Register Today!

Southeast Community College
LEARNING CENTER AT PLATTSMOUTH

Introductory Computer Classes

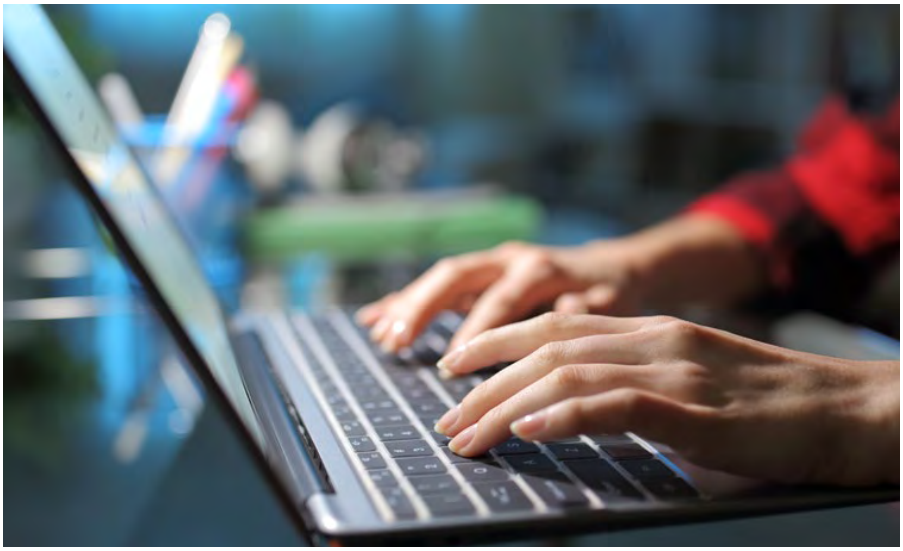
Fall 2024

One-on-One Computer Training

Receive three hours of personalized instruction on the computer topic that meets your need! Training is scheduled at an SCC facility at a time convenient for you and the instructor. Instructors are available for, but not limited to, the following topics: Windows, MS Office, Word, Excel, Access, Outlook, QuickBooks, social media, basic computer assistance, etc.

Keyword: Computer

Plattsmouth Area	$99	AREA-0927-PLFA



Location Key

Plattsmouth, PLLC..... Learning Center at Plattsmouth, 537 Main St.

For more information, contact **Lyn Belitz** at 402-437-2298 or lbelitz@southeast.edu

Check out all classes offered at southeast.edu/PlattsmouthLC
Find us on Facebook® at facebook.com/SCCLearningCenteratPlattsmouth

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.

Southeast COMMUNITY COLLEGE

Registration Form - Non-Credit Course

Today's Date ___/___/___

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

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit **southeast.edu/collegecatalog** for additional information.

* *Required* **PLEASE PRINT**

Social Security Number OR SCC Student ID Number	* Birth Date	Name: * Last	* First	Middle Initial

* Residence Mailing Address	* City	* State	* Zip	County #

* Email Address	* ❑ Cell Phone ❑ Home	Business Phone

I identify as: ❑ Male ❑ Female

❑ Nebraska Resident ❑ Non-Resident

Ethnicity (select one): ❑ Hispanic or Latino ❑ Not Hispanic or Latino

Race (Select one or more): ❑ White ❑ Asian ❑ American Indian/Alaska Native ❑ Native Hawaiian/Other Pacific Islander ❑ 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/diversity * 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.

Southeast Community College
CONTINUING EDUCATION

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

** 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.*