

## Employment Readiness

### Resumes & Interviews: Create Your Toolkit

You get one chance to impress a potential employer. Learn best practices of writing your resume and preparing for your interview. You will produce a resume for professional review and participate in a mock interview either in-person or via Zoom. **Keyword: Resumes**

Feb. 20-27 T 6-8 p.m. Sommerhalder \$59  
LIVE Online, Zoom AREA-6745-TCSFA  
Falls City, FCLC, 102 AREA-6745-FCSA

Classes delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home.

**Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues?** Contact your Learning Center to see if other options are available.

### The Art of Communication

Communication is an important set of skills which impacts our personal and professional life. With texts, emails and Facebook® taking over our social lives, some might find it difficult to engage in normal conversation because of lack of face-to-face interactions. You will discover different communication styles, techniques, non-verbal signals, and responses to build and strengthen your communication skills. **Keyword: Communication**

Feb. 12-26 M 6-8 p.m. \$59  
LIVE Online, Zoom Ord AREA-6835-TCSWA

#### Location Key

Falls City, FCLC..... Learning Center at Falls City, 3200 Bill Schock Blvd.

For more information, contact **Lisa Hunzeker** at 402-323-3396 or lhunzeker@southeast.edu

Check out all classes offered at [southeast.edu/FallsCityLC](http://southeast.edu/FallsCityLC)  
Find us on Facebook at [facebook.com/SCCLearningCenteratFallsCity](https://facebook.com/SCCLearningCenteratFallsCity)

**Cancellation/Refund Policy:** You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office. **ADA Reasonable Accommodations:** SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.



### Registration Form - Non-Credit Course

Complete this form with payment information and send via mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

Today's Date

\_\_\_/\_\_\_/\_\_\_

\* Required

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [southeast.edu/academics/college-catalog.php](http://southeast.edu/academics/college-catalog.php) for additional information.

Social Security Number OR SCC Student ID Number		* Birth Date	Name: * Last		* First	Middle Initial
* Residence Mailing Address			* City	* State	* Zip	County #
* Email Address			* <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home		Business Phone	
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American		

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

#### SIGNATURE

Check  Mastercard  AMEX  Discover  VISA V Code \_\_\_\_\_

(Checks may be converted into an electronic fund transfer, resulting in funds being held or removed immediately.)

Name as it appears on card: \_\_\_\_\_ Exp. Date \_\_\_\_\_

CC # \_\_\_\_\_

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you?  
 Yes  No

SCC Staff Tuition Waiver ( )

**TOTAL DUE**

FOR OFFICE USE ONLY

ID# \_\_\_\_\_

DE \_\_\_\_\_

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex\*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. [southeast.edu/about/other-scc-departments/access-equity-diversity-title-ix/index.php](http://southeast.edu/about/other-scc-departments/access-equity-diversity-title-ix/index.php) \*The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.

# Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
2. **Search for your class** by entering either a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)  
Key Word Example: *Driver*  
Course Number Example: *TRAN-3398*
3. **Select the course** for which you wish to register. Click **Submit**.
4. Enter your **personal information, certify your identification** and click **Submit**.  
\* You must provide your Social Security Number.
5. *Optional*: Enter your **Additional Registration Information** and click **Submit**.
6. If you want to register for additional classes, select **Search for more classes** under "Choose one of the following." If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.
7. Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number, SCC User ID** and **password**. **Print** this page for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.



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301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703  
[southeast.edu/business-and-community/index.php](http://southeast.edu/business-and-community/index.php)

\* 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.