Southeast Community College SENCAP/DC Advantage

Resource Guide

Resource Guide

Dual Enrollment Registration
2023-24 Academic Year

Issued Spring, 2023

Information in this Guide is subject to change according to SCC Policies and Procedures.

Registration Information and Dates can be found at: https://www.southeast.edu/registrationandrecords/

Registration assistance – Please contact Katie Robinson at TCA or your assigned SENCAP/DC Advantage Coordinator DC Advantage and SENCAP Coordinators | Southeast Community College

Late registration for 16 week and year-long classes (only):
- Can still be done online during week one of the term. No special permission 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).
- 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).

For Any Term Shorter Than 16 Weeks
- Students may add classes during the first 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 signature.

*Registering close to the deadline? Remember to allow enough time for applications and pre-req documentation (HS transcripts, ACT scores, and/or Accuplacer scores) to be processed (if applicable) to still register online by the deadline. Plan on submitting a minimum of two full business days before the last day to register online. Due to high volume, additional time would be appreciated.
FLOW CHART OF DUAL CREDIT REGISTRATION PROCESS

STEP ONE: SCC APPLICATION

- The student should apply only one time to take dual credit classes.
- If they've taken dual credit classes with SCC before, there is no need to apply again.
- For new applications, select the SENCAP or The Career Academy application at this link.
- If the student has applied and/or taken dual credit classes in the past, proceed to Step Two.
- Additional information about applications can be found on Page 3 of this Resource Guide.
- Allow 1-2 business days after a new application is submitted online before proceeding with the remaining steps.

STEP TWO: USERNAME AND PASSWORD

- Student will receive an email with information about username, password, and logging in
- to the SCC systems. The email comes from HelpDesk@southeast.edu.
- That email is sent to the email address the student put on their application.
- Student should keep 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 at 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 student can register.
    - Payment options: https://www.southeast.edu/studentaccounts/
    - Direct questions about account balance holds to mdelong@southeast.edu
- More details can be found in the Quick Facts table on page 6 of this guide.

Pre-requisites:

- Submit any necessary information to meet the pre-requisite (HS transcript, ACT, or Accuplacer scores) to Katie Robinson for TCA. SENCAP/DCA schools will send the information for pre-reqs and waivers into for processing. The assigned SENCAP/DCA coordinator can provide guidance when needed.
    - Note: you must include the class they want to qualify to take. e.g. MATH 1150 and each student's SCC ID number.
- This information will be added to the student's profile, allowing them to register online for the specific class (assuming they meet the requirement).
- The permission to register expires at the end of the registration period for the term.
- Note: this only applies to student enrollment as a dual credit student. This pre-requisite process does not apply to non-dual credit students.
- Allow 1-2 business days after submitting pre-requisite information before proceeding with remaining steps.

STEP FOUR: REGISTER ONLINE

- Step by step online registration instructions start on page 4 of this Resource Guide.
- For questions or additional support, contact Katie Robinson for TCA or the assigned SENCAP/DCA Coordinator.

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APPLICATIONS

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- Students only need to apply one time to take dual enrollment classes (this includes The Career Academy (TCA), SENCAP, and/or DC Advantage).

- Online applications are being used.
- SENCAP / DC Advantage 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.
- Here is the link 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 / DC Advantage Dual Credit

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.

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.

HOW TO REGISTER ONLINE

DUAL ENROLLMENT REGISTRATION ON SELF-SERVICE

- Log-in to the HUB. www.thehub.southeast.edu
- Under "Quick Links" choose "Self-Service."

Subject Search   **Advanced Search**

Catalog Advanced Search

Results View
- ○ Catalog Listing
- ● Section Listing

Term
Select Term

Courses And Sections
Subject	Course number	Section
Subject	Course number	Section
Subject	Course number	Section

+ Add More...

Days Of Week
- ☐ Sunday   ☐ Monday   ☐ Tuesday   ☐ Wednesday
- ☐ Thursday   ☐ Friday   ☐ Saturday

Location
Select Location

Time Of Day
Select Time Of Day

Meeting Start Date
M/d/yyyy

Meeting End Date
M/d/yyyy

Time Starts by
hh:mm AM/PM

Time Ends by
hh:mm AM/PM

Course Type
Select Course Type

Clear   **Search**

Click the drop-down menu for "Term" and select appropriate term.

