REGISTRATION INSTRUCTIONS
Two Ways to Register

1. Online

a. Log into the hub.southeast.edu

b. Enter your Username and Password. Your Username is your email (with no leading zeros)@

For example: John Smith, SCC ID number 0123456:
   js123456@southeast.edu

If this is the first time you have logged in or if you would like more information, visit http://helpdesk.southeast.edu.

c. Select Self Service in the Quicklinks menu

d. Click Student Planning

e. Click View Your Progress

f. Verify the correct program of study is selected or use the arrow buttons to locate your program of study

g. Scroll to the requirements section to view the requirements listed for your program of study

h. Use the Status column to determine which courses are completed, in progress, planned, or not started

i. Click the blue course name to review course catalog information

j. Use the Filter Results on the left navigation to narrow results to the appropriate locatr 6 ç\ p f2 2'uìÞ ìfi"d pop up review prerequisites,

corequisites and additional information to ensure you are eligible to register for the class

4. Click Add Section

l. Your course is now planned. A confirmation that the class was planned and other important messages will appear in the top right corner. To return to view your program progress, click Back to My Progress. Your next step is to register for classes.

YOU ARE NOW READY TO REGISTER FOR CLASSES

To register for classes, click Academics and select   .

PLEASE PRINT Complete all blanks and answer all questions.

a. DEMOGRAPHICS - Please complete the demographic information. This information is important in maintaining an accurate student information file for you. NOTE: Race is for statistical purposes only.

b. CREDIT CLASSES - Enter all information on one line for each cl

Fall 2024 Semester Credit Courses

BSAD-1010

Use of an internet browser to work with electronic mail
and cloud computing. Use of the Windows operating
system and File Explorer to manage folders and files.
Use of the Microsoft Office software suite to learn
and apply basic features of Word, Excel, Access, and

REGISTRATION FORM
CREDIT COURSES

PLEASE PRINT CLEARLY

Legal Name: Last	First	Middle	SC ID Number
Former Name:	Email 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:	I identify as: ☐ Male ☐ Female	

Cell Phone:	Home Phone:	Business Phone:	Veteran or Dependent	☐ Resident of Nebraska ☐ Non-Resident

CHECK ONE:

☐ Beatrice Campus • Fax 402-228-8935
☐ Lincoln Campus • Fax 402-437-2670
☐ Milford Campus • Fax 402-761-2324

TERM

☐ Fall   ☐ Spring   ☐ Summer

CREDIT COURSES

Course Number	Course Title	Credit Hours	Begin Time	End Time		
E N G L 1 1 2 0 L N 8 1	ENGLISH BASICS (sample only)	3	8 a.m.	9:20	TR	T /

TOTAL CREDIT HOURS