource Guide.

NO SOCIAL SECURITY NUMBER:

If a student does not have a social security number, the student completes both forms: SENCAP paper application and the request for student’s SSN or taxpayer ID. [Click here to go to the forms](#).

STEP TWO: USERNAME AND PASSWORD

- Students will receive an email with information containing their student ID, username, temporary password, and initial login information into the SCC systems. The email comes from helpdesk@southeast.edu.

- That email is sent to the email address the student used on their application.
- Students should keep their SCC ID#, password, and username for future reference private and secure.
- If IT support is needed for log-in, see information in the email for contact information.
- A copy of that email is after Step Four.

STEP THREE: LOG INTO 'THE HUB'

- After completion of username and password set up, as well as, the two-step authentication process, students will log in to 'The Hub'.

STEP FOUR: REGISTER ONLINE

- Step-by-step online registration instructions start on [Page 7](#) of this Resource Guide.
- For questions or additional support, contact Katie Robinson for TCA or the assigned [SENCAP Coordinator](#).

POSSIBLE REGISTRATION ERRORS/WARNINGS

- See Page 17: [Error Messages Dual Enrollment](#) if you encounter error or warnings preventing registration.

Email Student Receives RE: Username, Password, And Logging In

Email comes from HelpDesk@southeast.edu

...Start of Email...

An account has been created on the SCC College portal 'The HUB'. According to our records your account information is as follows:

Name:	<i>Student Name</i>
SCC ID Number:	0123456
Username:	sn123456@southeast.edu

- Your initial password will be "Scc#" followed by the last four digits of your Social Security Number (SSN). Example: Scc#1234. Please note the password is case-sensitive only the S is capitalized.

Steps To Login To 'The Hub' From An Off-Campus Location

1. Open a web browser (e.g., Internet Explorer, Google Chrome, Firefox) [The Hub](#)
2. Enter your Username shown above and click 'Next'.
3. Enter your initial password as described above and click Sign in. **Please note that the password is case-sensitive. Upon login, you will be required to change your password. Please enter your new password see Step 5 for password criteria.**
4. If the login is not successful, skip to Step 7.

5. New password must meet the following criteria:
 - A minimum of seven (7) characters and a maximum of 16 characters.
 - Requires three out of four of the following:
 - At least one English Uppercase character. (A through Z)
 - At least one English Lowercase character. (a through z)
 - At least one number (0 through 9)
 - At least one non-alphabetic symbol: @ # \$ % ^ & * - _ ! + = [] { } | \ : ' , . ? / ` ~ " () ;
 - Can **NOT** contain:
 - Three (3) or more consecutive characters of your first name, last name or username.
 - A password that you have used previously at SCC.
6. Upon successful password reset, you may see a page "Additional info required".
 - These one-time steps are required to setup Self-Service Password reset.
 - Click "I want to use another method" and select phone & complete the steps. Then, select email & complete the steps.
7. If your login is unsuccessful, please contact the SCC Help Desk for assistance:
 - Phone: 402-437-2447
 - Email: helpdesk@southeast.edu
 - Website: [Help Desk](#)

Applications

- Students only need to apply one time to take dual enrollment classes (this includes The Career Academy (TCA), SENCAP)).
- Online applications are being used.
- SENCAP students should be populated in the system and ready to register within two business days of submitting the application online.
- Due to an application review process, timelines vary for The Career Academy (TCA). Please contact Josh Jones or Katie Robinson to check on your TCA application.

- [Click to apply](#)

Dual Credit/SENCAP Application

I want to get a jump start on college while still in high school. The Southeast Nebraska Career Academy Partnership (SENCAP) and Dual Credit Advantage programs allow high school students to earn both high school and college credit while exploring career opportunities.

[Apply Now →](#)



CHOOSE THIS FOR SENCAP

The Career Academy (TCA) Application

I am currently attending a high school in Lincoln and would like to attend The Career Academy through SCC. The Career Academy program allows high school students to earn both high school and college credit while exploring career opportunities.

[Apply Now →](#)



CHOOSE THIS FOR THE CAREER ACADEMY (TCA)

Application tips: Students need to use their LEGAL name on the application. Accuracy of information (date of birth, Social Security number, etc.) is very important and will avoid additional steps.

Dual Enrollment Registration on Self-Service

- Log-in to The Hub.
- Under “Quicklinks” choose “Self-Service” or choose “WebAdvisor for Students” then “Self Service Students”
- Click “Course Catalog”
 - All SENCAP courses have “HS” in the section number of the course (ex. ENGL-1110-HSW1A)
 - WB Sections are regular college sections and instructors may or may not have post-secondary permit for dual credit purposes.

Catalog Advanced Search

Results View

☐ Catalog Listing

☒ Section Listing

Term

Meeting Start Date

Meeting End Date

Select Term

M/d/yyyy

M/d/yyyy

Courses And Sections

Synonym

Subject

Course number

Section

Synonym

Subject

Course number

Section

Synonym

Subject

Course number

Section

+ Add More...

Days Of Week

☐ Sunday

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

Location

Select Location

Time Of Day

Time Starts by

Time Ends by

Select Time Of Day

hh:mm AM/PM

hh:mm AM/PM

Course Type

Select Course Type

Clear

Search

Click the drop-down menu for “Term” and select the appropriate term. For full year course be sure to select Spring of the academic year.

Click the drop-down menu for “Subject” and choose the appropriate course type (i.e. English)

Click the drop-down menu for “Subject” and choose the appropriate course type (i.e. English)

Enter the Course number and also the Section if have a specific number you want to search.

Select Course Type “Dual Credit”

Click Search to generate the list of courses meeting your criteria.

Revised 9/2025

STEPS OF REGISTRATION (CONTINUED)

A list of classes fitting your criteria will populate. Review your options.