Click the drop-down menu for "Courses and Sections" and choose appropriate course type (e.g. English)

Enter the course number. Also enter the section number, if you have a specific section want to search.

Select the location. "Other" = for SENCAP and DC Adv classes. "The Career Academy" = for TCA classes.

Click on "Search."

A list of classes will populate that fit your search. Review your options, and click "add" for the class you want to take.

Filters Applied: (Other ×) (Fall 2022 Sem ×)

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Faculty	Availability ⓘ	Credits	Course Types	Comments
Add	Fall 2022 Sem	Open	PSYC-1810-ACW1	Introduction to Psychology		8/22/2022-12/16/2022	Other	Lecture	M, W, F 9:00-9:50 AM 8/22/2022 - 12/16/2022 SWEB SWEB (LEC)	Johnson, D	0 / 25 / 0	3.00000 Credits	SENCAP - Career Academy Online Course	Refund Date: 08 ... ⋒
Add	Fall 2022 Sem	Open	PSYC-1810-HSW1	Introduction to Psychology		8/22/2022-12/16/2022	Other	Lecture	M, W, F 9:00-9:50 AM 8/22/2022 - 12/16/2022 SWEB SWEB (LEC)	Johnson, D	0 / 25 / 0	3.00000 Credits	DC Advantage - Dual Credit Online Course	Refund Date: 08 ... ⋒

Section Details

PSYC-1810-ACW1 Introduction to Psychology
Fall 2022 Sem

Instructors	Johnson, D (djohnson@southeast.edu)
Meeting Information	M, W, F 9:00 AM - 9:50 AM 8/22/2022 - 12/16/2022 Other, Scheduled Web Meeting Times SWEB (Lecture)
Dates	8/22/2022 - 12/16/2022
Seats Available	
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: 08/29/22; Withdraw Date: 11/16/22 Section reserved for HIGH SCHOOL students ONLY
Books Total	

Close   **Add Section**

A box will populate with details of that class. Review, and click "add section" if you want this class. Don't stop here, you're not done! You've "planned" your courses, but haven't finalized registration.

After you click "Add Section" a box will come up that says the class is planned.

| Sem ×	Section Name	Title	Planned Status	Dates
en	PSYC-1810-ACW1	Introduction to Psychology	✓ Planned	8/22/2
en	PSYC-1810-HSW1	Introduction to Psychology		8/22/2

You can continue adding classes, or proceed to the final registration step.

To finalize your registration...Go to the upper left-hand corner of the page, click on Academics, then click on "Register for Classes."
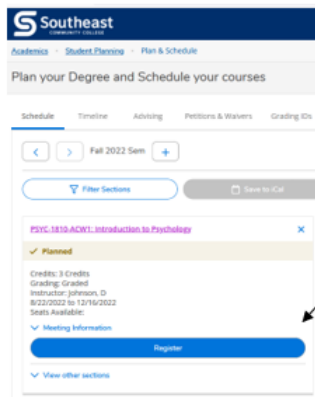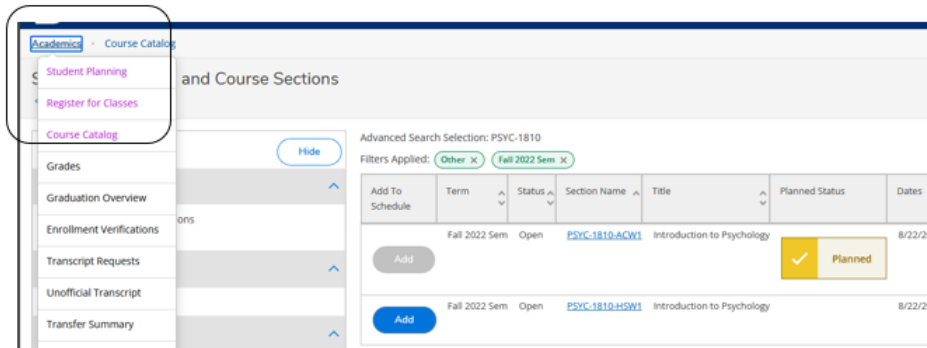
A list of your planned classes will populate. Review, and click the "Register" button for each class you wish to register to take.

