Southeast community college

REGISTRATION FORM – CREDIT COURSES

PLEASE PRINT CLEARLY

Name: Last	First	Middle	SCC ID Number

Former Name:	E-mail Address: (required for students on class waitlists)	Social Security Number

Local / Preferred Mailing Address: City State Zip County

Permanent Address: City State Zip County

Birth Date: / /

Gender: ☐ Male ☐ Female

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

Race (select one or more): ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Cell Phone:	Home Phone:	Business Phone:	Veteran or Dependent Utilizing Military Benefits ☐ Yes ☐ No	☐ Resident of Nebraska ☐ Non-Resident

CHECK ONE:

☒ **Beatrice Campus • 4771 W. Scott Rd. Beatrice, NE 68310 • Fax 402-228-2218**

☐ **Lincoln Campus • 8800 O Street Lincoln, NE 68520 • Fax 402-437-2402**

☐ **Milford Campus • 600 State Street Milford, NE 68405 • Fax 402-761-2324**

TERM

Term Year: _____ ☐ Summer ☐ Winter ☐ Fall ☐ Spring

☐ **Yes, I am Declared** (list program of study)

_____

CREDIT COURSES

Course Number	Course Title	Credit Hours	Begin Time	End Time	Room	Days	LAST DAY to Drop With Refund
ENGL 1120 LN 81	ENGLISH BASICS *(sample only)*	4.5	8 a.m.	9:50	T-5	T / R	

Day designations when class meets are:
M = Monday, T = Tuesday, W = Wednesday
R = Thursday, F = Friday
S = Saturday, U = Sunday

(T R means class meets Tuesday AND Thursday)

PERMISSION TO REGISTER

Required signatures IF necessary.

_____

_____

_____

_____

_____

_____

TOTAL CREDIT HOURS

X Student Signature _____

☐ **WAIT LIST STUDENTS ONLY:**

Program_____ Advisor: _____

☐ **NEW DECLARED STUDENTS ONLY:**

Program_____ Advisor: _____

NEWSPAPER RELEASE

Hometown Newspaper: _____

Address: _____

_____

Submission of this form indicates that I understand:

1. My information is complete and I am accountable for the tuition and fees and subject to a grade in the courses listed;
2. To drop or withdraw from classes, I must submit an 'Official Drop/Add Form for Credit Classes' in writing to the Registration Office located in Student Services or drop the classes using WebAdvisor. Failure to attend a course does not constitute an official drop;
3. I understand tuition charges and refund policies are published in the Student Handbook and College Catalog;
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.

Equal Opportunity NonDiscrimination Policy
It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación
La política publica de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, ascendencia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.

OFFICE USE ONLY

Data Entry _____

Date _____

White - Registration & Records Office **Yellow** - Student Copy **Pink** - Advisor Copy

A0029(8/10)