Advanced Search Selection: PSYC-1810

Filters Applied: Other X Fall 2024 X

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Faculty	Availability	Credits	Course Types	Comments	Book Store
<div>Add</div>	Fall 2024	Waitlisted	PSYC-1810-H500 (217773)	Introduction to Psychology		8/19/2024-12/13/2024	Other	Lecture	M, W, F 8:00-9:50 AM 8/19/2024 - 12/13/2024 LNK U114 (LEC)	Elina V. Newman	0 / 1 / 1 / 0	3.00000 Credits	Dual Credit	Refund Date: 08 ... more	
<div>Add</div>	Fall 2024	Open	PSYC-1810-H515 (214861)	Introduction to Psychology		8/19/2024-12/13/2024	Other	Lecture	M, W, F 9:00-10:00 AM 8/19/2024 - 12/13/2024 AGHS ARR (LEC)	Dan Johnson	9 / 16 / 25 / 0	3.00000 Credits		Refund Date: 08 ... more	
<div>Add</div>	Fall 2024	Open	PSYC-1810-H518 (214874)	Introduction to Psychology		8/19/2024-12/13/2024	Other	Lecture	8/19/2024 - 12/13/2024 BNHS ARR (LEC)	Melissa A. Chvatal	25 / 0 / 25 / 0	3.00000 Credits		Refund Date: 08 ... more	
<div>Add</div>	Fall 2024	Open	PSYC-1810-H519 (218517)	Introduction to Psychology		8/19/2024-12/13/2024	Other	Lecture	8/19/2024 - 12/13/2024 BRUH ARR (LEC)		25 / 0 / 25 / 0	3.00000 Credits	Dual Credit	Section reserv ... more	
<div>Add</div>	Fall 2024	Open	PSYC-1810-H560 (216339)	Introduction to Psychology		8/19/2024-12/13/2024	Other	Lecture	M, W 1:15-2:50 PM 8/19/2024 - 12/13/2024 SEWH ARR (LEC)	Elina V. Newman	12 / 13 / 25 / 0	3.00000 Credits		Refund Date: 08 ... more	
<div>Add</div>	Fall 2024	Open	PSYC-1810-H574 (216453)	Introduction to Psychology		8/20/2024-12/10/2024	Other	Lecture	T 12:30-1:45 PM 8/20/2024 - 12/10/2024 ZION ARR (LEC)	Janet L. Friesen	25 / 0 / 25 / 0	3.00000 Credits		Refund Date: 08 ... more	

By clicking on the **Add**, you will find more information regarding the class.

Click **Add Section**. Don't stop here, you're not done! You've "planned" your course but have not finalized registration.

Fall 2024 Open PSYC-1810-H560 (216339) Introduction to Psychology

Add

✓

Planned

Section Details

PSYC-1810-H560
Introduction to Psychology (216339)
Fall 2024

Instructors

Elina V. Newman (enewman@southeast.edu)

Meeting Information

M, W 1:15 PM - 2:50 PM
8/19/2024 - 12/13/2024
Other, Seward High School ARR (Lecture)

Dates

8/19/2024 - 12/13/2024

Seats Available

12 / 13 / 25 / 0

Credits

3

Grading

Graded

Requisites

None

Course Description

An introduction to the science of psychology including the application of critical thinking to the study of learning theory, memory, personality, growth and development, biological and neurological aspects, abnormal behavior, therapies, intelligence, motivation, emotion, sensation, perception, and theoretical perspectives.

Additional Information

Refund Date: 08/26/24; Withdraw Date: 11/13/24 Section reserved for Seward High School Students.

Books Total

Close

Add Section

Continue this process until all desired courses are "Added" to your Plan. If you see Waitlist, choose a different section.

STEPS OF REGISTRATION (CONTINUED)

Finalizing your Registration

The image shows a screenshot of a web application interface for registration. On the left is a dark sidebar menu with icons and text for: Home, Financial Information, Employment, Academics, Student Planning, Register for Classes (highlighted with a red box), Course Catalog, Grades, Enrollment Verifications, and Transcript Requests. On the right is a white panel showing details for the course 'PSYC-1810-HS60: Introduction to Psychology'. It includes a yellow banner with a checkmark and the text 'Planned-You must still register to be in the class'. Below this, it lists: Credits: 3 Credits, Grading: Graded, Instructor: Elina V. Newman, Dates: 8/19/2024 to 12/13/2024, and Seats Available: 12. There is a blue 'Meeting Information' link and a large red 'Register' button at the bottom. Three blue arrows point from text boxes to the interface: one to the 'Academics' menu item, one to the 'Register for Classes' button, and one to the 'Register' button.

Click on the Graduation Cap titled “Academics” on the side bar. This will expand the drop down menu.

Click Register for Classes

Click the Register button

PSYC-1810-HS60: Introduction to Psychology

✓ **Planned-You must still register to be in the class**

Credits: 3 Credits
Grading: Graded
Instructor: Elina V. Newman
8/19/2024 to 12/13/2024
Seats Available: 12

✓ Meeting Information

Register

SCC IT Help Desk (Assistance Logging In, Other Access Issues)

- Website: <https://helpdesk.southeast.edu>
- Phone: 402-437-2447; Email: helpdesk@southeast.edu
- Hours:
 - Mon-Thu 7 am-8 pm
 - Fri 7 am-5 pm
 - Summer Hours: Mon-Fri 7:30 am-5 pm
- Trouble After hours: 1 (833) 274-1669

Late registration for 16-week and year-long classes (only):

- Registration will be done online through week one of the term. No special permission is needed.
- During week two of the term, use a drop/add form signed by the student **AND** secure permission from the instructor for the late add (signature on drop/add form and send to your SENCAP Coordinator).
- During week three of the term, use a drop/add form signed by the student and secure permission from the instructor **AND** the Dean (or Associate Dean) and send to your [SENCAP Coordinator](#).

