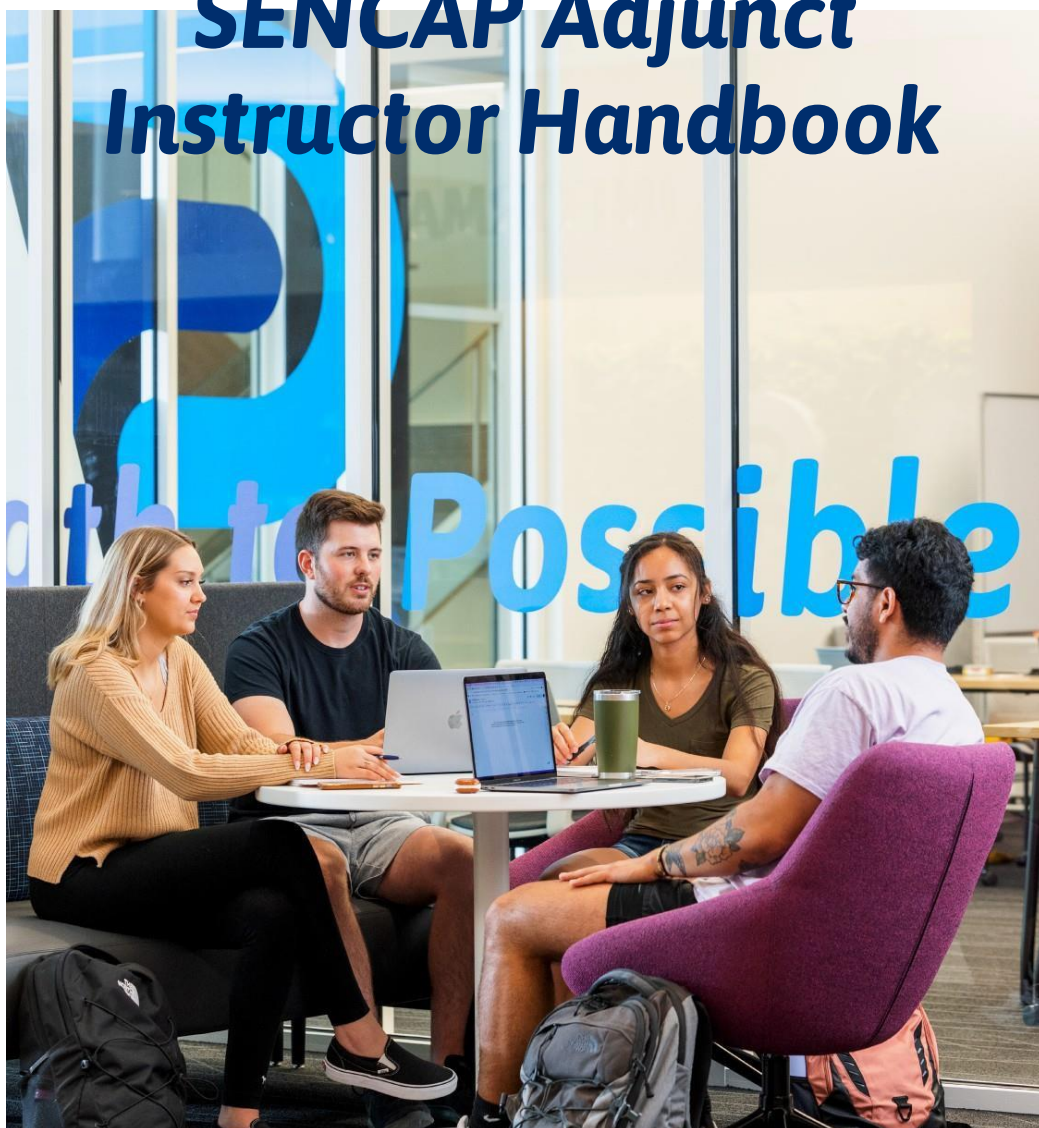




# **SENCAP Adjunct Instructor Handbook**



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## **Welcome to Southeast Community College Dual Credit**

Dear Dual Credit Adjunct Instructors,

Thank you for choosing Southeast Community College to share your knowledge, skills, and talents with dual credit students. You are a key player in helping us further educate our high school students and prepare them for their next steps. We are excited to welcome you to our team!

This handbook includes information about the Dual Credit program. I hope you find your teaching experience with us rewarding and fulfilling! If you have questions along the way, please contact us.

