Suffolk
COUNTY COMMUNITY COLLEGE

SUMMER 2018
Day and Evening Classes

Day and Evening Class Sessions	BEGINS	ENDS
First Five-Week Session	June 4, 2018	July 5, 2018
Eight-Week Session	June 4, 2018	July 25, 2018
Second Five-Week Session	July 9, 2018	August 8, 2018

Registration	Ammerman Campus Eastern Campus Michael J. Grant Campus (631) 451-4004 (631) 548-2502 (631) 851-6780 Registration for continuing students begins **Monday, April 9, 2018** Open registration for all students begins **Wednesday, April 18, 2018**
Counseling	(631) 451-4053 (631) 548-2527 (631) 851-6251
Vehicle Registration And Parking Information	There is no vehicle registration required for summer sessions. However, parking in regulated areas, i.e. handicap, fire zones and other marked areas will be enforced.
Priority Registration	Priority registration for currently enrolled students will take place for the SUMMER 2018 semester between **April 9 and April 17, 2018.** You should plan to register during this week in order to get the best selection of courses at the best possible times. Open registration for all students begins on April 18.
I.D. Cards	Students are required to obtain and carry an official Suffolk County Community College I.D. card or risk paying a $25 I.D. Card Non-Compliance Fee. I.D. and photo stations are located on all campuses. Please check the College website for specific locations and schedules.

Immunization	All students born on or after January 1, 1957, who are enrolled in a degree program, must comply with the New York State Immunization Law. **Compliance means proof of:**
	    1. two measles immunizations (on or after **1/1/68**)
	    2. one rubella (German measles) immunization (on or after **1/1/69**)
	    3. one mumps immunization (on or after **1/1/69**)
	
	Also, in accordance with College policy and New York State law, students enrolled at Suffolk County Community College must acknowledge that they received information about meningococcal (meningitis) disease and vaccination, and indicate that they either received the vaccination within the past 10 years or decided not to take the vaccination. Students who do not submit the required acknowledgement will be blocked from registration and are subject to withdrawal. The acknowledgement form is available online at Health Services: Required Acknowledgement of Meningitis Information.
	
	Contact your campus Health Services Office for additional information.

To register and pay your tuition online visit my.sunysuffolk.edu **24 hours a day/7 days a week.**

Be sure to establish your Username and Password and activate your Office 365 email account to receive important messages.

Note: Students who have holds on their registration or require an advisor's signature cannot register online. Instead, please register in person at the campus Registrar's Office.

Please check the College website for updated course information and seat availability at www.sunysuffolk.edu

CAMPUS BUILDING CODES

Ammerman Campus at Selden	Eastern Campus at Riverhead	Michael J. Grant Campus at Brentwood
AMERMN-Ammerman Building BRKHVN - Brookhaven Gymnasium BABYLN - Babylon Student Center AUTOTC – Automotive Technology Bldg. STHHMP - Southampton Bldg. ISLART - Islip Arts Bldg. HUNTIN - Huntington Library KRELNG - Kreiling Hall RIVRHE – Riverhead Technology Bldg. SMTHSC - Smithtown Science Bldg. WJLLSB- William J. Lindsay Life Sciences Bldg. ANNEX - Annex	CORCHG - Corchaug Bldg. ORIENT - Orient Bldg. PECONC - Peconic Bldg. SHNCCK - Shinnecock Bldg. MONTAK – Montaukett Bldg. WOODLD- Woodlands Bldg.	CAPTRE - Captree Commons CAUMST - Caumsett Hall NESCON - Nesconset Hall HSEC - Health, Sports, and Education Center PMANOK - Paumanok Hall SAGTKS - Sagtikos Bldg. SLACKE - Sally A. Slacke Corporate Training Center ASHROK - Asharoken Hall LRCG – Learning Resource Center WFDVTC-Workforce Development Tech. Center
	Culinary Arts and Hospitality Center (Riverhead) CULART - Culinary Arts and Hospitality Center **Sayville Downtown Center** (Sayville) SAYVIL - Sayville Downtown Center	

CREDIT COURSE REFUND POLICY FOR SUMMER 2018

How Refunds Are Determined
The date of your official withdrawal determines what tuition and refundable fees (if any) you will receive or have credited to your account. **Please consult the hours of operation of Registrar's Offices or go online to complete your transaction.** This table gives you the refund dates for the SUMMER 2018 semester. The College makes all refund payments by check regardless of how you paid your bill. Refunds are processed after the final add/drop date for each semester.

