

SENCAP & TCA

Resource Guide



Table of Contents

Dual Enrollment Registration 2024-2025 Academic Year.....	4
Requirements of Dual Enrollment:.....	4
'The Hub' SCC Student Portal.....	4
Flowchart of Dual Credit Registration Process	4
STEP ONE: SCC APPLICATION.....	4
STEP TWO: USERNAME AND PASSWORD	4
STEP THREE: RESOLVE ANY POSSIBLE BARRIERS TO REGISTRATION	5
STEP FOUR: REGISTER ONLINE	5
Applications.....	5
Dual Enrollment Registration on Self-Service	6
Late registration for 16-week and year-long classes (only):.....	9
For Any Term Shorter Than 16 Weeks.....	9
Year Long Class Registration:.....	10
Waitlists	10
Changing Sections	11
Enrolling After The Add/Drop Period:.....	11
Courses Not Approved For Dual Credit:.....	11
How To Drop A Class Online With Counselor Permission	11
Refund and Withdrawal Dates.....	12
Registration Assistance.....	12
Online Courses	12
Textbooks.....	13
Dual Enrollment Registration Quick Facts	14
Transferring Dual Credits to SCC.....	16
Students Who Live Out of State Or Who Live in Nebraska But Outside Of The Service Area	16
SCC IT Help Desk (Assistance Logging In, Other Access Issues)	18
Scholarship Information	18
SCC Student Accounts (Billing & Payments).....	18
Reasonable Accommodations	19
Title IX Resources	19
FERPA.....	19
How To Request Transcripts	19
How to Access Grades.....	20
Email Student Receives RE: Username, Password, And Logging In	20
Steps To Login To 'The Hub' From An Off-Campus Location.....	20
Students Wanting to Take the Portfolio:	21

How To Apply For and Receive a College Certificate or Diploma:.....	21
Classes Taught in Person at a High School:.....	22
Weekly Grades for SENCAP Students:.....	22
Class Cancellations:	22
Transferring Credits:	22
The Career Academy (TCA):.....	23
Changing Pathways:	23
Dual Credit Teaching Modalities:	23
Academic Integrity:.....	23
Auditing A Course:	24
How To Look Up Instructor NDE Numbers:.....	24
QUICK GLANCE – FERPA - RELEASE OF INFORMATION GUIDELINES	24
Verify Identity Of Student In Person (Either Of The Following):.....	25
Verify Identity Of Student On ROI In Person:.....	26
Verify Identity Of Student On The Phone (Either Of The Following):.....	26
Verify Identity Of Student In Email (Either Of The Following):	26
Verify Identity Of Student In Chat:	26
Verify Identity Of Student In Text:.....	26

Dual Enrollment Registration | 2024-2025 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 this 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 dual credit courses have been taken previously, there is no need to apply again.
3. For new applications, select the SENCAP or The Career Academy application on the Applications Page.
4. If the student has applied and/or taken dual credit classes in the past, proceed to Step Two.
5. Additional information about applications can be found on Page 3 of this Resource Guide.
6. Allow 1-2 business days after submitting a new application online before proceeding with the remaining steps.

STEP TWO: USERNAME AND PASSWORD

- Students will receive an email with information containing their student id, username, password, and logging 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.
- If IT support is needed for log-in, see information in the email for contact information.
- A copy of that email is toward the end of this Resource Guide.

STEP THREE: RESOLVE ANY POSSIBLE BARRIERS TO REGISTRATION

Accounts Receivable hold:

- The account balance needs to be paid before the student can register.
- To make a payment, students will need to log into the [The Hub](#). Click Self-Service under QuickLinks.
- Click Student Finance then click Make a Payment or Payment Plan (on the right side)
- Click Proceed to Processor, set up a PIN if prompted then Make a Payment.
- Direct questions about student account balance holds to mdelong@southeast.edu.
- More details can be found in the Quick Facts table of this guide.

STEP FOUR: REGISTER ONLINE

- Step-by-step online registration instructions start on page 6 of this Resource Guide.
- For questions or additional support, contact Katie Robinson for TCA or the assigned [SENCAP Coordinator](#).

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) students regarding when online registration becomes available after applying. 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 “Quick Links” choose “Self-Service” or choose “WebAdvisor for Students” then “Self Service Students”
- Click “Course Catalog”

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

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.

Term: Meeting Start Date: Meeting End Date:

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

Courses And Sections

<input type="text" value="Synonym"/>	<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Synonym"/>	<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Synonym"/>	<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>

+ Add More...

Days Of Week

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

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

Location:

Time Of Day: Time Starts by: Time Ends by:

Select Course Type "Dual Credit"

Course Type:

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

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
Add	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	
Add	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	
Add	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	
Add	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	
Add	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	
Add	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	<input checked="" type="checkbox"/> 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

Click on the Graduation Cap 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

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

- Can still be done online during 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).
- Adding classes after the first week requires the faculty AND the appropriate Division Dean or Associate Dean's signature.

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) for year-long classes (both Fall and Spring semesters). 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.)