When you are registered, it will give you the message "Registered, but not started."
It will change the classes on your calendar view from yellow to green.
Green on the calendar = registered.
If you want to drop a class, just navigate back to this page and click "drop."
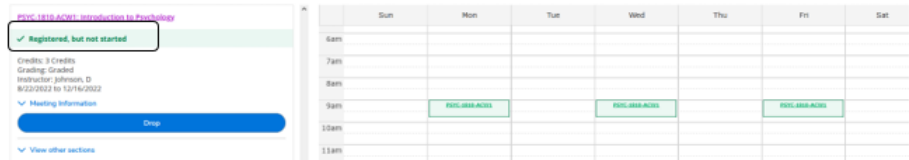
WAITLISTS

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. 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. Their 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.

CHANGING SECTIONS

Students will be responsible to drop the section online that they do not wish to take, then register for the desired section online.

HOW TO DROP A CLASS ONLINE WITH COUNSELOR PERMISSION

- Class drops are done 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 last date to drop with a refund and last date to drop with a "W" (withdrawal) on the record.
- Log in to The Hub.

- Select **Self-Service for Students**
- Select **Student Registration**
- Select **Register & Drop Sections**
- **Check the box** in front of the course that needs to be dropped
- Click **Submit**
- A **Registration Results** screen will appear with the status of the class you dropped with a notation of "Dropped from this section."

<u>**Textbooks**</u>

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

Go to: https://www.sccbookstore.com/lincoln

- Click on SCC Lincoln Campus Store or Textbook on the left side of the navigation bar and the Textbook screen will appear.
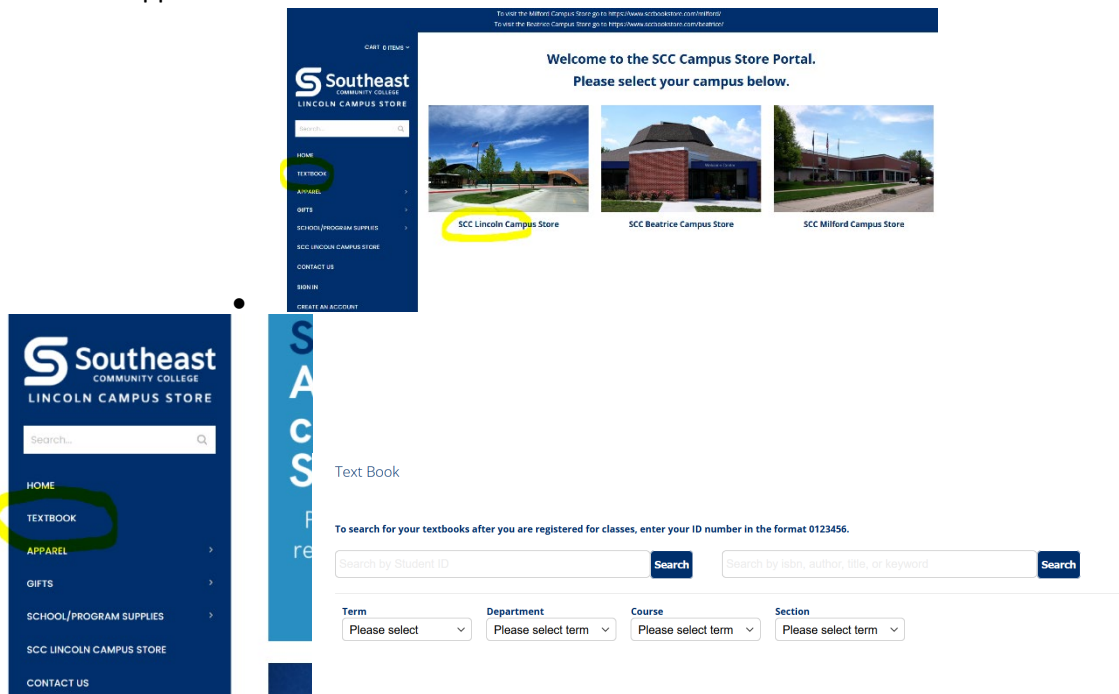
- Students may search for textbooks with their student ID (add **a ZERO** to the beginning).
  - Here is an example of a student who is registered for Public Speaking and Basic Nutrition.
    - Both books are "provided in class" or as Digital Material available thru Canvas.

