

REGISTRATION BEGINS **Apr. 8**
LAST DAY TO REGISTER ONLINE **Aug. 27**

After this date, students must: **1.)** have the instructor's permission to register and **2.)** register in-person in the Registration & Records Office.

WAITLISTS CLOSE **Aug. 27**

If you are having problems with **online registration**, contact the Registration & Records Office at 402-437-2605 or registration@southeast.edu

STEPS TO REGISTER ONLINE

1. Log into thehub.southeast.edu

2. Enter your Username and Password.

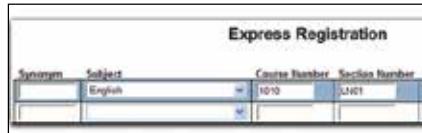
Your Username is your first initial + last initial + SCC ID number (with no leading zeros) + @southeast.edu.

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, see the "login help" box below.

3. Select "Student Registration"

4. Under the Registration section, select "Register for Sections"



Please note:
R designates a Thursday class.
TR designates a Tuesday/Thursday class.



you selected under Preferred Sections. Choose the **action** you want to perform from the drop down box in front of the class and **click submit** at the bottom of the page.

5. Choose either Express Registration or Search and Register for Sections

Express Registration (Choose "Express registration" ONLY if you know exact course information or the synonym. Skip to step # 6.)

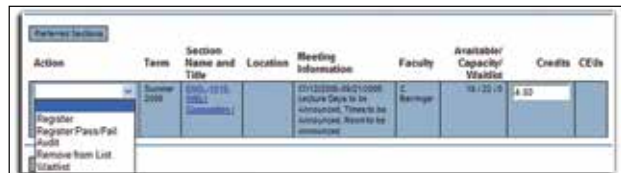
If you know the course and section number or the synonym, you can use Express registration. Course and section numbers and synonyms can be obtained from the credit schedule. Be sure to enter the term.

Search and Register for Sections

(Choose "Search and register for sections" if you DO NOT know the exact course and section number.) Enter the correct term and at least 1 variable about a class to search for a section – click submit. Leave course level blank.

6. This will produce a list of all the classes available given the variables you submitted. Click on the box in front of the class to **select the course – click submit**. Tip: online sections can be found by using a location of "web".

7. On the next screen, you will see a list of the courses



Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available Capacity/Waitlist	Credits	CEUs
Register	Summer 2019	ENGL 1010	1010	1010	C. Savage	14 / 20	3	0.5

8. When you have successfully registered for a section, you will see a screen which confirms your request has been processed and all sections for which you are registered will be listed. When your schedule is final, click on "my schedule" at the bottom of the page and print your schedule.

WHY CAN'T I REGISTER, ADD OR DROP CLASSES ONLINE?

- Are you using the correct term? **Fall 2019**
- Were you registered for one of the following terms: **Summer 2018, Fall 2018, Winter 2019, Spring 2019**
- The last day to register online is **August 27**.
- Do you owe the college money? (You must be free of any financial responsibility to the College in order to register, add or drop classes.)
- Have you completed the **prerequisite** courses?
- Is this the first time you are registering for a class at SCC?

You can go to: <https://www.southeast.edu/applynow/> and complete the Visiting Student Application or complete and return the "visiting student-username request form" found on page 9 of the credit schedule, or register in-person. (You must have an SCC username to be able to register online.)

LOGIN HELP

Don't know your Username? Go to thehub.southeast.edu and click on "change/forgot password". You can find your Username by following the link to WebAdvisor.

Password: The **FIRST** time you log in, your initial eight character password is **Sc#**____ (the last four digits of your social security number.) (note the **S** is uppercase) For example: if the last four digits of your social security number were 1234, your **temporary** password would be Sc#1234.

Now you create your own password.

Passwords must:

- contain 7 – 16 characters
- have 1 uppercase and 1 lowercase letter
- have 1 numeric character :: 1234667890
- have 1 special character :: !#\$%^&*()
- must NOT contain 3 or more characters of your first name, last name or SCC ID#.

WRITE DOWN A HINT SO YOU CAN REMEMBER IT!!!

No one at the College can see your password. If you forget your password, it will need to be reset, which may take some time. Passwords will be changed every 280 days.

Visit <http://helpdesk.southeast.edu> for more information.

DROPPING A COURSE ONLINE

To drop a class you are currently registered for:

1. Login to thehub.southeast.edu.
2. Select Student Registration.
3. Select Register and Drop Sections.
4. Under the Current Registrations section, check the box in front of the course you wish to drop.
5. Click the SUBMIT button at the bottom of the screen.
6. A new Registration Results screen should appear showing the status of the class you selected as "Dropped from this section."

(If you chose an action other than drop, the results of your selection should appear in the status box.)