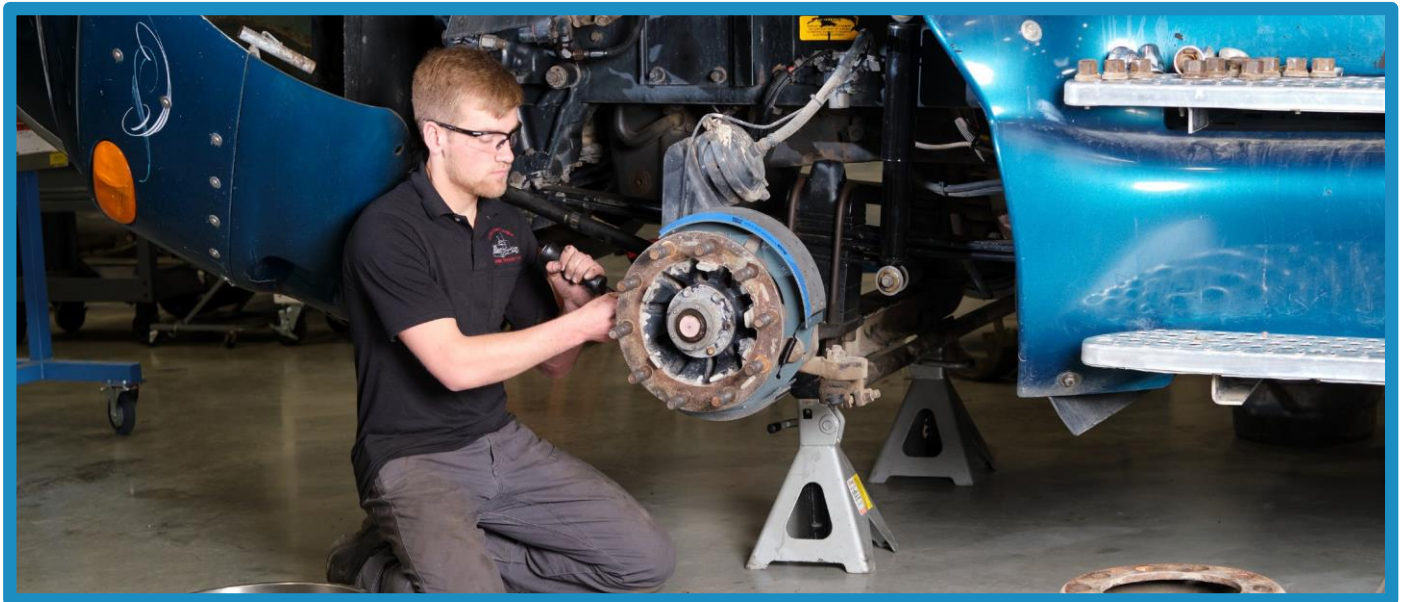
For Any Term Shorter Than 16 Weeks

- Students may add classes during the day of the course and the day immediately following that first day, without a faculty signature (either online or in person).
- Students may add classes during the remainder of the first week in which the course begins, with a faculty signature.
 - (Complete an Official Add/Drop form which can be found in the Registration & Records Office or on The Hub).
- After the first week of classes, use a drop/add form signed by the student and secure permission from the instructor **AND** the Dean (or Associate Dean) and send to your [SENCAP Coordinator](#).

Year Long Class Registration:

Classes that run as a year-long class must be registered in the Fall semester, which is the start of the course. Semester designation will be spring term. Registration cannot take place later than this for the student to receive credit.

***Registering close to the deadline? Remember to allow enough time for applications and prerequisite documentation (HS transcripts, ACT scores, and/or ACCUPLACER® scores) to be processed (if applicable) to still register online by the deadline. Plan to submit at least two full business days before the last day to register online. Due to the high volume, additional time would be appreciated.**



Waitlists

- If a section is full, the student will be given the option to put themselves on the waitlist for the class. When there is an opening in the class, the first student on the waitlist will be notified by email. This message will go to their Southeast Community College student email.

The subject line will read “Wait Listing Seats Availability.” If the student receives this email they should follow the steps outlined in that email to accept their seat. This is not an automatic process; the student will still need to register. Student’s permission will expire in 24 hours and the next person on the waitlist will be offered the available seat.

- If the student is registering for a Web class, be sure to check to see if there are other available dual enrollment sections for that class.
- Students can check their SCC email by logging into the Hub. Scroll down and click on E-Mail (under Office 365 E-Mail/Calendar.)
- It is highly encouraged the student select another course as a back-up plan in case a seat does not open in the section they are waitlisted.

Changing Sections

Students will be responsible to drop the section online they do not wish to take, then register for the desired section online.

Enrolling After The Add/Drop Period:

To support a student’s success, students will only be able to enroll before the first 1/8 of classes have met. For 8-week classes, this would be Friday of the first week of classes. For 16 week and year-long classes, this would be the first two weeks of the semester.

Courses Not Approved For Dual Credit:

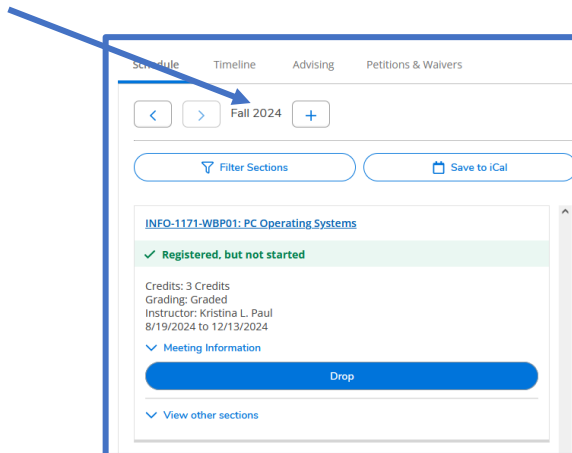
For a course to be considered eligible for the course for dual credit, it must be academic in nature.

- The course cannot be a personal growth class (such as Golf or Swim Lessons, Bowling, etc.)
- The course cannot be a developmental class.
- The course cannot be taken as Credit/No Credit or Pass/Fail.

How To Drop A Class Online With Counselor Permission


- Class drops are completed online and are the responsibility of the student.
- Students are encouraged to work with their high school counselor when considering a class drop.
- Check the student schedule for the last date to drop with a refund and the last date to drop with a “W” (withdrawal) on the record.
- Log in to The Hub.

- Select Self-Service (under Quicklinks or under WebAdvisor for Students)
 - Select Student Planning
 - Select Plan your Degree & Register for Classes
- Select the Term (use arrows < > as needed) and then click the blue Drop button



Refund and Withdrawal Dates

Refund and withdrawal dates for courses vary and are based on the meeting schedule of each course. Students can find applicable dates by viewing their schedule within Self-Service > Student Planning > Plan & Schedule. Click on the Title of the Course and Section Details will appear. Important dates are noted under Additional Information.

Section Details	
ENGL-1110-HSW1A Business Communication (226248) Fall 2025	
Instructors	Lacey A. Jurgens (ljurgens@southeast.edu)
Meeting Information	8/18/2025 - 12/12/2025 Web, Login at thehub.southeast.edu WEB (Lecture)
Dates	8/18/2025 - 12/12/2025
Seats Available 	2 / 8 / 10 / 0
Credits	3
Grading	Graded
Requisites	None
Course Description	Study of principles and techniques of writing effective business letters, electronic and written messages, and reports through the process of planning, writing, editing, and revising for the intended audience. Students will practice using the principles of grammar, punctuation, and correct word usage that have practical application in writing for business purposes.
Additional Information	Refund Date: 08/25/25; Withdraw Date: 11/12/25 Section reserved for High School Students.
Books Total	