Sincerely,

The SENCAP Team

## **Roles and Responsibilities of Dual Credit Staff**

Associate Dean – Brian Stark

- School Partnerships – visit each high school partner yearly
- Oversee new/future pathway options
- Requests for tuition refunds
- Oversee college Certificate/Diploma Opportunities
- Partner with Business and Industry
- Supervise SENCAP Coordinators and Career Explorers
- Oversee Marketing materials
- Manage SENCAP website information
- Point of Contact for public relations for SENCAP team
- Supervise outreach for SENCAP team
- Manage data report outs

Administrative Director – Caleb Berg

- Creates SENCAP class schedules
- Oversees registration
- Oversees credentialing of new dual credit instructors
- Manage Credentialing Process
- Oversee constant daily course changes
- Point of Contact for all SENCAP schools for registration
- Lead permission for enrollment process for younger students
- Oversee application process for SENCAP
- Oversee registration process for SENCAP
- Compile H3 Data and share with internal stakeholders
- Oversee Handbook generations and updates
- Review/update SENCAP marketing material
- Lead SENCAP Faculty Liaisons

SENCAP Faculty Liaisons – Cindy Lien (CTE) and John Heineman (Arts & Sciences)

- Coordinate credentialing of new instructors
- Oversee dual-credit faculty onboarding
- Dual-Credit Instructor training
- Classroom observations
- CID reviews and grade submissions
- Onsite observations

SENCAP Coordinators - [Schools and Contact Information](#)

- Advise students about the benefits of taking dual-credit courses
- Inform students & counselors of registration deadlines
- Disseminate dual-credit information to school administration, students & parents
- Verify all students enrolled in their courses/registration/application
- Build relationships with assigned schools' personnel
- Support students with online registration and add/drop forms
- Emphasize resource guides to students and school personnel

SENCAP Career Explorers

- Guide students in clarifying and confirming academic pathways, college credentials, and career exploration
- Provide academic and degree audit advising for students for dual credit
- Provide accurate information and guidance to students as they make decisions about instructional delivery options, selection of program of study, and SCC policies and procedures
- Assist students in developing an academic plan integrating their current responsibilities and life goals
- Refer students to appropriate support services
- Recruit and retain students to continue their academic path at SCC

## Credentialing requirements

### *Faculty Credentials for Dual Credit Instructors*

Below are the faculty teaching requirements for SCC dual credit courses. All requirements are subject to change at the discretion of the academic department and aligned with HLC standards. Before enrolling in any graduate program for the purpose of teaching SCC dual enrollment courses, teachers should first contact the [Faculty Liaison](#) to ensure the course meets the department's requirements.

Department	Code	Teacher Requirements for Dual Credit Courses
Agriculture	AGRI	Bachelor's Degree in Agriculture, Business, or closely related field. Two (2) years of recent verifiable work experience in Agriculture Business.
Art	ARTS	Master's Degree that includes a minimum of 18 graduate hours in an Art discipline.
Automotive	AUTT	Associate's Degree in Automotive Technology. Two (2) years of experience in an automotive field related to the area of assigned instruction in the Automotive program. ASE Certification in areas of instruction.

Biology	BIOS	Master's Degree with at least 18 hours of graduate credit in Biological Sciences.
Business	BSAD	Master's Degree in Business Administration or related field with 18 graduate hours in Business courses or Business-related topics.
Chemistry	CHEM	Master's Degree with at least 18 hours of graduate credit in Chemistry discipline.
Construction	CNST	Associate's Degree in Building Construction Technology. Three (3) years of on-the-job/hands-on experience in residential and/or light commercial building construction and framing, concrete and masonry construction as well as manual drafting, CAD drafting, estimating, cabinet construction and installation, and blueprint reading.
Criminal Justice	CRIM	Master's Degree with at least 18 hours of graduate credit in Criminal Justice discipline.
Early Childhood Education	ECED	B.S. or B.A. Degree in Early Childhood Education, Child Development, Human Development and the Family or related field with an emphasis in Early Childhood Education. Two (2) years' work experience in an early childhood group setting.
Economics	ECON	Master's Degree in Economics, Finance, or related field with a minimum of 18 graduate credit hours in Economics, or a combination of 18 graduate hours in Finance and Economics. Two (2) years of experience in the business world.
Education	EDUC	Master's Degree in Education or a closely related field with a minimum of 18 graduate hours in Education.
Energy	ENER	Associate's Degree of Applied Science Degree in Energy Generation, Electronic Systems, or Electrical/Electromechanical. Two (2) years' work experience in a technology field, energy generation, electronics, mechanical, electrical, HVAC or closely related industry.
English	ENGL	Master's Degree with at least 18 hours of graduate credit in English discipline.
Entrepreneurship	ENTR	Master's Degree with entrepreneurial experience.
Geography	GEOG	Master's Degree with at least 18 hours of graduate credit in Geography.
Geographic Information Systems	GIST	Associate of Applied Science Degree in Geographic Information Systems or related field with a GIS Certification. Two (2) years' recent industry work experience in Geospatial Technology related to the areas of assigned instruction.
History	HIST	Master's Degree with a minimum of 18 graduate hours in History.
Health Sciences	HLTH	Bachelor's Degree of Health Science & 3 years of experience in professional discipline specific courses. For Nursing courses, a Bachelor's of Science in Nursing Degree and 3 years of Nursing experience.
Human Services	HMRS	Bachelor's Degree in Human Services, Human Relations, Social Work, Psychology, or related field of study. Two (2) years of recent direct work experience in the Human Services field
Horticulture	HORT	Baccalaureate Degree in Horticulture, Agronomy, or Ag Business. Two (2) years of recent verifiable employment experience in Horticulture or Agronomy.