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.

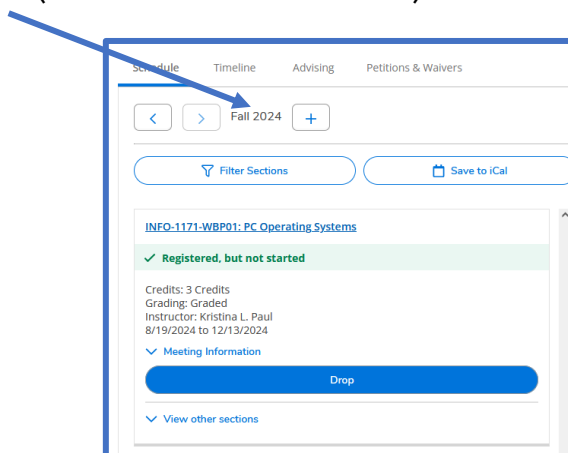
Courses Not Approved For Dual Credit:

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

INFO-1171-WBP01 PC
Operating Systems
Fall 2024

Instructors Kristina L. Paul (klynepaul@southeast.edu)

Meeting Information 8/19/2024 - 12/13/2024
Web, Login at thehub.southeast.edu WEB (Lecture)

Dates 8/19/2024 - 12/13/2024

Seats Available 11 / 9 / 20 / 0

Credits 3

Grading Graded

Requisites

Take BSAD-1010 - Must be taken either prior to or at the same time as this course.

Course Description An introduction to features and capabilities of both Microsoft Windows and Linux operating systems, including directory and file management. The course includes extensive use of command line interfaces.

Additional Information Refund Date: 08/26/24; Withdraw Date: 11/13/24

Books Total

Close

Registration Assistance

- SENCAP: Contact your SENCAP found at [SENCAP Coordinators | Southeast Community College](#))
- 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

If you register 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.

WebAdvisor

My Courses

To check course registration go to: [Self-Service > Student Planning > Go to Plan & Schedule](#)

My Courses - Canvas

[Canvas Status Page](#)

[SCC Student Canvas Tutorial \(Optional\)](#)
Take advantage of this free, ungraded course that will give you a basic understanding of Canvas and learn best practices for being a successful learner.

[Syllabus Statements](#)

[Welcome Back and the Importance of Masks](#)

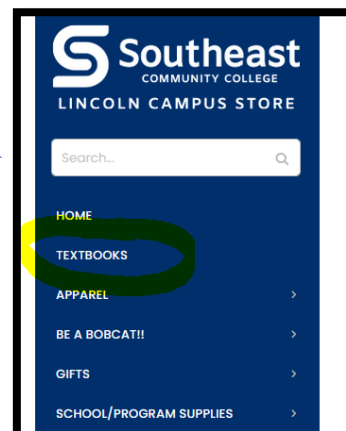
[COVID-19 Self-Screening Checklist](#)

Textbooks

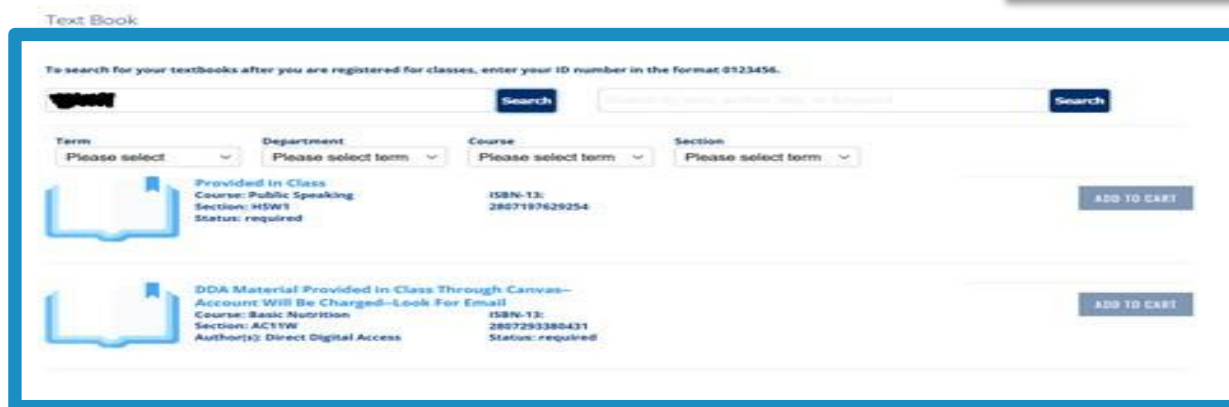
The SCC Campus Store has updated their website so students may look up their required textbooks in several ways. **Students will need their Student ID # for this process.**