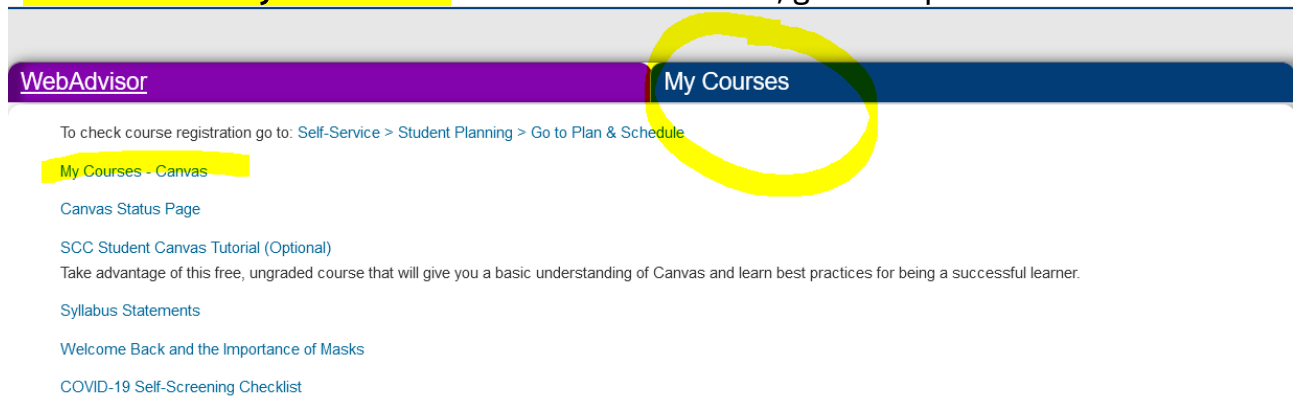
Close

Registration Assistance

- SENCAP: Contact your [SENCAP Coordinator](#)
- TCA: Josh Jones, Katie Robinson, or Valerie Moser-Bergo
- If a student needs alternative methods to apply or register for classes as a reasonable accommodation, please contact TCA or [SENCAP Coordinators](#) to assist.

Online Courses: Accessing Canvas

If you registered for an online course, you will see a “MyCourses” tab after you log into ‘The Hub’. Please click the tab to access your online courses. **Note: Classes are not visible until the first day of the term.** For further assistance, go to HelpDesk.

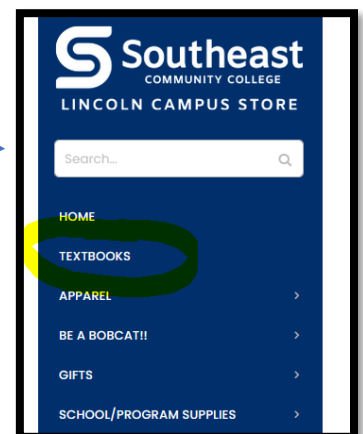


Textbooks

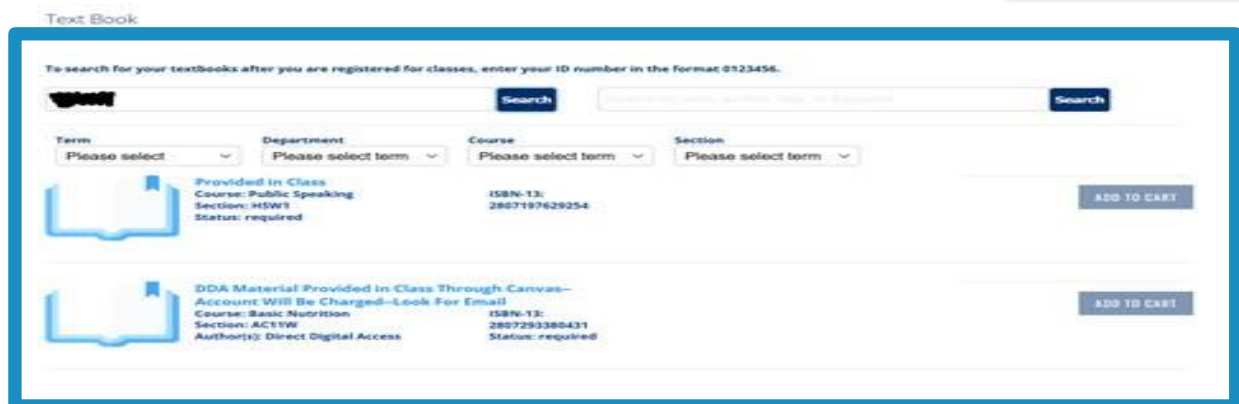
The SCC Campus Store has updated their website so students may look up their required textbooks in several ways. **Students will need their Student ID # for this process.**

Visit the [SCC Campus Store](https://www.sccbookstore.com) or at www.sccbookstore.com

Click Textbooks on the left side of the navigation bar and the Textbook screen will appear.



- Students may search for textbooks with their student ID (add a ZERO to the beginning).
- This is an example of a student who is registered for Public Speaking and Basic Nutrition.
- Both books are “provided in class” or as Direct Digital Material (DDA) available through Canvas.



- Students may also look up using their class: Term/Dept/Course/Section

A screenshot of a web interface showing four dropdown menus for course selection. The menus are labeled 'Term', 'Department', 'Course', and 'Section'. Each menu has a placeholder text 'Please select' followed by a downward arrow icon.

- A paper textbook may be required. There may be new or used options available through the SCC Bookstore.
- Students are responsible for selecting and purchasing their book (unless their high school purchases books on their behalf.)

A screenshot of a 'Text Book' search interface. At the top, it says 'Text Book'. Below that, a message states: 'To search for your textbooks after you are registered for classes, enter your ID number in the format 0123456.' There are two search input fields, each with a 'Search' button. Below the search fields, there are four dropdown menus for 'Term', 'Department', 'Course', and 'Section', each with a 'Please select' placeholder.

- See example below of a paper text book requirement.



If textbook information is NOT available, please contact the Campus Store.

- Hours: Monday – Friday 7:30 a.m. - 5:00 p.m.
Saturday/Sunday Closed
- Location: 8800 O St.
Lincoln, NE 68521
402.437.2560
lincolncampusstore@southeast.edu

Opting Out Of A Digital Textbook

Students have the option of opting out of a digital textbook, if the student has gotten their text book in a different format such as a paper textbook or borrowed a textbook from a previous student or purchased from a third party vendor. Before opting out, the student needs confirm in Canvas or with their instructor no assignments are linked to the digital textbook. If the textbook is not linked to online assignments, the student would be able to use a paper textbook instead of a digital textbook.

The student will receive an email after class has started that will contain a link that will remove access and charges to the digital textbook. This is an example of the email from

the bookstore.

V11/WELCOME EMAIL ON JAN 17, 2024 AT 8:18 AM

YOUR DDA TEXTBOOK INFORMATION

A course that you registered for uses Direct Digital Access (DDA). The course materials that your instructor assigned will be delivered electronically through Canvas on the first day of class. This program ensures you are receiving your course material, is at a significant discount. Your student account will be billed for these materials the week of February 5, 2024.