Information Technology	INFO	Associate's Degree in Computer Information Technology or related degree. Two (2) years of recent industry experience in Computer Information Technology.
Mathematics	MATH	Master's Degree with a minimum of 18 graduate hours in Mathematics.
Medical Assisting	MEDA	Associate's Degree in Medical Assisting, Nursing or Allied Health. Current certifications or licensure depending on the degree/field. Three (3) years of experience in a medical office or clinic. Current and competent in the MAERB Core Curriculum objectives as evidenced by education and/or experience.
Medical Laboratory Technology	MEDT	Associate's Degree in Medical Laboratory Technology. Current National Certification through the American Society of Clinical Pathology (ASCP) to include MLT, MLS, or MT. Two (2) years of recent work experience in a clinical/medical laboratory. Meet and maintain health requirements for clinical sites.
Music	MUSC	Master's Degree that includes a minimum of 18 graduate hours in Music.
Office Professional	OFFT	Bachelor's Degree in Business Education, Business Administration, Education, or related field. Two (2) years of work experience in a business/office setting or secondary or post-secondary teaching experience in Business Education.
Philosophy/Religion	PHIL/RELS	Master's Degree in Philosophy, or a related field (i.e., Religious Studies) with at least 18 graduate hours in Philosophy.
Physics	PHYS	Master's Degree with at least 18 hours of graduate credit in Physics or Engineering.
Political Science	POLS	Master's Degree with a minimum of 18 graduate hours in Political Science.
Psychology	PSYC	Master's Degree in Psychology which includes at least 18 graduate hours in the content area.
Sociology	SOCI	Master's Degree with a minimum of 18 hours of graduate coursework in Sociology.
Speech	SPCH	Master's Degree in Speech Communication or in a related field with at least 18 graduate credit hours in Speech.
Truck Driving	TRUK	High school diploma or GED. Minimum of two (2) years of recent work experience as an over-the-road driver of a commercial tractor/trailer. Must possess and maintain a valid commercial driver's license, Class A.
Welding	WELD	Associate's Degree in Welding Technology. Two (2) years of welding experience related to the area of assigned instruction in the Welding Technology Program. Must obtain CWE Certification or higher (CWI) within three (3) years of employment date.

## Hiring Process Start to Finish

1. The initial step for the potential instructor is to complete the [Instructor Inquiry Form](#).
2. Transcripts are then reviewed by SCC program staff for approval.
3. Some program chairs will require an informal interview with the potential instructor before approval is given.
4. A Plan of Action (POA) may be required if the instructor is deficient in required credits.

5. Internal form is completed stating that the SCC program staff grants approval to teach dual credit.
6. Theresa Puente will send onboard paperwork that needs to be completed.
7. SCC payroll and HR will enter you in the system and you will have an SCC email along with an ID number. You will be directly paid from SCC for Dual credit courses following the MOU and faculty agreement.
8. Caleb Berg is responsible to schedule any course (this step could be earlier depending on a few factors)

## **Dual credit faculty agreement**

All adjunct staff teaching at Southeast Community College for dual-credit courses will need to have a dual-credit faculty agreement signed and on file. Signatures will be required from the new faculty member, high school administrator, and Associate Dean on an annual basis.

The dual-credit faculty agreement clearly outlines the expectations, so everyone is aware of the partnership.

SCC will pay qualified high school instructors 60% of the established SCC adjunct pay rate for 8 or more students enrolled in a dual-credit course/or a prorated amount per pupil rate for fewer than 8 for the current academic year. This amount will be paid by SCC directly to the instructor.

## **Payment for Instructors**

If you have questions regarding your pay agreement, please contact: [Theresa Puente](#)  
Teaching Fall courses will be paid in October, November, and December. Teaching Spring courses will be paid in March, April, and May. Yearlong courses will be paid monthly from October-May.

