

Faculty /Student Advisement

Spring 2012 Priority Registration

Begins **Monday, November 14th**

On-Line or In Person

Students are assigned a SPECIFIC DATE TO REGISTER.

Students can check **View My Holds screen** to see the day on which they are assigned to register about **1 week before Priority Registration begins**.

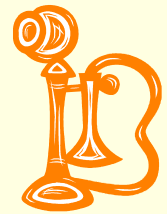
Students will NOT be able to register before their assigned date.

Wintersession 2012 Registration

Begins **Monday, November 14th**

Ammerman Campus Student Services

✧ Offices relating to the registration process



✧ Admissions	451-4022
✧ Advising/Testing	451-4056
✧ Counseling	451-4053
✧ Disability Services	451-4045
✧ ESL Office	451-4707
✧ Financial Aid	451-4072
✧ Registration/Veterans Affairs	451-4004

Grant Campus Student Services

✧ Offices relating to the registration process

Caumsett Hall

- | | |
|---------------------------------|----------|
| ✧ Admissions | 851-6718 |
| ✧ Advising/Testing | 851-6250 |
| ✧ Counseling | 851-6250 |
| ✧ Disability Services | 851-6250 |
| ✧ Financial Aid | 851-6712 |
| ✧ Registration/Veterans Affairs | 851-6780 |

Sagtikos Building

- | | |
|--------------|----------|
| ✧ ESL Office | 851-6519 |
|--------------|----------|

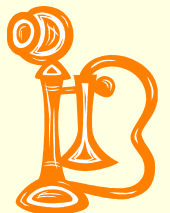


Eastern Campus Student Services

✧ Offices relating to the registration process

Peconic Building

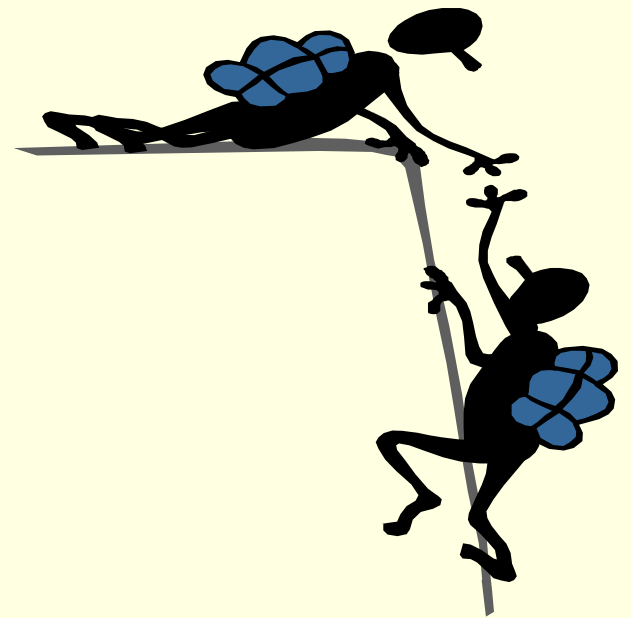
- | | |
|---------------------------------|----------|
| ✧ Admissions | 548-2512 |
| ✧ Advising/Testing | 548-2527 |
| ✧ Counseling | 548-2527 |
| ✧ Disability Services | 548-2527 |
| ✧ ESL Office | 548-2654 |
| ✧ Financial Aid | 548-2525 |
| ✧ Registration/Veterans Affairs | 548-2502 |



Advising & Counseling Services

Advising and Counseling Offices offer a variety of services and programs including:

- ✧ Academic Advising
- ✧ Curriculum Review
- ✧ Choosing a Major/Career
- ✧ Transfer Advising
- ✧ Long Term Academic Planning
- ✧ Personal Counseling Referrals
- ✧ Disability Support Services





Resources

Academic Skills and Learning Centers

Ammerman Campus

❖ Foreign Language/ESL Lab	Islip Arts bldg.	Room 114
❖ Math Learning Center	Riverhead bldg.	Room 235
❖ Reading Enrichment Center	Islip Arts bldg.	Room 116
❖ Writing Center	Islip Arts bldg.	Room 101

Eastern Campus

❖ Academic Skills Center	Montaukett bldg.	Room 224
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Grant Campus

❖ Center for Academic Excellence	Sagtikos Bldg.	Room 100
	HSand E Center	Room MA129

Additional departmentally based tutoring centers are available for most other disciplines