If, for any reason, you decide that you do not wish to participate in this cost-savings program, all you need to do is access the link below and hit the Opt-Out button by the Opt-Out deadline. Your access to the materials for your course will immediately be turned off/disabled, and you will not be charged. All students who do not wish to participate must opt out by February 2, 2024.

Accessing your materials is very easy. Log in to your Canvas account, find your class, and you should see an option for DDA and the name of your text. Please click on the text to access. If you can't access the materials or need assistance, please don't hesitate to contact us directly at Lincolnampusstore@southeast.edu.

If you prefer to have a physical copy, in most cases, you also have the option of purchasing a lower-cost print version of the textbook. If you are buying a lower-cost print version of the textbook to complement your DDA materials, you can no longer opt out of the program. This lower-cost version is only available to participating students. Please note that if you opt-out, you are responsible for obtaining your course materials at your discretion.

If you have any questions, please let us know. Feel free to reach us at Lincolnampusstore@southeast.edu

Have a great semester!

SCC-Lincoln Campus Store

[View your DDA \(Direct Digital Access\) materials list](#)

You're currently assigned to the following DDA (Direct Digital Access) materials:

Term/Session Name: Spring 2024 - Spring 2024 (1-22-24)

Course: ENGL 1020 HSW1B

Title: They Say/ I Say, with Reading 5 ED/Little Seagull 4ED & InQuizitive for Writers

Price: \$31.25

Opt-out Deadline: Feb 2, 2024

Term/Session Name: Spring 2024 - Spring 2024 (1-22-24)

Course: MATH 1400 WBP01

Title: Calculus for Business, Economics, Life Sciences, and Social Sciences 14 ed

Price: \$78.00

Error Messages Dual Enrollment Registration

Error message: "Student xxxxxxxx has Accounts Receivable Balance Hold"	Student needs to pay the balance on the account before they can register. Direct them to Self-Service to make a payment or they can call 402-437-2669. Bills are sent to their SCC student email address.
Error message: Student gets pre-requisite or co-requisite message and it blocks them from registering.	<p>Submit the required pre-requisite information (see Approved dual-credit courses, and prerequisites). SENCAP schools will send the information for prerequisites for processing. The assigned SENCAP coordinator can provide guidance when needed.</p> <p>TCA – send to Katie Robinson. If this has already been submitted, has it been two full business days since it was sent in? If not, allow two business days and try again.</p> <p>If the pre-requisite information has been submitted, and you've allowed two full business days, but it still shows the error message: The information provided doesn't meet the pre-requisite. Contact the assigned SENCAP Coordinator or TCA if you believe this is in error, and they will help resolve it.</p>
Error message: "You can't place XXX (specific section) on the schedule at this time."	This means the Registration period for this class has closed or has not yet started.
Can't find a year-long class on Self-Service	If registering for a year-long class, the student needs to select the following Spring term to locate/register for the section. e.g. If registering in August for a class that runs from August through May, select the Spring term.
Student tries to register and gets a prompt they need to apply.	Student needs to apply as a SENCAP or TCA student at southeast.edu/apply now. If they have applied, make sure it's been two or more business days for SENCAP applications before they try to register to allow time for the application to populate into the system. TCA applications take additional time to process. Contact TCA for additional information on timelines.
TCA student wants to register for a SENCAP class.	Email TCA with the student name and ID# with a request to add SENCAP. They will work with registration to make the addition. Wait 1-2 business days and proceed with registration.
SENCAP student wants to register for a TCA class.	Email your SENCAP Coordinator with the student name and ID# for more information about TCA enrollment.

FNDT hold blocks registration. (e.g. Pre-Foundations hold)	Contact your SENCAP Coordinator or TCA with the student name and ID # for resolution. Also, share the name of the hold they encountered. They will work with registration to resolve. Wait 1-2 business days and proceed with registration.
Error message: "ACFS 1015 Required – See LTD"	When a student is using Learn to Dream to assist with tuition, this may occasionally / accidentally block registration. Contact your SENCAP Coordinator or TCA with the student's name and ID # for resolution. Also, share the name of the hold they encountered. They will work with registration to resolve. Wait 1-2 business days and proceed with registration.
Student accidentally drops a class for the current term when registering for the next term.	Send an email with details (student name, SCC ID#, and class they dropped) to Sharon Hart – shart@southeast.edu.
Student doesn't have a social security number and they need to apply.	Secure paper application from TCA or SENCAP Coordinator and taxpayer ID form. Complete both and return to contact to submit to the Registration office. Additional SSN questions? Email cberg@southeast.edu
Switching sections of the same class.	Execute a drop and add in Self-Service for Students on The Hub.

Sections that typically require a HS transcript, ACT scores, or ACCUPLACER® scores to register. For SENCAP, please work with your SENCAP Coordinator to get the information submitted or Katie Robinson for TCA.		
Class Title	Section	Solution to Clear for Online Registration
Engineering Design	ENGR 1010	Options: <ul style="list-style-type: none"> • HS transcript (B or better in Algebra II); • MATH- 1150 or higher with a Min grade C; • Accuplacer score to qualify for MATH 1100 or higher.
MATLAB Programming and Problem Solving	ENGR 1020	Options: <ul style="list-style-type: none"> • HS transcript (B or better in Algebra II); • MATH 1150 or higher with a min grade of C
Intro to Culinary / Hospitality	FSDT 1010	SENCAP: For Math: ACT or ACCUPLACER® scores on file. Or HS transcript with C or better in Algebra II, III, or IV. TCA: Also requires simultaneous enrollment with 1020 and 1602.
Comparative Religions	PHIL 2610 / RELS 2610	Student must place into English Composition I. ACT or Accuplacer exam scores are accepted for placement.

Transferring Dual Credits to SCC

If students are qualifying for a class using a dual credit class taken from another institution, please provide a college transcript (unofficial or official) with a final grade for the class. A screenshot of an unofficial transcript with a grade is unacceptable. Email to the SENCAP Coordinator or TCA with the student's name, SCC ID #, and the class they want to register to take. If requesting from the National Clearinghouse, it will be emailed directly to SCC, but schools will still need to send the student's name, SCC ID#, and the class the student wants to register to take. A waiver will be built into the system or a paper registration form will be used to allow the student to register.

Additional information about specific test scores for course registration can be found at this [link](#).

