



WINTERSESSION 2018-2019 Schedule of Classes

Priority Registration begins	November 05, 2018
Open Registration begins	November 14, 2018
Classes begin	December 27, 2018
Classes end	January 17, 2019

Registration	Ammerman Campus (631)451-4004	Eastern Campus (631)548-2502	Michael J. Grant Campus (631)851-6780
	Open registration for all students begins Monday, November 14, 2018 .		
Counseling	(631)451-4053	(631)548-2527	(631)851-6251
Vehicle Registration And Parking Information	<p>All motor vehicles on campus, including motorcycles, must be registered with the College and display the appropriate decal. You can order your parking permit online at www.sunysuffolk.edu. Log into MySCCC and look for the vehicle registration link. Failure to do this will result in a fine, and unregistered vehicles will be located using the NYS DMV system. You may purchase your parking permit only after you have registered for classes and paid your bill. You will be assigned one parking pass that is designed to move from one vehicle to another. Please be sure to park in student-designated areas only (within white lines). All handicapped passes on vehicles parked in handicapped zones must be registered to the student. Traffic/Parking regulations, fines and parking lot crime prevention may be obtained online at the Public Safety site. Online students and students who do not own a vehicle can visit their campus Cashier's Office to opt out of the parking fee. If you choose to opt out and subsequently use a vehicle on campus, you will be subject to fines and a judicial conduct hearing. All vehicle plate numbers will be cross-checked with NYS DMV.</p>		
I.D. Cards	<p>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.</p>		
Immunization	<p>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:</p> <ol style="list-style-type: none"> 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) <p>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 Required Acknowledgement of Meningitis Information.</p> <p style="text-align: center;">Contact your campus Health Services Office for additional information.</p>		

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 Live@Edu e-mail 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

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

CREDIT COURSE REFUND POLICY FOR WINTERSESSION 2018-2019

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 2018-2019 wintersession 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.

Wintersession 2018-2019 Refund Schedule	
A 100% tuition refund will be granted through :	December 26, 2018
A 25% tuition refund will be granted on :	December 27, 2018 through January 2, 2019
No refunds on or after this date:	January 3, 2019

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 Web site 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 need to verify that they have met course prerequisites before they will be permitted to register for courses that have pre-requisite requirements.

As a non-degree student, you will 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 showing 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 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
Fax: (631) 451-4962
prereqsa@sunysuffolk.edu

Eastern Campus: Office of the Associate Dean/Peconic Building - 224
Phone: (631) 548-2562
Fax: (631) 548-3611
prereqse@sunysuffolk.edu

Michael J. Grant Campus: Office of the Associate Dean/Caumsett Hall – H100
Phone: (631) 851-6750
Fax: (631) 851-6532
prereqsg@sunysuffolk.edu

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