## **SCC Email**

As an adjunct employee of Southeast Community College, it is expected all employees will check their SCC email on a regular consistent basis. If you need assistance with forwarding your SCC emails to your personal email address, please contact SCC [Help Desk](#) via email or call 402-437-2447. The Help Desk will provide further assistance if needed. The expectation is instructors will use their SCC email when contacting SCC staff and students.

## **Checklist Before Start Of Course**

Textbooks, CID, syllabus, homework hours documented on CID, course developed with appropriate start and due dates, gradebook set up, office hours listed on home page, GELO Outcomes imported in Canvas, CID uploaded to Canvas shell and SharePoint, Major Assignments submitted to SharePoint.

## Things to Know Before You Start

1. If you have a course listed with zero enrollment, please contact your Program Chair/Director to request the class be cancelled.
2. If, at any point during this process, you receive an error message, refresh your browser and continue.
3. If you are teaching a cross-listed class, you will need to certify both sections in Canvas.
4. **This process must be completed even if all students have participated.**
5. Options to confirm attendance may include:
  - Attendance at a class meeting before the class no-show date.
  - Completion of an assignment in Canvas before the class no-show date.
  - A suggested assignment could be a CID/syllabus quiz on Canvas. Notifying your students via email of this assignment will alert them to this expectation.
6. If you are teaching a lecture/lab class, **both** the lecture roster and the lab roster will need to be certified. Only students that failed to attend both lecture and lab will be dropped.

## Book Information

All book information for your course(s) will be coordinated by the Program Chair(s) as they will be your best contact regarding any questions you have about your textbooks. All courses will need to utilize SCC-approved textbooks.

## Canvas Training

SCC utilizes Canvas as our learning management system that supports teaching for all our courses. This [link](#) provides access to our Canvas orientation course for faculty and provides information 24/7, including the monthly newsletter. At this time, Canvas training is not required for all adjunct staff members. Unless your course is 100% WEB, then the training will be required by your program staff. Hybrid courses also require full online training. It is highly encouraged to become more familiar with Canvas as you will use Canvas heavily in your adjunct position.

Program staff will provide support, such as sharing a canvas shell, and the Help Desk will answer technical-related questions as they apply.

## No-Show Roster Process

Certification of all rosters and all courses is completed through Colleague Self-Service. ***Even if all students have attended, you MUST submit the report.*** Any students who are reported for non-attendance will be dropped from the course. This is required to comply with federal financial aid regulations. If you have a course listed with zero enrollment, please contact your program chair to request that the class be cancelled.



## Resource Contacts

Task/Duties	Primary Contact
Teaching requirements/hiring process	
Canvas support	Help Desk and Program Chair
Scheduling of dual credit courses	Caleb Berg
Dual Credit Faculty Agreements	Theresa Puente
Number of students in course/reviewing numbers	Program Chair
Course Content	Program Chair
No show Rosters-Certified	Instructor>Program Chair>SENCAP Team
Grades Submitted	Instructor>Program Chair>SENCAP Team
Waitlist	Caleb Berg
Plagiarism	<a href="#">CCR</a> <sup>1</sup>
Classroom Observations	SCC Program Staff
Review of high school facilities/equipment	Program Chair
Title IX	<a href="#">CCR</a>
Academic Integrity	<a href="#">CCR</a>
Information Sharing regarding High Schools	Caleb Berg
Cancellations to Registration	Program Staff + Caleb Berg
Grades Updated	Instructor
FERPA	Registration/Records
NDE Numbers	SENCAP Faculty Liaisons
Registration and Applications	SENCAP Coordinators
Canvas Assistance	Program Chair
CIDs questions and assistance	Program Chair
No Show Roster questions and assistance	Program Chair
Classroom Observations	Program Chair and instructional staff
NDE Certs Updates	Theresa Puente
Onboarding paperwork	Theresa Puente
Approving of instructors to teach dual credit	Program Chairs/Deans
Textbook approvals and questions	Program Chair

## Course Information Document (CID)

Please work with your Program Chair(s) from your specific area on obtaining a CID template and specific CID questions should be directed to them. Each CID will need to be on a specific canvas shell and uploaded to The Hub.

<sup>1</sup> CCR stands for Complaint/Concerns Report

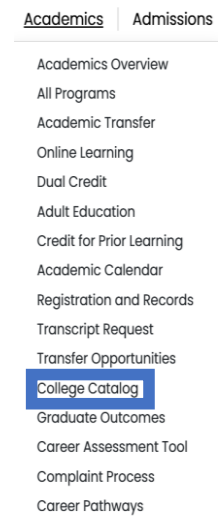
How to Display Course Descriptions and Content

- 1. Go to Southeast.edu
- 2. Choose Academics from the menu bar



When you click on Academics you will get a drop down menu similar to this image

- 3. Click on College Catalog as shown.



