

# 2022 Annual Notice

Southeast Community College

October 2022

Students, Employees

*The U.S. Department of Education requires colleges to disclose certain information every year. This material is made available to the public, to all enrolled and prospective students, and to current and prospective employees. The information in this notice provides the required disclosures and the exact location where the information is found.*

*If you need assistance with accessing any of the disclosures, or if you would like a paper copy of this notice or any of the referenced materials, please contact the Dean of Students on your campus.*

## **Family Educational Rights and Privacy Act of 1974 (FERPA)**

FERPA is a federal law protecting the privacy of student educational records. For more information about federal guidance and SCC policies:

[Federal Department of Education FERPA Guidance](#) and  
[College Information - Southeast Community College - Acalog ACMS™](#)

The College recognizes that students may be transferring to, or may be dually enrolled with other institutions (high school or college) that have a legitimate educational interest in the student's education record. In these cases, and when SCC is aware of the transfer or dual-enrollment, SCC will forward only the information from the student's education record that pertains to the student's transfer or enrollment. This information will be provided to the school upon the school's request.

Parents or students may request a copy of the information shared with the schools, and have the right to a hearing to contest the accuracy of the information.

## **Annual Safety, Security and Crime/Fire Statistics Report**

SCC publishes this report no later than October 1 of each year. Students and employees are notified of the availability of the report via email. The current report may be accessed at:

[Annual Safety, Security and Crime/Fire Statistics Report](#)

## **Crime and Fire Logs**

Crime and fire data for the most recent 60-day period is available on the SCC website. Older data is available upon written request to the Assistant Campus Director or Dean of Students on the respective campus. The written request must include the date and location of the incident.

- SCC's Crime Log can be found at:  
[Crime Log | Southeast Community College](#)
- SCC's Fire Log can be found at:  
[Fire Log | Southeast Community College](#)

## Drug Prevention Materials

Students and employees are reminded that SCC is a drug-free school and workplace. SCC's policies expressly prohibit the unlawful or unauthorized possession, use, or distribution of drugs and alcohol by students and employees on College property, in College-owned vehicles, or as part of any College-related activity or event.

For a description of sanctions for the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of drug and alcohol counseling, treatment or rehabilitation programs, and the health risks associated with drug and alcohol abuse:

[Student Rights, Responsibilities & Safety - Southeast Community College - Acalog ACMS™](#)

*SCC will impose sanctions on students and employees who violate these policies.*

## Academic Programs

- Current information regarding academic programs, and programs of study, instructional facilities:  
[Programs of Study | Southeast Community College](#)
- Information about Academics, Grades and Transcripts:  
[Academics, Grades & Transcripts - Southeast Community College - Acalog ACMS™](#)
- Information regarding faculty and other instructional personnel:  
[Faculty - Southeast Community College - Acalog ACMS™](#)
- Information about locations and facilities:  
[Campus Locations | Southeast Community College](#)

## Student Activities Offered

The college campuses offer numerous extracurricular activities. Find out more here:

[Student Organizations](#)

[Student Life](#)

## Accreditation, Approval and Licensure Information

The Higher Learning Commission (HLC) is SCC's primary accreditor. For more information about accreditation, go to:

[Accreditation | Southeast Community College](#)

Some of SCC's programs have additional program-specific accreditors. For information on all the entities providing accreditation, approval, or licensure of SCC and its programs:

[Consumer Information | Southeast Community College](#) under General Institutional Information.

## Career Services

Information on types of employment obtained by SCC graduates is found here:

[DFR 2020 Report - Southeast Community College Area](#)

## Completion, Graduation, Retention, Transfer-Out Rates, and Student Diversity

The IPEDS Data Feedback Report has completion or graduation rates for degree or diploma seeking, first time, full-time, undergraduate students. It also includes retention statistics, transfer-out rates and student diversity information:

[DFR 2020 Report - Southeast Community College Area](#) and

[Graduation, Transfer and Retention Rate Information](#)

## Transfer of Credit Policies and Articulation Agreements

SCC's policies for transferring credit to SCC:

[Transferring Credit to SCC | Southeast Community College](#)

SCC has many program and transfer agreements with other colleges. A listing of current articulation agreements, and information on requesting a transcript for transfer to another institution:

[Transfer Information | Southeast Community College](#)

## Copyright Infringement Policies and Sanctions

SCC's policies regarding copyright infringement and sanctions for non-compliance: [Copyright](#)

[Infringement and Responsible Computing | Southeast Community College](#)

## Disability Services

Information regarding services and facilities provided to students with disabilities is found at the following locations:

- Disability resources:  
[Resources | Southeast Community College](#)
- Information regarding reasonable accommodations:  
[Reasonable Accommodations | Southeast Community College](#)
- Academic accommodation information:  
[Student Support - Southeast Community College - Acalog ACMS™](#)

## Refund Policy, Withdrawal, and Return of Title IV Financial Aid

Federal guidelines and SCC policies regarding refunds, withdrawals and Return of Title IV Funds is found on the SCC website.