If you owe the College money, you cannot drop or add classes online.



Failure to attend classes does not constitute a drop or withdrawal.

Students must submit an official drop form prior to the refund deadline to be eligible for a tuition refund. Failure to attend classes does not absolve the student from making complete payment for all tuition and fees associated with the student's registration.

"NO SHOW" STUDENTS

1. Under federal rules, the College cannot pay financial aid to students who never attend class. Financial aid will not be distributed to students who have been reported as never having attended class ("No Show" students).
2. "No Show" students will be billed and held responsible for full payment of the tuition and fees for the classes they are registered for because the "no show" student did not drop the class with an "Official Drop/Add Form For Credit Classes" within the designated refund period. (See "Student-Initiated Drop or Withdrawal")
3. All students with a "hold" on their account (including "No Show" Students) will not be allowed to register for classes for the next term until the account is paid in full.

WAITLISTING A COURSE

Managing My Waitlist

When a course section reaches its maximum capacity, it is possible for students to add themselves to a waitlist via WebAdvisor on the Hub.

Email Address

Students must have a current email address on file at Southeast Community College, before adding themselves to a waitlist. To verify your email address is accurate, go to WebAdvisor on thehub.southeast.edu and from the main menu select: Student ->Address Change. Email addresses are listed at the bottom of the page. If the address is incorrect, make the necessary changes and click->Submit. Corrections are sent directly to the registration office, however, are not immediately seen online.

Waitlisting a course

Students can add or remove themselves from a course waitlist through WebAdvisor on the Hub. After selecting a class which is full, on the registration screen select Action->Waitlist->Submit.

Note: Students cannot waitlist themselves for classes if any of the following conditions apply: prerequisites are not complete, the student is currently registered for another section of the class or tuition is owed to the college. Also, students cannot waitlist themselves for multiple sections of the same course.

Permission to register

When there is an opening in a class, the first student on the waitlist will be notified via email. The student can register for the section on-line by going to WebAdvisor->Student Registration->Manage My Waitlist->Action-> Register->Submit.

One (1) day to register

When given Permission to Register, the student will have 1 day to register. At the end of this time, if a student fails to register for the designated class, the student is removed from the waitlist and the next student is notified.

Removal from the Waitlist

On the Hub, go to WebAdvisor->Student Registration->Manage My Waitlist->Action-> Remove->Submit.

Tuition

Students are not charged tuition for courses in which they are waitlisted. Tuition charges will not be posted to the student account until the registration process is complete.

Dates

See the registration dates box for waitlist dates. **ALL WAITLISTS ARE REMOVED ON DAY 2 OF EACH TERM.

REFUND POLICY FOR CREDIT CLASSES

If you decide to discontinue your studies at SCC, refunds are calculated according to the refund formula below.

$$\frac{(\text{DROP DATE}) - (\text{COURSE START DATE})}{(\text{COURSE END DATE}) - (\text{COURSE START DATE})} = \% \text{ ELAPSED}$$

The drop date will be the date you provide an "Official Drop/Add Form" to the Registration & Records office or Drop the class online.

All days are included in the computation, including Saturdays, Sundays, holidays and week days. Students are entitled to a refund based on the Refund Table for Credit Classes.

Refund Table (FOR CREDIT CLASSES)

% elapsed	% of refund
0.000 - 10.00	100
10.1 and over	0

- Student activity fees are refundable only during the tuition refund period.
- Refunds are based on the date the Official Drop Form is submitted to the Registration and Records office.
- Refunds will not be granted after deadlines have passed.
- Refunds for classes cancelled by the College are automatically processed and do not require a drop form.
- Refund checks are mailed to the student's current address and usually take 3 to 4 weeks.
- Students who receive federal financial aid are subject to federal refund calculations.
- Students who register after the first class meeting and drop a course are subject to a refund based on the beginning dates of the course, not when they register.

Detailed information on tuition and refunds is published online and in the SCC College Catalog.

Non-credit Class REFUNDS

100% refund if dropped the day before class starts or earlier. 0% refund if the class is dropped the day the class starts or later.

Registration Dates

Fall Semester 2019

August 26 - December 19, 2019

- Registration begins Apr. 8
- Last day to add your name to a waitlist/
Final Waitlist registration notices
emailed Aug. 26
- Waitlists are closed Aug. 27
- Last day to register online Aug. 27
- Instructor signature required
for adds Aug. 28
- Last day to add classes Aug. 30
- Graduation Application deadline Sept. 9

Spring Semester 2020

January 13-May 7, 2020

- Registration begins Oct. 28, 2019

Summer Session 2020

May 27-August 5, 2020

- Registration begins Mar. 2



For the most up-to-date calendar information, please visit www.southeast.edu/calendar/