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

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



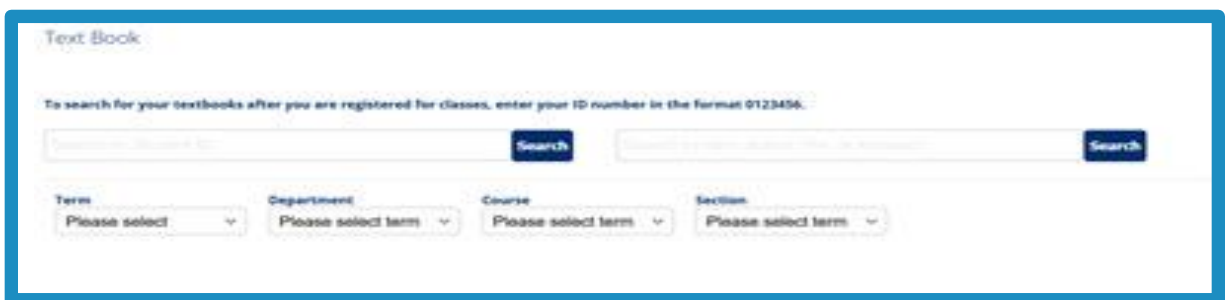
- Students may search for textbooks with their student ID (add a ZERO to the beginning).
- This is an example of a student who is registered for Public Speaking and Basic Nutrition.
- Both books are “provided in class” or as Digital Material available through Canvas.



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



- 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.)



- See example below of a paper text book requirement.



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

HOURS		STORE INFORMATION
Monday - Friday	7:30am - 5:00pm	8800 O Street Lincoln, NE 68520
Saturday/Sunday	Closed	402-437-2560 lincolncampusstore@southeast.edu

Dual Enrollment Registration Quick Facts

Error message: "Student xxxxxx has Account 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.	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. 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. 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.
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/applynow. 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.	There is not a guarantee that a TCA student can enroll in SENCAP classes, therefore it is recommended that you connect with TCA staff and provide the student name and their student ID#. The TCA staff will work with our programs to navigate this special request.
SENCAP student wants to register for a TCA class.	There is not a guarantee that a SENCAP student can enroll in TCA classes, therefore it is recommended that you connect with your SENCAP Coordinator and provide the student name and their student ID#. Your SENCAP Coordinator will work with our programs to navigate this special request.
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 Coordinator for SENCAP 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 of 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	TCA: Requires simultaneous enrollment with 1020 and 1602.

Transferring Dual Credits to SCC

If students are qualifying for a class using a dual credit class taken from another institution, please provide a transcript (unofficial or official) with a final grade for the class. A screenshot of an unofficial transcript with a grade is acceptable. Send 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 sent directly to SCC, but schools will still need to send the student's name, SCC ID#, and the class they want to register to take. A waiver will be built into the system to allow the student to register.

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

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

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

Scholarship Information

- [Learn To Dream Scholars](#)
- 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)

- Link to 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 requires a course placement exam that assesses a student's math and English skills (unless submitting ACT scores or a high school course for Math) prior to being admitted or enrolling in any math or English class. Accepted placement tests include Next Generation ACCUPLACER®, ACCUPLACER®, ACT, or SAT. Test scores may be reported by the testing service (ACT, SAT, etc.), listed on the high school transcript, or submitted by the student. Students may also provide an official transcript showing completion of college-level coursework in English and math in lieu of test scores. 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](#)

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](#)

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](#)

How to Access Grades

- After the class is completed, you may access your grades on Self-Service. Use your username and student ID to access your information.



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 "Sc##" followed by the last four digits of your Social Security Number (SSN). Example: Sc#1234. Please note the password is case-sensitive only the S is capital.
- If you are an international student and/or you do not have an SSN on file with SCC, please refer to the SCC Helpdesk website FAQ or contact the SCC Helpdesk in Step 7.

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](#)

Students Wanting to Take the Portfolio:

Students who wish to take the portfolio that is supplementary with SENCAP must be enrolled in at least one dual credit course in the respective semester. If a student is not enrolled in any courses or drops their only dual credit course, they will also administratively be dropped from the portfolio for that semester. Students are added to a portfolio class by the SENCAP Team. If your student(s) should be in a portfolio but it does NOT appear on their Canvas Dashboard - please reach out to your SENCAP Coordinator and your Coordinator will get your student(s) added.

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.

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 [Brian Stark](#) / [Caleb Berg](#) for further clarification

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 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.

Transferring Credits:

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.

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](#)
- [Transferology](#)

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 Pathways:

If a student wants to change pathways, please submit your request to Katie Robinson at TCA or to your SENCAP Coordinator with your new requested pathway. The information needed will be your 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 a web interface for the Nebraska Department of Education. At the top is a blue header with the text "Nebraska Department of Education". Below this is a white section titled "VERIFY EDUCATOR CERTIFICATION". Inside this section is a form with four input fields: "First Name:", "Last Name:", "NDE Staff ID:", and "Certificate ID:". To the right of these fields are two buttons: "Search" (green) and "Reset" (grey). Below the form is a "Show: 50 entries" dropdown menu. At the bottom of the form area is a blue header for a table with columns: "Last Name", "First Name", "Middle Name", "NDE Staff ID", and "Details".

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		

#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.