Transferring Credits from SCC to Another Institution:

Acceptance of Dual Enrollment credit is up to each college or university. It is the student's responsibility to find out how the college or university accepts the Dual Enrollment credit. If students have questions regarding a grade being high enough for the specific SCC program, they should reach out to the given SCC program for further clarification and/or SCC registration staff.

Course credits are usually accepted by area colleges and universities and by those accredited by other regional accrediting agencies. Some institutions have a policy regarding transfer of credit on their website. *Students should start a file and keep course syllabi and other important information to share with their future colleges.*

Helpful sites to check transfer equivalencies are:

- [Transfer Nebraska](#)
- [TES Public View](#)

Students Who Live Out of State Or Who Live in Nebraska But Outside Of The Service Area

- *Student lives out of state and attends Nebraska high school in the SCC service area*
 - Application: Dual Credit/SENCAP
 - Dual credit or regular credit classes: dual credit
 - Tuition break: Yes
- *Student lives in Nebraska + attends a Nebraska high school outside SCC service area*
 - Application: Visiting student
 - Dual credit or regular credit classes: Regular credit (No HS sections)
 - Tuition break: No dual credit tuition break, but in-state tuition

- Student *lives out of state + attends high school out of state*
 - Application: Visiting student
 - Dual credit or regular credit classes: Regular credit (No HS sections)
 - Tuition break: No – and it would be out-of-state tuition
 - Student has a VISA (International student)

Scholarship Sources

- [Learn To Dream Scholars](#)
- [ACE \(Access College Early\)](#)
- Post High School Graduation:
 - High School Senior Scholarships (Apply Dec 1-Mar 1) [Scholarships | Southeast Community College](#)
 - Website: [Educational Foundation | Southeast Community College](#)
 - Phone: 402-323-3411; Email: mbirkel@southeast.edu

ACCUPLACER® (Course Placement Testing For Math and English)

- Click here to gather information about scheduling a time to take the [Next-Generation Accuplacer](#).
- Some courses require a prerequisite or appropriate placement score on the [ACT or Next Generation Accuplacer](#).
- SCC offers the Next Generation Accuplacer® at all Testing & Assessment Centers and Learning Centers. Testing can be set up if scheduled in advance at a high school if a group of students would like to test. Please contact one of the campuses (Beatrice, Lincoln, or Milford) to set up an event. Remote testing is also available by contacting the Testing Center at lincolntestingcenter@southeast.edu to request a testing voucher. The voucher requires a webcam for the student taking the test, but does not require a proctor (it will be virtually proctored).

SCC Student Accounts (Billing & Payments)

- Visit the [Student Accounts](#) for information about payment plans, viewing an account balance, and making a payment.
- All students with an outstanding billed balance will need to have it current or a payment plan in place in order to register for future semesters. Balances remaining unpaid at the end of the semester may result in additional collection efforts, such as placement with an outside collection agency. If you have billing questions, please contact 402-437-2669 or email studentaccounts@southeast.edu
- 1098T Form: In January, the Southeast Community College Business Office mails 1098T statements to all students who were enrolled in dual credit classes during the previous year. For questions about your 1098T, please contact the SCC Business Office.
- Students can go to the Hub; WebAdvisor for Students; Student Financial Info; View My 1098-T form

Reasonable Accommodations

- If you need accommodations for your classes please contact the SCC Accommodation Office: [Accommodations Resources & Information](#)
- Accommodations are not effective until approved and not retroactive

Title IX Resources

For questions regarding SCC and Title IX please contact SCC for further information [Title IX Statement](#).

FERPA

- SCC has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.
- The College will be privileged to distribute that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. Questions regarding FERPA should be directed to the campus Registration and Records Office. [Privacy Statement](#)

QUICK GLANCE – FERPA - RELEASE OF INFORMATION GUIDELINES

The information listed in this box is considered directory information. It can be released without permission from the student.

Student name · Major · Dates of attendance · Enrollment status (yes or no + FT or PT) · Most recent previous school attended · Degrees and awards received

Honors and awards, including Dean's List · Participation in official co-curricular activities · Weight and height of athletic team
Members

Parking permit number and auto license number · Photograph/Video

To avoid having Directory Information released, students must submit a written request to Registration and Records within 10 classroom/business days (not including Saturdays, Sundays and holidays) after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information requires a 10-classroom day (not including Saturdays, Sundays and holidays) written notice to Registration and Records to become effective.

	RELEASE TO / DISCUSS WITH STUDENT					
Information	In-person	Phone	Email	Postal mail	Chat	Text
Term GPA	Yes*	No	No	Yes*	No	No
Cumulative GPA	Yes*	No	No	Yes*	No	No
Class Schedule	Yes*	No	No	Yes*	No	No
Grades (not written/ not a transcript)	Yes*	No	No	No	No	No
Hold on account	Yes*	Yes*	Yes*	Yes*	No	No
Demographics	Yes*	No	No	Yes*	No	No
SS#	No	No	No	No	No	No

Transcript (with request)	Yes*	No	No	Yes*	No	No
Advisor name and contact info	Yes	Yes	Yes	Yes	Yes	Yes
# of credits enrolled	Yes*	No	No	Yes*	No	No
				See #1		
RELEASE TO / DISCUSS WITH PERSON ON STUDENT-SIGNED ROI						
Information	In-person	Phone	Email	Postal mail	Chat	Text
Term GPA	Yes*	No	No	Yes*	No	No
Cumulative GPA	Yes*	No	No	Yes*	No	No
Class Schedule	Yes*	No	No	Yes*	No	No
Grades (not written/ not a transcript)	Yes*	No	No	No	No	No
Hold on account	Yes*	No	No	Yes	No	No
Demographics	Yes*	No	No	Yes*	No	No
SS#	No	No	No	No	No	No
Transcript (with request)	Yes* w/ student transcript request + ROI	No	No	Yes* w/ student transcript request + ROI	No	No
Advisor name and contact info	Yes*	Yes	Yes	Yes	Yes	Yes
# of credits enrolled	Yes*	No	No	Yes*	No	No
				See #2		

How To Request Transcripts

PAPER TRANSCRIPTS:

- Students must log into The Hub > Self-Service > Transcript Request to submit their transcript request. Students who do not remember their Hub log-in, please contact the SCC Helpdesk.

ELECTRONIC TRANSCRIPTS:

- Online ordering process through the National Student Clearinghouse. Full instructions are available through the online, secure ordering site: [National Student Clearinghouse](#)

Student Resources

- Students interested in working with an academic tutor should contact the **Academic Success Center**.
 - Email: scctutoring@southeast.edu
 - Hours: Monday-Thu 9 am-5 pm
Fri 9 am – 3 pm
Sat 9 am – 12 pm
- Online tutoring service are available on limited times and services
- Writing Center Hours**
 - Monday-Thu 9 am-5 pm
Fri 9 am – 3 pm

Sat 9 am – 12 pm

Sunday Online availability

- **Upswing** is an asynchronous platform allowing students to submit papers online to be reviewed. SCC tutors are still the primary readers of writing submitted. Please allow up to 24 hours for a response.