Text Book

To search for your textbooks after you are registered for classes, enter your ID number in the format 0123456.

| ▓▓▓ | Search | Search by isbn, author, title, or keyword | Search |

Term	Department	Course	Section
Please select	Please select term	Please select term	Please select term

Provided in Class
Course: Public Speaking
Section: HSW1
Status: required

ISBN-13:
2807197629254

ADD TO CART

**DDA Material Provided in Class Through Canvas--
Account Will Be Charged--Look For Email**
Course: Basic Nutrition
Section: AC11W
Author(s): Direct Digital Access

ISBN-13:
2807293380431
Status: required

ADD TO CART

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

Term	Department	Course	Section
Please select	Please select term	Please select term	Please select term

- A paper textbook may be required. There may be new or used options available thru the SCC Bookstore.
- Students are responsible for selecting and purchasing their book (unless their high school purchases books on their behalf.)
  - o See example below of a paper text book requirement.

Psych 7 -L, -B
Author(s): Rathus
ISBN 9780357432921
Copyright: 22
Edition: 7
Binding: None
Required

If textbook information is NOT available, please contact the Bookstore.

HOURS

Monday - Friday   7:30am - 5:00pm

Saturday/Sunday   Closed

STORE INFORMATION

8800 O Street
Lincoln, NE 68520

402-437-2560

lincolncampusstore@southeast.edu

REFUND and WITHDRAW DATES

Refund and withdraw dates for courses vary and are based on the meeting schedule of each course. Students can find applicable dates by viewing their schedule on The Hub. Self-Service for Students > Academic Profile > My Class Schedule.

Dual Enrollment Registration Quick Facts	
Error message: "Student xxxxxxx has Account Balance Hold"	Student needs to pay balance on account before they can register. Direct them to The Hub to make a payment or they can call 402-437-2669. Bills are sent to student email address they used when they applied.
Error message: Student gets pre-requisite or co-requisite message and it blocks them from registering.	Submit the required pre-requisite information (see table in this guide for how to meet the pre-requisite). SENCAP/DCA schools will send the information for pre-reqs for processing. The assigned SENCAP/DCA 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 assigned SENCAP/DCA Coordinator or TCA if you believe this is in error, and they will help resolve.
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 Web Advisor.	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 at https://www.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 or DC Advantage class.	Email TCA with the student name and ID# with request to add SENCAP. They will work with registration to make the addition. Wait 1-2 business days and proceed with registration.
SENCAP student wants to register for a TCA class.	Email your SENCAP/DCA Coordinator with the student name and ID# with request to add SENCAP. They will work with registration to make the addition. Wait 1-2 business days and proceed with registration.
FNDT hold blocks registration. (e.g. Pre-Foundations hold)	Contact your SENCAP/DCA 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 Reqd – See LTD"	When a student is using Learn to Dream to assist with tuition, this may occasionally / accidentally block registration. Contact your SENCAP/DCA 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.
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/DCA Coordinator and taxpayer ID form. Complete both and return to contact to submit to Registration office.
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/DCA, please work with your Coordinator for SENCAP/DC Advantage to get information submitted or Katie Robinson for TCA.		
Class Title	Section	Solution to Clear for Online Registration
Engineering Design	ENGR 1010	Options: 1. HS transcript (B or better in Algebra II); 2. MATH-1150 or higher with a Min grade C; 3. Accuplacer score to qualify for MATH 1100 of higher.
MATLAB Programming and Problem Solving	ENGR 1020	Options: 1. HS transcript (B or better in Algebra II); 2. MATH-1150 or higher with a min grade C
Intro to Culinary / Hospitality	FSDT 1010	**SENCAP:** For Math: ACT or Accuplacer scores on file. Or HS transcript with C or better in Algebra II, III, or IV. **TCA**: Also requires simultaneous enrollment with 1020 and 1602.
Comparative Religions	PHIL 2610	Options: 1. ACT scores; 2. Accuplacer; 3. ENGL 1010 with C or better
Comparative Religions	RELS 2610	Options: 1. ACT scores; 2. Accuplacer; 3. ENGL 1010 with C or better

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 grade is acceptable. Send to the SENCAP/DCA Coordinator or TCA with the student name, SCC ID #, and the class they want to register to take. Or, if requesting from the National Clearinghouse, it will be sent directly to SCC, but schools will still need to send the student name, SCC ID#, and the class they want to register to take, even if the transcript is coming from the National Clearinghouse. A waiver will be built in 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; STUDENTS WHO LIVE IN NEBRASKA BUT OUTSIDE OF SERVICE AREA

Student lives out of state + attends Nebraska high school in 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

RESOURCES FOR ASSISTANCE

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 7am-8pm, Fri 7am-5pm | Summer Hours: Mon-Fri 7:30am-5pm
- Trouble After hours: 1 (833) 274-1669

Scholarship Information
- Learn to Dream Learn To Dream Scholars | Southeast Community College
- 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 (Placement Testing for Math and English)
- **Link** to information about scheduling a time to take the Accuplacer.
- SCC requires a course placement exam that assesses a student's math and English skills (unless submitting ACT scores or high school course for Math) prior to being admitted or enrolling in any math or English class. Accepted placement tests are 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).