- 4. You will then click on the current year catalog



- 5. Click on Course Descriptions



6. This will show a list of classes available. Please note this image is only a partial listing of classes.

**Other Courses**

- [POLS 2020 - State & Local Government](#)

**Accounting**

- [ACCT 1200 - Principles of Accounting I](#)
- [ACCT 1210 - Principles of Accounting II](#)
- [ACCT 2050 - Payroll Accounting](#)
- [ACCT 2090 - Cost Accounting](#)
- [ACCT 2100 - Individual Income Tax Procedures](#)
- [ACCT 2130 - Intermediate Accounting I](#)
- [ACCT 2230 - Computerized Accounting](#)
- [ACCT 2800 - Applied Accounting Capstone](#)

**Academic Foundations**

- [ACFS 0860 - Student Success](#)
- [ACFS 1000 - Multicultural Human Relations - Career Teaching Certificate/NDE Requirement](#)
- [ACFS 1015 - Success@SCC](#)
- [ACFS 2020 - Career Development](#)

7. If you click on the course title, you will get a course description as shown.

[ACCT 1200 - Principles of Accounting I](#)

**ACCT 1200 - Principles of Accounting I**

This course is designed to provide introductory knowledge of financial accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of equity, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

**Location:** B/L/M  
**Credits:** 3  
**Classroom Lecture Hours:** 45  
**Lab Hours:** 0  
**Prerequisite(s):** Accounting Competency recommended.

8. Click on the icon identified with the blue box above and your display will now show the course content. (For demonstration purposes, this image is only a partial image of the Principle of Accounting I course syllabus.)

SOUTHEAST COMMUNITY COLLEGE  
BUSINESS DIVISION  
Business Program  
Revision Date: 06-15-24

**I. CATALOG DESCRIPTION**  
Course Number: ACCT 1200  
Course Title: Principles of Accounting I  
Prerequisite: None

**Catalog Description:** This course is designed to provide introductory knowledge of financial accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of equity, the statement of cash flows, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

Credit Hours: 3.0  
Class Hours: 45  
Lab Hours: 0  
Total Contact Hours: 45

**II. COURSE OBJECTIVES/COMPETENCIES:** *Course will:*  
A. Demonstrate the role of accounting in business.  
B. Introduce basic financial accounting terms, concepts, and principles.  
C. Illustrate a series of transactions through the accounting cycle.  
D. Model the recording and reporting of transactions for service and merchandising businesses.  
E. Model the recording and reporting of transactions for a corporation.  
F. Illustrate the preparation and analysis of financial statements.  
G. Discuss ethics in accounting.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES**  
A. Student Learning Outcomes: Students will be able to:  
1. Demonstrate an understanding of accounting and business.

## Resource Guide

We have developed a resource guide for students and school counselors to assist individuals through the entire process of dual credit. The latest resource guide can be found at [2025-2026 Resource Guide](#)

## Billing for Students

Students will be billed directly unless the school district pays for their dual credit course(s).

E-bill statements are emailed to students on the 20th of the month. Unless the 20th falls on a Friday or weekend, then it will be sent on Monday. E-bills go to student's SCC emails, unless they have logged into the payment site (Nelnet, through The Hub) and updated their preferred email address. An e-bill must be paid in full, or a payment plan set up in order to register for future semester courses.

For more information, please contact [Marcie DeLong](#)

## Financial Resources for Students

Additional information on grant and scholarship opportunities available to SENCAP students.

- [Learn To Dream](#)
- [ACE Scholarship](#)

If you have additional questions on grants and scholarships, please contact the [Dual Credit Coordinator](#) assigned to your high school and they will put you in touch with individuals who will be able to answer your questions.

## Family Educational Rights & Privacy Act (FERPA)

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights & 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.

All requests for student records and information must be in writing and directed to the Student Services Office. Questions relating to the release of records and information should be directed to the Student Services Office. SCC may provide directory lists of graduates to senior institutions that have an articulation agreement with SCC.

The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA. 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.