How to Access Grades

- After the class is completed, you may access your grades on Self-Service. Use your username and student ID to log into “The Hub” to access your information.



How To Apply For and Receive a College Certificate or Diploma:

High school students in their final semester of dual credit courses can apply for a certificate from SCC if they earned the course credits to earn the certificate.

FOLLOW THESE STEPS:

1. The SENCAP Coordinator or TCA Registrar will complete the initial document for students eligible for a Certificate or Diploma as provided by SCC Registration.
2. The student will complete the Dynamic Form sent to them via email from their Coordinator.
3. Once the student has completed the Dynamic Form and submitted the form they will receive notification of approval.
4. Timelines
 - Spring term dynamic form submission – certificate can be received in person at May graduation or mailed to student after graduation commencement.
 - Fall term dynamic form submission – certificate can be received in person at May graduation or mailed to student after graduation commencement.

Pre-Foundations Hold - Undeclared Students

Undeclared students that have a Pre-foundations hold and wanting to register for any of the courses listed below, the hold can be temporarily lifted by testing to get the student registered. Following the completion of the course, the hold will be re-added.

- EKG Technician (HLTH 1080)
- EMT (EMTL-1305 & EMTL 1305L)
- Sterile Processing (HLTH 1250)
- Medication Aide (HLTH 1040)
- Nursing Assistant (HLTH 1150)
- Procedures in Phlebotomy (MEDT 1100)
- Dental Terminology (HLTH 1050)
- CPR Training (CE Course)

Classes Taught in Person at a High School:

Classes can run with any number of student enrollments at a high school by a high school instructor to support student success (instructor pay will be prorated per student if below 8). Classes that are taught SWEB (via Zoom) or online (HSW sections) will need a minimum number of 8 students to run. CNA classes are excluded from this. If you have questions on if a course can run with less than 8, please reach out to [Caleb Berg](#) who schedules classes.

Weekly Grades for SENCAP Students:

A weekly grade report is generated for students enrolled in Dual Credit courses and shared with a designated point of contact(s) at each high school for school staff to support the enrolled student's success. Only the letter grade is sent as that is all SCC places on a transcript. If a partnering high school needs additional information, they will need to contact the student directly. SCC is not able to provide that information. Notify the SENCAP Coordinator if you are missing a grade.

Class Cancellations:

Classes that are taught online, SWEB or in person may be canceled up to the first day of the semester. Classes are cancelled for unforeseen circumstances that may be out of SCC's purview.

The Career Academy (TCA):

[TCA](#) is a joint partnership with Lincoln Public Schools (LPS) and Southeast Community College. Enrollment priority is given to LPS students. SENCAP and TCA have a partnership that allows a very limited number of students to take specific courses at TCA and this is based on availability and other factors. Please ask a [SENCAP Coordinator](#) for additional information and availability.

Changing TCA Pathways:

If a TCA student wants to change pathways, please submit your request to Katie Robinson at TCA or to your SENCAP Career Explorer with your new requested pathway. The information needed will be name, student id and new pathway to make the change.

Dual Credit Teaching Modalities:

In online or SWEB modalities offered by SCC, students may have a cross-listed course with other college students. In an in-person setting, Dual Credit students may be in a room with non-Dual Credit students on SCC's three college campuses or six Learning Centers (TCA students may not be in the same room as non-Dual Credit students).

Academic Integrity:

All coursework is essential to the integrity of the College and your credentials. Be mindful of your integrity as you prepare assignments and tests. Behaving in an immoral or unethical manner in the completion of your academic work is dishonest and jeopardizes your integrity, the integrity of the College and a violation of the SCC Student Code of Conduct. The core principles of integrity create a foundation for success in all of life's endeavors. Integrity in academic settings is a fundamental component of success and growth in the classroom. It prepares students for personal and professional challenges as well as providing a blueprint for future fulfillment and success. Please see the complete [Student Code of Conduct](#) for more information.

Auditing A Course:

If a student would like to audit a course, they may do so by following college policy. However, course audits are not applicable under SENCAP and therefore would not receive the SCC Dual Credit Scholarship as the goal of the Dual Credit Department is college readiness. Any interested students in a course audit would need to follow the traditional path of applying through admissions and their process.

How To Look Up Instructor NDE Numbers:

First name initial and full last name of instructor are provided. If full first name is needed, contact your SENCAP Coordinator.

Nebraska Department of Education Certification Look Up:

<https://teach.education.ne.gov/#/VerifyLicense>

The screenshot shows the 'Nebraska Department of Education' header in a blue bar. Below it is the 'VERIFY EDUCATOR CERTIFICATION' section. This section contains four input fields: 'First Name', 'Last Name', 'NDE Staff ID', and 'Certificate ID'. To the right of these fields are 'Search' and 'Reset' buttons. Below the input fields is a 'Show: 50 entries' dropdown menu. At the bottom, there is a table header with five columns: 'Last Name', 'First Name', 'Middle Name', 'NDE Staff ID', and 'Details'.

#1 All marked “Yes” in this column require written request from student.

#2: All marked “Yes” in this column require a written request from person listed on ROI.

*Yes, with verified identity using the guidelines listed on page 2.

Verify Identity Of Student In Person (Either Of The Following):

- ID # - no further verification needed
- SS # - typed in to keypad
- Name and birthdate
- Official ID card: Student ID; driver’s license

Verify Identity Of Student On ROI In Person:

- Government-issued ID (e.g. driver’s license, passport)

Verify Identify Of Student On The Phone (Either Of The Following):

- Student ID #
- Name and birthdate

Verify Identity Of Student In Email (Either Of The Following):

- Student ID #
- Name and birthdate

Verify Identity Of Student In Chat:

- Unnecessary, only releasing directory information over chat

Verify Identity Of Student In Text:

- Unnecessary, only releasing directory information over chat

NOTE: FERPA protected information can be released to SCC employees if they need that information to perform their job responsibilities. It can be provided in person, over the phone, through SCC email (only) or secured intercampus mail.

Documents needed for No SSN SENCAP/Dual Credit Application



SENCAP/DUAL-CREDIT ADVANTAGE APPLICATION

Students must complete and submit this application form to be considered for participation/enrollment in Southeast Nebraska Career Academy Partnership (SENCAP) or DC Advantage's dual-credit courses.