Registration Assistance
- SENCAP/DC Advantage: Your SENCAP/DCA Coordinator (SENCAP Coordinator list with contact information found at DC Advantage and 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 representatives to assist

SCC Student Accounts (billing & payments)
- Visit the Student Accounts webpage 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

Reasonable Accommodations
- https://www.southeast.edu/reasonableaccommodations/
- Request accommodations by using this form.

Title IX Resources
- https://www.southeast.edu/title-ix/

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.

annualnoticetostudentsandemployees.pdf (southeast.edu)

How to request Transcripts

Students must log into The Hub to submit their transcript request. Students who do not remember their Hub log-in, please contact the **SCC Helpdesk**. Students who did not have a log-in to The Hub while attending SCC cannot use this method of requesting a transcript. Go to the Transcript page on the Website and complete the request. https://www.southeast.edu/requestatranscript/

How to access Grades

- After the class is over, you may access your grades on Self-Service. Use your username and student ID to access your information.
- Grades are not mailed, students have constant access to Self-Service to view when needed.

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: *Student Name*

SCC ID Number: **0123456**

Username: <mark>sn123456@southeast.edu</mark>

- Your initial password will be "Scc#" followed by the last four digits of your Social Security Number (SSN). Example: Scc#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 'The Hub' from an off campus location:

1. Open a web browser (e.g. Internet Explorer, Google Chrome, Firefox)
   - https://thehub.southeast.edu
2. Enter your Username shown above and click 'Next'.
3. Enter your <u>initial password</u> as described above and click Sign in. <u>Please note that the password is case-sensitive.</u> 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.
   - ClickHERE for instructions on authentication setup.
7. If your login is unsuccessful, please contact the SCC Help Desk for assistance:
   - Phone: 402-437-2447
   - Email: helpdesk@southeast.edu
   - Website: https://helpdesk.southeast.edu

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'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 e-mail account. E-mail is accessible at school or at home via 'The Hub'. SCC communicates important messages to students via this college assigned e-mail address.

Online Courses

If you register for an online course, you will see a "MyCourses" tab after you log into 'The Hub'. Please click that tab to access your online courses. *Note that classes are not visible until the first day of the term*. *(Drivers Education and STOP classes are available upon complete registration.)* For further assistance go to https://helpdesk.southeast.edu.

Requirements of Dual Enrollment:

In order to participate in the Dual Enrollment Program (SENCAP & DC Advantage), students must meet the following requirements:

1) Be a high school junior or senior
2) Receive both counselor/principal and Coordinator approval
3) Meet requirements of course(s) you are signing up for
4) *Please see Pre-junior enrollment on next page if not junior status or 16 years old.

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.

How to apply for and receive a College Certificate

High school students in their final semester of dual credit courses can apply for a certificate from SCC if they earned the course credit to earn the certificate.

Follow these steps:

1. Apply to the desired program at SCC (Welding, Business, etc.) Apply to the earliest entry term to that program.
2. Once admitted to the program, complete the online or paper Graduation Form and post-date it after high school graduation date.
3. Submit the graduation paperwork to graduation@southeast.edu
4. Timelines
   a. Submission in May ---- Apply to Summer or Fall terms = Graduation in December

        i.   Student will receive paper certificate in December

   b.   Submission in January ----- Apply to Spring term = Graduation in May

        i.   Student will receive paper certificate in May

Year Long Class Registration

Classes that run year-round must be registered for the Fall semester (which is the start of the course) for year-round classes (both Fall and Spring semesters). Registration cannot take place later than this for the student to receive credit.

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 will need a minimum number of 8 students to run. CNA classes are excluded from this.

Weekly Grades for SENCAP/DC Advantage Students

A weekly grade report is run for students enrolled in Dual Credit courses and shared with a point of contact 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 it.