## Program Contacts

Below is a list of the program chairs for individual areas (See pages 5 and 6 for Department Code clarification):

Area	Name	Email
ACCT, BSAD, ECON, ENTR	Linda Hartman Beth Deinert	<a href="mailto:lhartman@southeast.edu">lhartman@southeast.edu</a> <a href="mailto:bdeinert@southeast.edu">bdeinert@southeast.edu</a>
AUTT	Barry Smith	<a href="mailto:bsmith@southeast.edu">bsmith@southeast.edu</a>
AGRI, Livestock Mgmt & Prod	Alex Goeckel	<a href="mailto:agoeckel@southeast.edu">agoeckel@southeast.edu</a>
AGRI, Agricultural Mgmt & Prod	Travis Pralle	<a href="mailto:tpralle@southeast.edu">tpralle@southeast.edu</a>
AGRI, Horticulture & Turfgrass Mgmt, Precision Ag	Jessica Young	<a href="mailto:jyoung1@southeast.edu">jyoung1@southeast.edu</a>
BIOS, CHEM	Gabrielle Johnson Michael Mellon	<a href="mailto:gjohnson@southeast.edu">gjohnson@southeast.edu</a> <a href="mailto:mmellon@southeast.edu">mmellon@southeast.edu</a>
CNST	Jason Adams	<a href="mailto:jadams@southeast.edu">jadams@southeast.edu</a>
CRIM	Rita Dondlinger	<a href="mailto:rdondlinger@southeast.edu">rdondlinger@southeast.edu</a>
ECED	Crystal Kozak	<a href="mailto:ckozak@southeast.edu">ckozak@southeast.edu</a>
EDUC, GEOG, PHED, POLS, PSYC, SOCI	Nicole Trevena-Flores	<a href="mailto:ntrevenaflores@southeast.edu">ntrevenaflores@southeast.edu</a>
ENER	David Madcharo	<a href="mailto:dmadcharo@southeast.edu">dmadcharo@southeast.edu</a>
ENGL	Rachel Hruza	<a href="mailto:rhruza@southeast.edu">rhruza@southeast.edu</a>
FSDT	Vicki Rethmeier Abigail Hoch	<a href="mailto:vrethmeier@southeast.edu">vrethmeier@southeast.edu</a> <a href="mailto:ahoch@southeast.edu">ahoch@southeast.edu</a>
GIST	Kim Waswick	<a href="mailto:kwaswick@southeast.edu">kwaswick@southeast.edu</a>
HIST, PHIL, THEA	Cara Benedict	<a href="mailto:cbenedict@southeast.edu">cbenedict@southeast.edu</a>
MFG	Lynette Frey	<a href="mailto:lfrey@southeast.edu">lfrey@southeast.edu</a>
SPCH	Jacob Bonander	<a href="mailto:jbonander@southeast.edu">jbonander@southeast.edu</a>
MUSC	Nicolas Salestrom	<a href="mailto:nsalestrom@southeast.edu">nsalestrom@southeast.edu</a>
HLTH	Jill Sand Natasha Holly	<a href="mailto:jsand@southeast.edu">jsand@southeast.edu</a> <a href="mailto:nholly@southeast.edu">nholly@southeast.edu</a>
HMRS	Michelle Hawco	<a href="mailto:mhawco@southeast.edu">mhawco@southeast.edu</a>
INFO	Kim Waswick Jo Schuster	<a href="mailto:kwaswick@southeast.edu">kwaswick@southeast.edu</a> <a href="mailto:jschuster@southeast.edu">jschuster@southeast.edu</a>
MATH	Jennifer Euteneuer Carrie Campbell	<a href="mailto:jeuteneuer@southeast.edu">jeuteneuer@southeast.edu</a> <a href="mailto:ccampbell@southeast.edu">ccampbell@southeast.edu</a>

MEDA	Kathy Zabel	<a href="mailto:kzabel@southeast.edu">kzabel@southeast.edu</a>
WELD	Mark Hawkins Danny McCulloch	<a href="mailto:mhawkins@southeast.edu">mhawkins@southeast.edu</a> <a href="mailto:dmcculloch@southeast.edu">dmcculloch@southeast.edu</a>
TRUK	Robert Stokes	<a href="mailto:rstokes@southeast.edu">rstokes@southeast.edu</a>
MEDT	Lynnett Paneitz	<a href="mailto:lpaneitz@southeast.edu">lpaneitz@southeast.edu</a>

## Student 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 aspects 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 more at the link [Academic Integrity | Southeast Community College](#)