- SCC's withdrawal, drop, and refund policies:  
[Withdrawal, Drop, Refund Policy | Southeast Community College](#)
- Return of Title IV Funds information:  
[Financial Aid Policies | Southeast Community College](#)

## SCC Title IV Code of Conduct

The U.S. Department of Education requires all schools that participate in an FSA loan program to publish and enforce a Title IV Code of Conduct. SCC's Title IV Code of Conduct is as follows:

- SCC does not participate in any revenue-sharing arrangements with any lender
- SCC does not have a preferred lender arrangement with any outside lenders, nor will SCC steer students or parents to any particular lender offering private loans. If a student seeks alternative, or private, student loans the student must research lenders and make the necessary arrangements for those loans
- SCC does not delay private loan certification based on lender choice, and
- SCC does not offer private loan funds to students in exchange for providing certain concessions to lenders, such as promises of a certain number of loans, a specified loan volume, or a preferred lender arrangement.

The SCC Financial Aid Office and other staff members with responsibilities toward education loans may not accept compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender, or for any service on an advisory board, commission or group established by lenders or guarantors. Staff may be reimbursed for reasonable expenses, only.

## Student Financial Aid Information

Contact information for the Financial Aid Office:

Lincoln Campus  
402-437-2610  
800-642-4075 Ext 2610  
Fax: 402-437-2402  
[financialaid@southeast.edu](mailto:financialaid@southeast.edu)

Beatrice Campus  
402-437-2610  
800-233-5027 Ext 2610  
Fax: 402-228-8935  
[financialaid@southeast.edu](mailto:financialaid@southeast.edu)

Milford Campus  
402-437-2610  
800-933-7223 Ext 2610  
Fax: 402-761-2324  
[financialaid@southeast.edu](mailto:financialaid@southeast.edu)

For financial assistance available to students including need-based and non-need-based federal, state, local, private and institutional based student financial aid programs go to:

- Loans and Grants -  
[Financial Aid & Scholarships | Southeast Community College](#)
- Scholarships -  
[Financial Aid & Scholarships | Southeast Community College](#)
- Types of federal student loans and the terms of the loans:  
<https://studentaid.gov/understand-aid/types>
- Repayment options:  
<https://studentaid.gov/manage-loans/repayment>
- How to repay your student loans:  
<https://studentaid.gov/h/manage-loans>
- The Department of Education's Repayment Estimator:  
<https://studentaid.gov/loan-simulator/>
- The criteria used for selecting award recipients and determination of award amounts: [Financial Aid Policies | Southeast Community College](#)
- How to apply for aid:  
[How to Apply for Financial Aid | Southeast Community College](#)
- Eligibility requirements:  
[Financial Aid Policies | Southeast Community College](#)
- How financial aid is disbursed:  
[How to Apply for Financial Aid | Southeast Community College](#)

- The student's rights and responsibilities in receiving financial aid:  
[Rights of Students on Financial Aid | Southeast Community College](#)
- General conditions and terms applicable to the Federal Work Study program:  
[Financial Aid & Scholarships | Southeast Community College](#)
- Books and supplies – the way SCC provides for Pell-eligible and other students to obtain their required books and supplies by the 7<sup>th</sup> day of class is noted under Educational Programs on the Consumer Information page. Students may opt out of this method if they want.  
[SCC Consumer Information](#)
- Entrance counseling information required before a student may receive a federal student loan:  
[Entrance Counseling | Federal Student Aid](#) .
- Exit counseling information SCC must collect when a student drops to less than half-time enrollment:  
[Exit Counseling | Federal Student Aid](#)

### Satisfactory Academic Progress (SAP)

All students must make progress toward their educational goals in order to continue to receive federal financial aid:

[Financial Aid Policies | Southeast Community College](#)

To help students stay on track with academic progress, SCC makes GPA and PACE calculators available:

- GPA calculator: [GPA Calculator | Southeast Community College](#)
- PACE calculator: [Pace Calculator | Southeast Community College](#)

### General costs of attending SCC

The tuition and fees for the current academic year:

[Costs | Southeast Community College](#)

### College Financing Plan (formerly, the Financial Aid Shopping Sheet)

The Financing Plan is a tool provided by the U.S. Department of Education. It is designed to simplify cost and financial aid information so the student can make informed decisions about which school to attend.

After students apply to SCC, complete the Free Application for Federal Student Aid (FAFSA) and have been awarded, they may view their award notification in their account on the HUB. The student must either accept or decline their financial aid.

### Equity in Athletics

SCC is committed to providing equitable athletic opportunities for its male and female students. The information SCC reports to the Department of Education regarding athletics: [Equity in Athletics \(EADA\) Report](#)

### Vaccination Policy

While SCC does not have a policy regarding vaccinations, some programs require current vaccinations. The Center for Disease Control recommends the following vaccinations for adults:

[ACIP Vaccine Recommendations | CDC](#)

## Access/Equity/Diversity – Nondiscrimination and Title IX

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, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy.

Southeast Community College strongly encourages any person subjected to sexual misconduct to report the conduct to law enforcement and to the College's Title IX office.

- Information on how to file a report:  
[Title IX Resources | Southeast Community College](#)
- Information regarding complaint and grievance processes:  
[Grievance Hearing Procedures for Students | Southeast Community College](#)

The Access, Equity and Diversity (AED) office provides oversight in compliance with federal and state regulations. For more information, contact:

### **Jose J. Soto**

Vice President for Access/Equity/Diversity SCC  
Area Office  
301 S. 68th Street Place  
Lincoln, NE 68510  
402-323-3412  
[jsoto@southeast.edu](mailto:jsoto@southeast.edu)

### **Robert Sanford**

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Compliance  
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