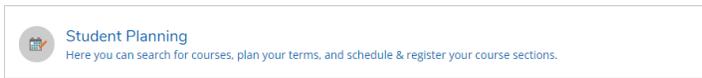


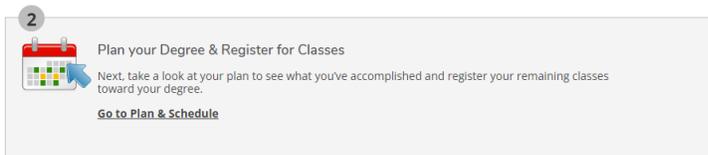
Using Self Service Student Planning: Drop Registered Classes

Speak with your advisor and financial aid before dropping a class.

1. Visit **Self Service** on [the Hub](#)
2. Click **Student Planning**



3. Click **Plan your Degree & Register for Classes.**



4. Verify the term displayed is the term in which you want to drop a course or use the arrow buttons to locate the correct term
5. Locate the individual class in the left navigation. Courses shaded green are registered.
6. To verify Refund and Withdraw Date information prior to dropping, click the course name and review the **Additional Info** text in the **Sections Details** pop up
7. To drop the class, click the **Drop** button



8. In the **Register and Drop Sections** pop up, confirm the correct course was selected to drop and click **Update**. The course will change from green to yellow if the class was successfully dropped

Why can't I register, add or drop classes?

1. Have you planned courses prior to registering? (Planned classes are yellow.)
2. Is the correct term displayed?
3. Are you registered for one of the terms? (Registered classes are green.)
4. Do you owe the college money? (You must have a zero-balance owed to the College in order to register, add or drop classes.)
5. Have you completed the prerequisite courses?
6. Is this the first time you are registering for a class at SCC? If yes, below are next steps to take (You need to have a SCC username to be able to register online).
 - Visit southeast.edu/applynow/ and complete the Visiting Student Application or
 - Complete and return the "visiting student-username request form" in the credit schedule or
 - Register in-person

Login Support

Don't know your Username? Go to [Recover SCC Username and ID#](#) and enter your last name and full Social Security Number with no dashes. You will be given your SCC Username and ID#, please note that you must add **@southeast.edu** to the SCC Username when logging in to the Hub.

Temporary 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**.

Note: You will need to reenter the **Temporary Password** in the **Current Password** field at first time login

Now you create your own password.

Passwords must:

- Contain 7 – 16 characters
- Use at least one capital letter, one lower case letter and one number
- Cannot contain your name or ID#
- Cannot be a password that was used for your account previously

Need to reset Password?

If you have an older existing account or the temporary password is not working please change your password.

If you know your ID# or you have retrieved your ID# from the link above please use this link to [Reset your password](#)

You will be required to enter your non-SCC (personal) email address and it must match what we show on file along with your SCC ID#. You will then be sent a link to change your password, after which you should be able to immediately log into the SCC Hub with your new password

Still can't log in?

Visit <https://helpdesk.southeast.edu/index.php/login-help/> or contact the SCC Help Desk by email @ helpdesk@southeast.edu or 402-437-2447

"No Show" Students -

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).

"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")

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