Class Cancellations

Classes that are taught online, SWEB or in person may be cancelled up to the first day of the semester start. 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. SCC is fully accredited by the Higher Learning Commission.

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/DC Advantage 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/DC Advantage Coordinator for additional information and availability.

Pre-Junior Enrollment

Students who are interested in SENCAP/TCA/Dual Credit Advantage courses must be a current high school student per SCC policy. Students who are interested in taking classes before their Junior year need to meet the following requirements before registering for a course:

1) 3.0 Cumulative GPA
2) Permission of high school principal or administrator
3) Must have an Accuplacer/ACT scores that meets the enrollment in either College Algebra or Composition I no matter what course the student enrolls in. No other assessment will be accepted outside of Accuplacer/ACT scores.
4) Must have approval from the Vice-President of Instruction at SCC.
5) Complete Pre-Junior Enrollment form SENCAP/DC Advantage Permission for Enrollment - Southeast Community College and return to Caleb Berg.

Changing Pathways

If a student wants to change pathways, please submit your request to Katie Robinson at TCA or to your SENCAP/DCA Coordinator (DC Advantage and SENCAP Coordinators | Southeast Community College) 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 more at the link Academic Integrity | Southeast Community College

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/DCA and therefore would not receive the 50% 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.

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 an eligible for 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

Last Day to Withdraw Information in Self-Service

Information is located in Self-Service once the course is pulled up. Below is a screen shot below of one of the courses.

Once you click on the hyperlink "More" information will pull up with the exact dates.

How to look up refund dates in Self-Service

Information is located in Self-Service once the course is pulled up.

Once you click on the hyperlink "More" information will pull up with the exact dates because it will vary by course.

All dates should be looked up for specific courses on Self-service.

How to look up Instructor NDE Numbers

1. Nebraska Department of Education
2. Click on Teacher Certification on the right
3. Or you can use this direct link - https://www.education.ne.gov/tcert/
4. Section D search click "Lookup"

Section D

Searches

Current Certificates & HR Training Lookup   Certification Investigations

5. Enter in First Name and Last Name of Instructor

VERIFY EDUCATOR CERTIFICATION

First Name:	
Last Name:	
NDE Staff ID:	
Certificate ID:	

Search   Reset

Show: 50 ∨ entries

Last Name	First Name	Middle Name	NDE Staff ID	Details

6. Hit Search
7. Click Details
8. Find Certificate/Permit ID # and that is it!

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.

Information	RELEASE TO / DISCUSS WITH STUDENT						RELEASE TO / DISCUSS WITH PERSON ON STUDENT-SIGNED ROI					
	In-person	Phone	Email	Postal mail	Chat	Text	In-person	Phone	Email	Postal mail	Chat	Text
Term GPA	Yes*	No	No	Yes*	No	No	Yes*	No	No	Yes*	No	No
Cumulative GPA	Yes*	No	No	Yes*	No	No	Yes*	No	No	Yes*	No	No
Class Schedule	Yes*	No	No	Yes*	No	No	Yes*	No	No	Yes*	No	No
Grades (not written/not a transcript)	Yes*	No	No	No	No	No	Yes*	No	No	NO	No	No
Hold on account	Yes*	Yes*	Yes*	Yes*	No	No	Yes*	No	No	Yes	No	No
Demographics	Yes*	No	No	Yes*	No	No	Yes*	No	No	Yes*	No	No
SS#	No	No	No	No	No	No	No	No	No	NO	No	No
Transcript (with request)	Yes*	No	No	Yes*	No	No	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	Yes	Yes	Yes	Yes	Yes	Yes
# of credits enrolled	Yes*	No	No	Yes*	No	No	Yes*	No	No	Yes*	No	No
				See #1						**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 (any one of the following):

1) ID # - no further verification needed
2) SS # - typed in to keypad
3) Name <u>and</u> birthdate
4) Official ID card: Student ID; driver's license

Verify identity of person on ROI in person:

1) Government issued ID (e.g. driver's license, passport)

Verify student identity on phone (any one of the following):

1) Student ID #
2) Name <u>and</u> birthdate

Verify identity in email (any one of the following):

1) Student ID #
2) Name and birthdate

Verify identity in chat:

1) Unnecessary, only releasing directory information over chat

Verify identity in text:

1) 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.