SENCAP - CAREER ACADEMY PATHWAY

- | | | | |
|---------------------------------------|--|---------------------------------------|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> GIS | <input type="checkbox"/> Manufacturing - Energy |
| <input type="checkbox"/> Business | <input type="checkbox"/> Early Child Education | <input type="checkbox"/> Health | <input type="checkbox"/> Manufacturing - Welding |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Education (K-12) | <input type="checkbox"/> Horticulture | |
| <input type="checkbox"/> Construction | | <input type="checkbox"/> Livestock | |

and/or

DC ADVANTAGE

- ☐ ONLY taking General Education Learning Outcome classes, NOT Career Academy Pathway classes

BOTH

- ☐ Enrolling in BOTH an Academy Pathway, and taking GELOs

Student Information (Please type or print neatly in black ink)

Student Name _____ Birth Date* _____
Last First Middle Initial mm/dd/yyyy

→ Student Social Security Number _____ - _____ - _____ SCC ID# _____

Mailing Address/City/State/Zip _____

Student Cell Phone# _____ Home Phone# _____

Student Email Address (REQUIRED) _____

High School _____ Graduation Year: _____

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (select one or more): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
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FERPA/RELEASE OF INFORMATION: I have read and understand that my educational records at Southeast Community College are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand I am not required to authorize a Release of Information for my parent(s)/guardian(s) in order to participate in the SENCAP/DC Advantage program. I also understand I can rescind or make changes to a Release of Information at any time by contacting The Registration and Records Office at Southeast Community College.

- ☐ YES, I hereby grant permission for Southeast Community College to share my SENCAP/DC Advantage educational records, including billing statements, with my parent(s)/ guardian(s) listed below:

Release of Information to: Parent/Guardian Names (s) _____

Student Signature **X** _____ Date _____
mm/dd/yyyy

Parent/Guardian Information

I grant my student permission to enroll in dual-credit courses through SENCAP/DC Advantage during the school year. I understand I am responsible for all tuition and/or fees associated with dual-credit courses less any scholarship or payments made by their high school or third parties. I am aware that if my student withdraws from a course after the tuition refund date, I am still responsible for tuition and fees. I understand that my student failing dual-credit courses has consequences and may cause a student to be ineligible for Federal Financial Aid after high school graduation. I understand my student's FERPA rights.

PRINT Parent/Guardian Name _____ Primary Phone# _____

Parent/Guardian Signature **X** _____ Date _____
mm/dd/yyyy

High School Permission

This student has demonstrated the ability to benefit from college-level courses and has met all prerequisites. Approval is granted.

Counselor/Administrator Signature **X** _____ Date _____
mm/dd/yyyy

MAKE A COPY OF THIS FORM FOR YOUR RECORDS.

FERPA: Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. To see the SCC policy, please visit www.southeast.edu/legalnotices and click on FERPA.

For assistance completing this form, contact the SENCAP/Dual Credit Administrative Director, Erin May, at emay@southeast.edu or 402-437-2859.

OFFICE USE ONLY

Date Entry

Date

DISTRIBUTION WHITE - SENCAP OFFICE YELLOW - STUDENT

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Request for SSN or Taxpayer ID



REQUEST FOR STUDENT'S INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (SUBSTITUTE FORM W-9S)

Do NOT send this form to the IRS.

Complete this form and mail it, or bring it in-person to the registration office, or contact Registration and Records for a Secure Upload Link.

Privacy Act Notice Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities and states to carry out their tax laws.

The IRS requires businesses that make "reportable transactions" to file information returns to the IRS and provide a copy to the other party involved in the transaction. With a 1098-T, Southeast Community College reports how much qualified tuition and expenses you (or your parents) paid in during the tax year.

Part I. Enter your name and mailing address. The name should match the one used by the Social Security Administration or Internal Revenue Service.

Part I

PRINT Name of Student _____ ID# _____
Address/City/State/ZIP _____

Part II or III. Complete Part II *or* Part III. Not both. Sign and submit to the Registration Office on your campus.

Part II

☐ Taxpayer Identification Number or
☐ Social Security Number (check one) (enter number)

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Signature _____ Date _____

If you completed Part II, do not complete Part III.

Part III

☐ I am a foreign national/nonresident alien and do not have a Social Security number or individual taxpayer identification number. I do not plan to file an income tax return in the U.S.
☐ I do not wish to provide my taxpayer identification number to Southeast Community College at this time. I understand that I may be subject to an IRS fine of \$50 for failure to do so. I fully understand that the IRS will not be able to use the Form 1098-T filed by Southeast Community College to confirm my eligibility for certain education tax benefits without my taxpayer identification number.
Signature _____ Date _____

Southeast Community College must have your correct identifying number to file Form 1098-T (Tuition Statement) with the IRS and to furnish a statement to you. This will be your Social Security Number (SSN) or, if you are not eligible to obtain an SSN, your Individual Taxpayer Identification Number (ITIN).

Form 1098-T contains information about qualified tuition and related expenses to help determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce Federal income tax. For more information, see IRS Pub. 970, Tax Benefits for higher education. Under federal law, you are required to provide the requested information.

Part II. Provide your Taxpayer Identification Number, sign your name and date it, confirming the information provided. SCC cannot change your records without your signature.

If you do not have and SSN or ITIN, apply for one. www.irs.gov/ Once you receive it, fill out and return this form.

Part III. Please fill out this part *only* if you are unwilling or unable to provide a taxpayer identification number. Check either the first *or* second box and sign the statement.

Southeast Community College is required to ask you at least once a year for your taxpayer identification number in order to meet its obligation to file Form 1098-T. Bring this form

in person or mail the completed form to the address provided.

Penalties

Failure to furnish correct SSN. If you fail to furnish your correct SSN or ITIN to Southeast Community College, the IRS may impose a penalty, unless your failure is due to reasonable causes and not to willful neglect.

Misuse of SSNs. If Southeast Community College discloses or uses your SSN in violation of Federal law, Southeast Community College may be subject to civil and criminal penalties.

Do not e-mail or FAX the form as it is not a secure way to transmit personal information.

Registration & Records Office

Beatrice Kennedy 122 4771 W. Scott Road, Beatrice, NE 68310
Lincoln V-123 8800 O St. Lincoln, NE 68520
Milford Eicher 100P 600 State St., Milford, NE 68405

*Do NOT send this form to the IRS.
Complete this form and mail it, or bring it in-person to the registration office, or contact Registration and Records for a Secure Upload Link.*

A0347-R (08/20)