Resources

Career Services and Cooperative Education

- ❖ Career Exploration
- ❖ Interest Inventories
- ❖ Workshops and Seminars
- ❖ Resume Writing/Review
- ❖ Researching Career Fields
- ❖ Internship Opportunities
- ❖ Mock Interview Sessions
- ❖ Career Fairs & Employer Networking

Locations

Ammerman Campus

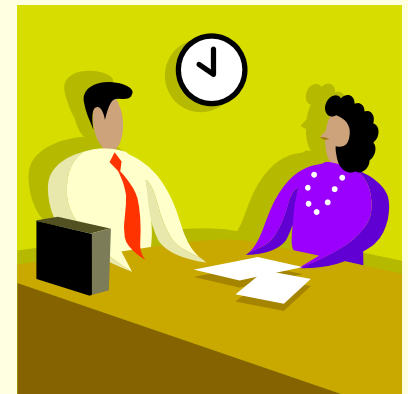
Babylon Student Center - Room 205

Grant Campus

Nesconset Hall – Suite 1

East Campus

Peconic Building – Room 122



Resources

Transfer Services

- individual counseling
- transfer days – with numerous colleges represented on campus
- Internet access to transfer college information
- college search guides

Locations

Ammerman Campus
Counseling Center
Ammerman Building-
Room 209

Grant Campus
Nesconset Hall – Suite 1

East Campus
Peconic Building –
Room 122

Developmental Studies Policy

Developmental Studies courses **MUST** be:

- ✧ Completed as early as possible
- ✧ Taken in sequence, each semester, starting with student's first semester



THESE COURSES ARE
FIRST PRIORITY



Developmental Studies Courses

Non-Credit

✧ Do **NOT** count toward graduation

However they do...

✧ Count for billing & insurance purposes

✧ Count towards full-time status

✧ Fulfill prerequisites for college level courses



2010-2012 Catalog

1. Semester calendar: pg 6 & 7
2. Academic and Student policies: pg 67 – 79
(includes grading system)
3. Curricula: pg 93 – 191
4. Academic Areas, disciplines and Course
Codes: pg 196
5. Courses: pg 197 – 298

SUNY GENERAL EDUCATION REQUIREMENTS

All baccalaureate degree candidates in the State University of New York (SUNY) system must complete a **30 credit-hour General Education requirement**. Students must take *at least one* approved course in *each of the ten* areas identified below.

Students at Suffolk County Community College who plan to transfer to a SUNY four-year institution are expected to complete a *minimum of 21 credits (7 courses)* of the SUNY general education course requirements.

Students are strongly advised to satisfy the full 30-credit requirement prior to transfer.

<http://www.sunysuffolk.edu/About/GenEd.asp>

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Personal Information Student Services Faculty Services

Search Go

Faculty Services

- Faculty Schedule
- Week at a Glance
- Class Roster
- Enrollment Verification Roster
- Final Grade Roster
- Active Assignments
- Assignment History
- Class Schedule Search
- College Catalog
- Syllabus Information
- Office Hours
- Early Warning Web Application
- SICAS mod equivalent to the NY Alert System
- Student Advisement Menu

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Personal Information Student Services Faculty Services

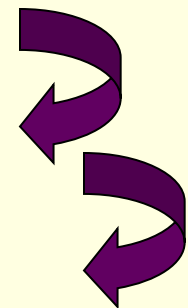
Search Go

Student Advisement Menu

- Select Term
- Student ID Selection
- View Holds
- View Test Scores
- Academic Transcript
- Student's SAIN
- Class Schedule Search
- College Catalog
- Add or Drop Classes
- Student Schedule
- General Student Information
- Student Address and Phones
- Student E-mail Address

Faculty – Self Service Banner Student Advisement

Faculty Services
Student Advisement Menu
ID selection



View Holds

Indicates if there are any holds that would block registration.

The [Advising and Testing Hold](#) is only for new students. It blocks them from course registration before they meet with an advisor. This hold will be lifted when students submit their first schedule at the registrar's office.

Students will then be able to make changes to their schedule on line, as long as they have no other holds such as a developmental course hold or a financial hold.

View Holds

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Information for [Jo Banner](#)

Please note that some holds are sensitive and may not display.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Developmental Studies	Feb 15, 2011	Dec 31, 2099		14.5 credits only, sign needed		Registration
Meningitis	Nov 19, 2010	Dec 31, 2099		Health Services Office		Registration

View Test Scores

- Indicates the CPT test scores and more importantly the student's placements – either developmental or college level.
- Students may be placed into none, one, two, or three developmental course(s).
 - CPT- first test scores
 - RPT –re-test scores
- The departments of English, Reading and Math will re-test students who have already tested/retested or have taken the course and not passed.