## Report a Complaint or Concern

- [CCR Link](#)
- Southeast Community College is committed to promoting a safe and welcoming environment which recognizes and is respectful of diversity and improves the quality of campus life for students, faculty and staff.
- These forms can be used by students, employees, or community members to alert the College of incidents and concerns. Please provide detailed information regarding the behavior or concern you are reporting. You are not required to complete the entire form for the report to be submitted. Though anonymous reports are permitted, doing so may limit the College's ability to investigate and respond to a report. Once the form is received, a staff member will review the information and take appropriate action.
- Occasionally, individuals may encounter a college-related problem, conflict, concern, or issue that negatively impacts them or others. If this happens, individuals are encouraged to attempt to resolve the issue directly with the parties involved. If you have questions or concerns about attempting to resolve your issue with the involved parties or groups, please contact your college advisor, Dean of Students, Associate Dean or Safety & Security for assistance.
- Please Note: This is not a 911 or emergency reporting site. If you witness an incident in progress, medical emergency, or have been a victim of a safety or security incident, call 911 immediately. Making this report to the College should never take the place of calling 911 should a person feel threatened or that one's safety or the safety of others is at risk.
- [Academic Concern](#): Use this form to submit a report related to academic dishonesty, disruptive classroom behavior, etc.
- [Accident/Injury Reporting](#): Complete this form for any accidents, injuries, medical or related issues.
- [Accommodations Concern](#): Use this form to submit issues related to disability accommodations or accessibility.

- [Campus Safety & Security](#): This form is for reports related to general campus safety & security concerns or crimes/incidents committed on SCC property or during SCC-sponsored events/activities.
- [Student Care](#): To assist our students in maintaining their well-being and maximizing their intellectual growth, it is important to identify difficulties as early as possible and connect the student with the needed resources. Use this form to report difficulties you or another student may be experiencing.
- [Student Conduct Incident](#): Use this form to report behavior that is a violation of SCC's [Student Code of Conduct](#).
- [Title IX Reporting](#): Use this form to report an incident related to Title IX/Sexual Misconduct Violations. Please note: This form does not submit a formal Title IX complaint. For more information refer to the [Title IX Resources](#) webpage.
- [General Incident or Concern](#): This form is for all problems that are not related to any of those identified above.
- [Counseling Assistance Program for Students \(CAPS\)](#) To assist our students with connecting with an SCC person to obtain counseling or special services in the Counseling area.

## SCC Help Desk

The SCC Help Desk's contact information is listed below. If you experience technical issues, please contact them for further assistance.

- Phone: 402-437-2447
- [Email](#)
- [Help Desk Resource Page](#)

## Mid-Course Grades

Please make sure all mid-term grades are submitted to Canvas. Registration staff will send outlook calendar invitations with all of the key dates for the term. If you have specific questions on mid-term grades, please reach out to your program chair or [Faculty Liaison](#). If you run into technical issues, please reach out to SCC Help Desk.

## Submit Final Grades

All final grades will need to be on canvas by the deadline. Final grades are due by [SCC's Due Date](#) regardless of the exam week and deadline of the high school. You will receive emails leading up to the due date. It is *imperative* not to miss this deadline.

## Checklist at Conclusion of Course

- Final grades submitted via Canvas, GELO Outcomes scored in Canvas
- Please check with your program chair to make sure all items are completed by the end of the course.

**Commented [KL1]:** Add grading scale? Discuss letter grades/percentage grades? High school grades may be different than the college grades?

**Commented [CL2R1]:** We are not going to include grading scale as it opens things up to problems by posting. It depends on each area.

**Commented [CL3R1]:** Brian's words were Academic Freedom for instructors.

**Commented [KL4]:** Another grade thought.....I got this response from Carolee Ritter when I asked her about a student needing a certain grade to earn the high school and/or college credit, "The high school grade does not have to be the same as the college grade, and what counts for credit at the high school is up to the high school. If the student earns below a C, the course will not likely transfer from SCC to another school."

## Grade Received and Transferability

If students have questions regarding a specific grade being high enough for the course to transfer to another institution, they should reach out to the school they plan to attend. 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.

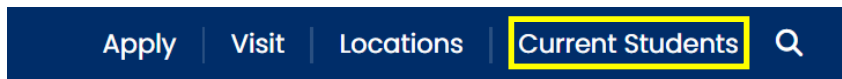
Here is another option to check if a given course will transfer to another four-year in-state schools. [Transfer Nebraska](#)

## Grade Change Process

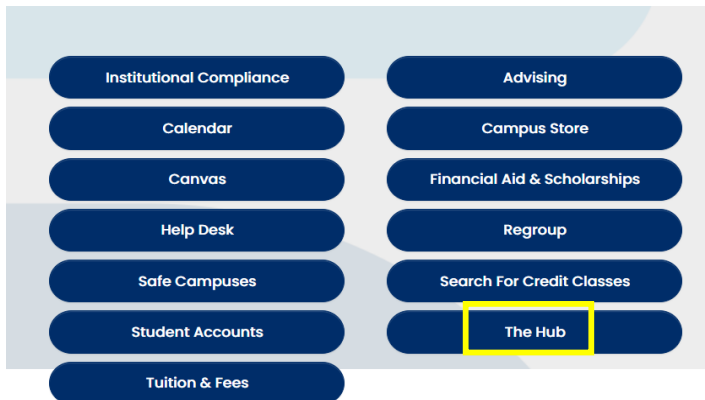
In the event you report an incorrect grade for final grade, you will need to complete a grade change form for those grades reported inaccurately.