Summer 2017 Refund Schedule	First Five-Week	Eight-Week	Second Five-Week
A 100% tuition refund will be granted through:	6/03	6/03	7/08
A 25% tuition refund will be granted:	6/04-6/10	6/04-6/10	7/09-7/15
No refunds will be granted on or after this date:	6/11	6/11	7/16

Note: Requests for refunds will *not* be considered after the refund period is over.

Course Withdrawal
Official withdrawal from a course occurs after the refund period is over and requires the completion of a Withdrawal Form. This form is available on the College website and at the campus Registrar's Office.

Your Liability to the College
By registering for classes, you have incurred a liability to the College for related tuition and fees. Students are responsible for all unpaid charges in accordance with College policies and the refund policy. Certain College fees are non-refundable. Please refer to the College Catalog or your bill. Unpaid balances are subject to interest and collection expenses that will be added to the outstanding balance.

Financial aid recipients who have a zero balance must officially withdraw to avoid losing present and future financial aid awards. Withdrawal from a course can result in changes to financial aid eligibility and award amounts. In the case of complete withdrawal from the College, students awarded federal Title IV financial aid will be subject to proration or reductions.

NOTICE OF STUDENT PRIVACY RIGHTS

Suffolk County Community College complies with the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of education records and provides guidelines for the correction of inaccurate or misleading data. Students also have the right to file complaints with FERPA if the institution allegedly fails to comply.

Copies of the College's FERPA policy may be found on SCCC's three campuses in the Offices of the Associate Deans of Student Services, as well as in the central Office of Legal Affairs and Office of the College Registrar (NFL Building, Ammerman Campus). Questions regarding FERPA may be referred to any of the above offices.

PUBLIC NOTICE DESIGNATING DIRECTORY INFORMATION

Suffolk County Community College designates the following categories of student information as public or "directory" information. This does not mean, however, that the College will indiscriminately release such information about students. Requests for directory information on *all* SCCC students or *categories* of students will generally not be honored. Release will be restricted to information on individual students only, with each request considered on an individual basis by the Deans of Student Services and/or the Registrar's Offices. Suffolk County Community College designates the following items as directory information:

Name	Major field of study
Address (permanent, local and email)	Honors, awards or special recognition
Telephone number (permanent and local)	Weight and height, if a member of an athletic team
Photograph	Prior schools attended and degrees awarded
Dates and status of enrollment	

Currently enrolled students may withhold disclosure of directory information. To request nondisclosure, you must provide written notification to your home campus Registrar's Office. Suffolk County Community College assumes that the absence of the written request for nondisclosure of directory information indicates approval for disclosure.

ATTENTION NON-DEGREE STUDENTS
Registration Policy Regarding Prerequisites

All degree and non-degree students will need to verify that they have met course prerequisites before they will be permitted to register for courses that have prerequisite requirements.

As a non-degree student, you will now need to provide evidence that you have satisfied prerequisites by showing documentation, such as prior transcripts, Regents examination scores, or other test scores, such as SAT, ACT or Advanced Placement scores.

If a course requires writing, reading, or mathematics as a prerequisite, and you cannot verify your level of skill in any of these areas through transcripts or test scores, you may opt to take SCCC's college placement test (CPT).

If you have documentation which shows that a prerequisite was met, you can present this documentation, along with a prerequisite waiver request form (available on MySCCC), either in person or via email or fax to an academic dean. Please select the dean who is associated with the campus on which the desired course is offered (from the choices below). **Note**: Decisions on prerequisite approval may be emailed to your college email account, so be sure you have activated your email on MySCCC. If you have questions concerning this policy or its procedures, please call the appropriate office number.

·	Ammerman Campus:	Office of the Associate Dean Ammerman Building - 200A Phone: (631) 451–4528 prereqsa@sunysuffolk.edu	Fax: (631) 451–4962
·	Eastern Campus:	Office of the Associate Dean Peconic Building - 224 Phone: (631) 548–2560 prereqse@sunysuffolk.edu	Fax: (631) 548–3611
·	Michael J.Grant Campus:	Office of the Associate Dean Caumsett Hall - H100 Phone: (631) 851-6750 prereqsg@sunysuffolk.edu	Fax: (631) 851-6532

Additional information on this new policy and its procedures, including the prerequisite waiver request form, is posted to Students tab in the student portal at my.sunysuffolk.edu and on the College home page at www.sunysuffolk.edu in the Quick Links search.