Information for Johnny College

Test Scores

Test Description	Test Score
CPT Algebra Skills Scores	078
CPT Arithmetic Skills Scores	044
CPT Reading Scores	082
CPT Sentence Skills Scores	081
Reading Dept. Test	099
English Dept. Test	999
Math Dept. Test	999
Placement Lvl Col Eng ENG101	101
Placement Level Math MAT007	007
Placement Lvl Math MAT101-112	101
Placement Lvl Col Reading	101

Additional Test Scores

A student may be waived from all or part of the College Placement Test based on the following criteria:

- SAT Math Score of 510 or higher: waived from math CPT
- ACT Math Score of 22 or higher: waived from math CPT
- SAT Verbal Score of 500 or higher: waived from sentence skills and reading CPT
- ACT Reading Score of 21 or higher: waived from sentence skill and reading CPT
- English Regents Score of 85 or higher: waived from sentence skills CPT
- Math B Regents Score of 85 or higher: waived from math CPT

Information for Johnny College


Test Scores

Test Description	Test Score
ACT Math	22
ACT Reading	21
High School Chemistry	101
English Regents 85+	088
SAT Verbal/Critical Reading	500
SAT Mathematics	525

Students who completed **H.S. Chemistry** may take science courses that have H.S. Chemistry as a prerequisite.

INTERPETING CPT TEST RESULTS

Test Scores

 For any changes that need to be made or questions regarding this student's data, please call the appropriate campus counseling center:
Ammerman - 451-4056
East - 548-2527
Grant - 851-6250

Information for [Johnny College](#)

Test Scores


Test Description	Test Score	Date Taken
Placement ENG009 & ENG010	009	Mar 01, 2011
Placement Level English ENG010	010	Mar 01, 2011
Placement Lvl Col Eng ENG101	101	Mar 01, 2011
Placement RDG098 & RDG099	098	Mar 01, 2011
Placement Level Reading RDG099	099	Mar 01, 2011

English and Reading placements will show under **Test Description** and **Test Score**. This is the course the student tested into.

Most students will have only one test score for each area. If more than one is listed the higher **Placement Level** is used.

INTERPERTING CPT TEST RESULTS

Test Scores

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Ammerman - 451-4056
East - 548-2527
Grant - 851-6250

Information for [Johnny College](#)

Test Scores

Placement MAT001 & MAT007	001	Mar 01, 2011
Placement Level Math MAT006	006	Mar 01, 2011
Placement Level Math MAT007	007	Mar 01, 2011
Placement Lvl Math MAT101-112	101	Mar 01, 2011
Placement Level Math MAT121	101	Mar 01, 2011
Placement Level Math MAT124	101	Mar 01, 2011
Placement Level Math MAT131	101	Mar 01, 2011
Placement Level Math MAT126	101	Mar 01, 2011

For Math placement – the non-credit course placement will show under **Test Description and Test Score**. College level course placement will show **only** under **Test Description**. First level college Math placement shows MAT101-112.