Follow these steps for submitting the grade change form:

1. Go Southeast.edu and Select Current Students



2. Select The Hub



**Commented [CL5R4]:** Can you put together a draft of the language you want in here. Caleb said he is hesitant to have this out on the website unless we have the "perfect language" Otherwise we are going to leave as is.

**Commented [KL6R4]:** I was just trying to include questions I have gotten from instructors. Maybe it's better to say to contact you or John with those type of questions, if anything is written at all.

**Commented [CL7R4]:** I completely understand. It's so interesting... ;)

**Commented [KL8]:** Would this contact be the Career Explorer?

**Commented [CL9R8]:** IDK but will share this with Brian to be sure

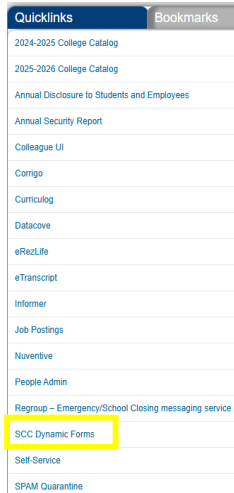
**Commented [CL10R8]:** based on previous situations this will not be the career explorer per caleb and brian

**Commented [KL11R8]:** Gotcha. Thanks for that. I am surprised because I thought that is part of what they would be doing. But what do I know?! ;-)

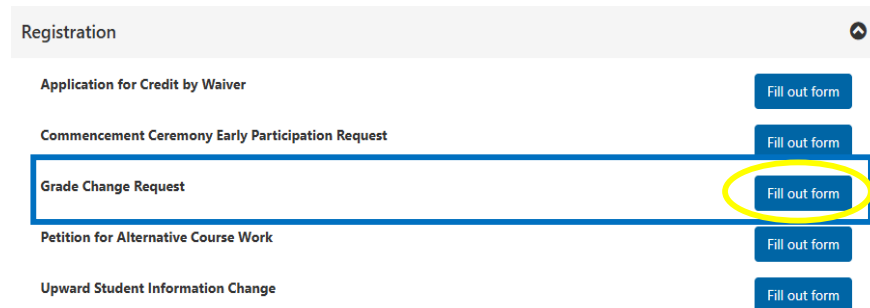
**Commented [CL12R8]:** Me either girl!! Somedays I think I've got it and other days I'm clueless!



3. From the Quicklinks task pane, Select Dynamic Forms



4. Click on the down arrow next to Registration to expand the menu option to see Grade Change Request. Click the Fill out form button.



5. This will launch the Grade Change Request form. You will need to complete the form for each student needing a grade change.

- You will complete all \* boxes
- Sign and Date
- Click Submit Form



## Registration & Records

Phone: (402) 437-2605  
registration@southeast.edu

### Grade Change Request

Instructor First Name:  Instructor Last Name:  Instructor SCC ID:

Student First Name:  Student Last Name:  Student SCC ID:

Grade Change Term:  Year (YYYY):

Course Subject	Course Number	Section Number	Course Title	Credit Hours	Original Grade	Corrected Grade	Last Date Attended (F Grades Only)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Last Date of Attendance is required for all "F" grades.

Please document the reason for the grade change:

(click to sign)  
Instructor Signature  Date

Save Progress

Submit Form

## Onsite Observation Visits

Southeast Community College program staff will periodically join courses (in person, WEB, and Fiber) to observe the overall course and provide feedback and support to adjunct instructors. The intent of these observations is to make sure the college coursework is followed and to provide additional support and assistance to instructors. We are required by the Higher Learning Commission to conduct onsite classroom observations.

## Working With Dual Credit Students, SENCAP Coordinators, and Faculty Liaisons

- While we require the course standards and rigor of dual-credit courses to equal the college classes, we also recognize these are high school students and collaboration with SENCAP coordinators, SENCAP career explorers, and high school staff are essential pieces to the success of this program.
- At times, students may require additional assistance, and SENCAP Coordinators may reach out to you to collaborate and discuss potential obstacles for specific students.
- The SENCAP Faculty Liaison is here to assist you with anything you may need. Please reach out to the [Faculty Liaison](#) if you need additional assistance.
  - Cynthia Lien—CTE courses, clien@southeast.edu
  - John Heineman—Arts and Science courses, jheineman@southeast.edu