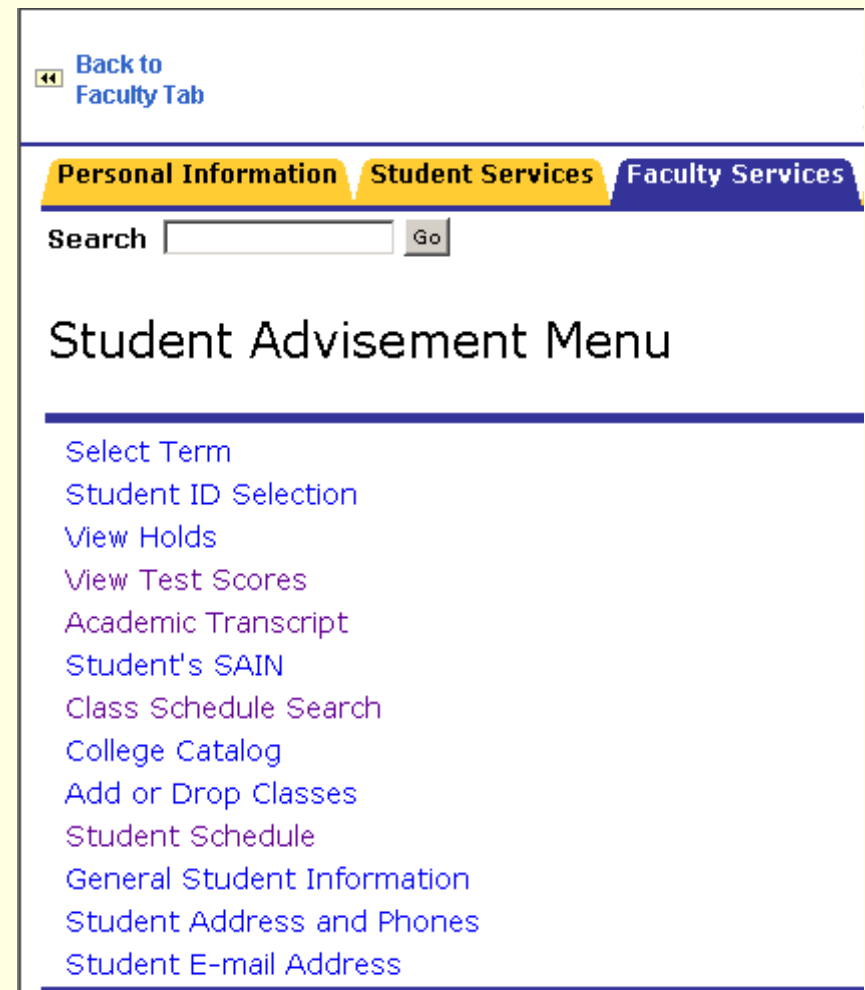
Any first level college math course based on program requirement, student interest, and/or future major is appropriate. Higher level math placements are listed individually. Students may choose to take listed Math requirement or any college level below.

Student Registration for continuing students

- Matriculated Students in good Academic Standing can register on-line for classes.
- Students who need to register in person include:
 - Developmental Studies students,
 - students on probation,
 - dismissed students, and
 - students with a G.P.A. below 2.0
- A Blue Advising/Registration Form, **with faculty/advisor signature**, is required for students who must register in person at the registrar's office.

Academic Transcript

- Shows all courses the student has taken, passed or not passed, withdrawn from as well as transfer courses from other colleges, AP scores from high school, and CLEP equivalencies.
- Transfer courses show a grade of **TR**
- CLEP and AP courses show a grade of **E**
- Student must submit official copies of transcripts/AP and CLEP scores for these courses to be included in their academic record. Records are to be sent to **Doreen Harvey**, *College Transfer Evaluator*, Annex Building, Room 111, 533 College Road, Selden, NY 11784



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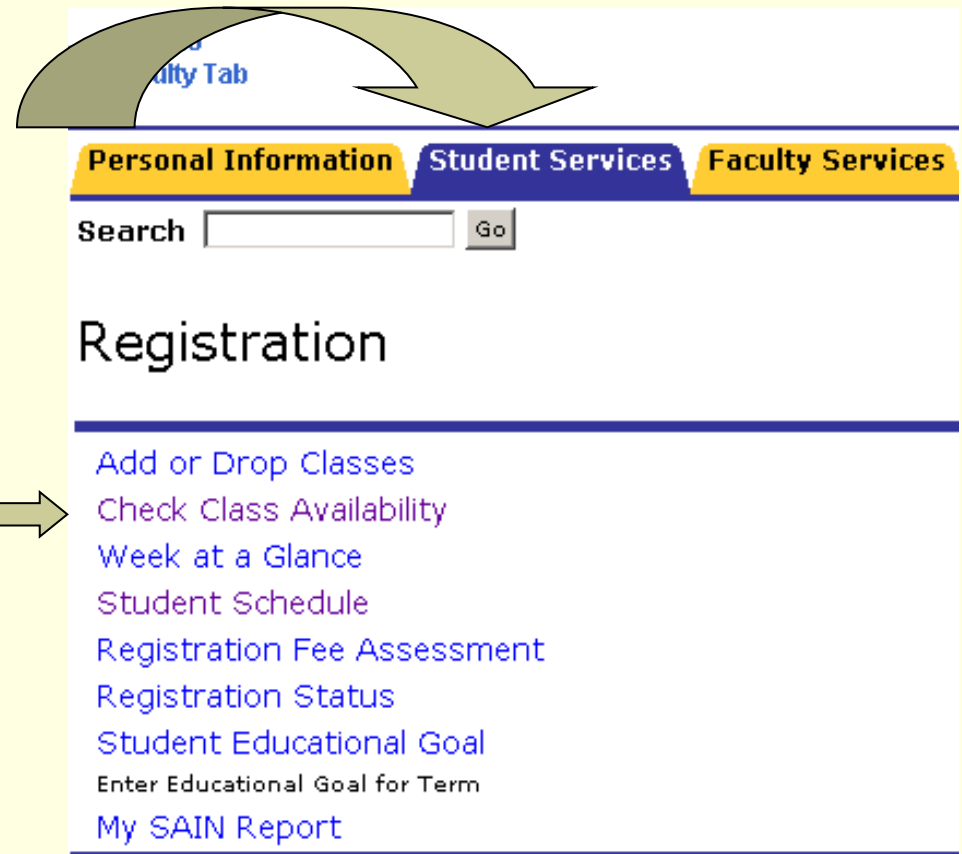
Search Go

Student Advisement Menu

- Select Term
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Class Schedule Search

- Class Schedule – MUCH EASIER to use under Self-Service Banner Student Services Tab - be sure to click the campus designation when looking up classes.
- When working with students, this is the **ONLY** time you may use the Student Services Tab.
- Remember – Faculty only need to assist students with their selection of classes – it is the students responsibility to choose the days and times.



Class Schedules

At a glance – shows if class is open/closed

Sections Found

ANT-Anthropology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	
NR	21214	ANT	101	111	A	3.000	Cultural Anthropology	TR	12:30 pm-01:45 pm	35	33	2	Rita P. Sakitt (P)	01/24-05/17	STHHMP 231	View Textbooks

Student Services

Sections Found

[Cultural Anthropology - 21209 - ANT 101 - 106](#)

Click here to see if class is open/closed

Associated Term: Spring 2011

Registration Dates: Nov 15, 2010 to Jan 30, 2011

Levels: Undergraduate

Attributes: ANT-Anthropology, GOWC-Gen Ed Oth World Civiliz, GSSC-Gen. Ed. Social Sciences, LIBA-Liberal Arts, SSCI-Social Science, SSNW-Soc Science Non-Western, UNRE-Unrestricted Elective, VASS-Visual Arts Soc Sciences

Instructors: Christina T. Beard-Moose (P)

Ammerman (A) Campus

Lecture Schedule Type


Traditional on campus Instructional Method

3.000 Credits

[View Catalog Entry](#)

[View Textbooks](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 4:45 pm	MW	Ammerman-Southampton Bldg 232	Jan 24, 2011 - May 17, 2011	Lecture	Christina T. Beard-Moose (P) 

Faculty Services

Checking for Prerequisites

Does a course need a prerequisite?

Click here



NR	95917	MAT	121	151 A	3.000 Finite Mathematics	T	06:00 pm-09:00 pm	32	0	32	TBA	09/06-12/22	RIVRHE 231
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Sections Found



Click here

[Finite Mathematics - 95917 - MAT 121 - 151](#)

Associated Term: Fall 2011

Registration Dates: No dates available

Levels: Undergraduate

Attributes: GMAT-Gen. Ed. Math, LIBA-Liberal Arts, MAT-Mathematics, Not math special topics course, UNRE-Unrestricted Elective

Detailed Class Information

Finite Mathematics - 95917 - MAT 121 - 151

Associated Term: Fall 2011

Levels: Undergraduate

Ammerman (A) Campus

Lecture Schedule Type

Traditional on campus Instructional Method

3.000 Credits

[View Catalog Entry](#)

Registration Availability

	Capacity	Actual
Seats	32	0

Prerequisites:

MAT111 or equivalent



Prerequisites

Does the student need a prerequisite to register for a class?

- Check View Test Score screen.
- Check prior course completion on Transcript.
- If prerequisite is in place – student may register for the course.
- No prerequisite in place – Paper proof of a prerequisite taken is required (grade report, transcript).
- Student needs to complete prerequisite waiver form – available at the Chair's office, registrar and Dean of Faculty's office.
- Form must be approved by department head, faculty member or academic dean.
- Student needs to register in person at the registrar's office with form.
- Academic Deans and Department Chairs may enter prerequisite in BANNER for student to register on line.
- Academic Deans and Department Chairs, at their discretion, may waive paper proof.

Questions?

<http://dephome.sunysuffolk.edu/Liminis/Faculty/FacultyAdvisement/index.html>

Ammerman Campus – 451 – 4053

Counseling Center – Ammerman Building – Room 209

Grant Campus – 851 – 6250

Counseling Center – Caumsett Hall – Room 20

East Campus – 548 – 2699

Counseling Center – Peconic Building – Room 122

