Faculty /Student Advisement

Summer and Fall 2011 Priority Registration

Starts on April 4th
On-Line or In Person

This term, students are assigned a SPECIFIC DATE TO REGISTER. Students can check View My Holds beginning Wednesday, March 30th to see the day on which they are assigned to register. Students will NOT be able to register before your assigned date.
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 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 Orient Bldg. Room 234

Grant Campus
✧ Academic Skills Center Sagtikos Bldg. Room 100

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 Corchaug Building – Room 007
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
Students taking developmental classes must complete them **before** taking college content courses.

### Developmental Courses to College Level

<table>
<thead>
<tr>
<th>Subject</th>
<th>Developmental Courses</th>
<th>College Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>ENG 009 → ENG 010 → ENG 101</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>RDG 098 &amp; RDG LABA → RDG 099 &amp; RDG LABB</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>MAT001 → MAT007 or MAT001L → MAT007L or MAT006</td>
<td>MAT101, MAT102, MAT103, MAT107*, or MAT111</td>
</tr>
</tbody>
</table>

*MAT107 Recommended for Information Technology Majors only.
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
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://www3.sunysuffolk.edu/academics/GenEd/GenEd.asp
Faculty – Self Service Banner
Student Advisement

Faculty Services

Student Advisement Menu

ID selection
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 online, as long as they have no other holds such as a developmental course hold or a financial hold.
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.

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT Algebra Skills Scores</td>
<td>078</td>
</tr>
<tr>
<td>CPT Arithmetic Skills Scores</td>
<td>044</td>
</tr>
<tr>
<td>CPT Reading Scores</td>
<td>082</td>
</tr>
<tr>
<td>CPT Sentence Skills Scores</td>
<td>081</td>
</tr>
<tr>
<td>Reading Dept. Test</td>
<td>099</td>
</tr>
<tr>
<td>English Dept. Test</td>
<td>999</td>
</tr>
<tr>
<td>Math Dept. Test</td>
<td>999</td>
</tr>
<tr>
<td>Placement Lvl Col Eng ENG101</td>
<td>101</td>
</tr>
<tr>
<td>Placement Level Math MAT007</td>
<td>007</td>
</tr>
<tr>
<td>Placement Lvl Math MAT101-112</td>
<td>101</td>
</tr>
<tr>
<td>Placement Lvl Col Reading</td>
<td>101</td>
</tr>
</tbody>
</table>
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

Students who completed H.S. Chemistry may take science courses that have H.S. Chemistry as a prerequisite.
INTERPRETING 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:
Ammeman - 451-4056
East - 548-2527
Grant - 851-6250

Information for Johnny College

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Test Score</th>
<th>Date Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement ENG009 &amp; ENG010</td>
<td>009</td>
<td>Mar 01, 2011</td>
</tr>
<tr>
<td>Placement Level English ENG010</td>
<td>010</td>
<td>Mar 01, 2011</td>
</tr>
<tr>
<td>Placement Lvl Col Eng ENG101</td>
<td>101</td>
<td>Mar 01, 2011</td>
</tr>
<tr>
<td>Placement RDG098 &amp; RDG099</td>
<td>098</td>
<td>Mar 01, 2011</td>
</tr>
<tr>
<td>Placement Level Reading RDG099</td>
<td>099</td>
<td>Mar 01, 2011</td>
</tr>
</tbody>
</table>

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.
INTERPRETING CPT TEST RESULTS

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
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

### Sections Found

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

At a glance – shows if class is open/closed

### Student Services

Click here to see if class is open/closed

### Faculty Services

#### Cultural Anthropology - 21209 - ANT 101 - 106

- Associated Term: Spring 2011
- Registration Dates: Nov 15, 2010 to Jan 30, 2011
- Levels: Undergraduate
- 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

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>3:30 pm - 4:45 pm</td>
<td>MW</td>
<td>Ammerman-Southampton Bldg 232</td>
<td>Jan 24, 2011 - May 17, 2011</td>
<td>Lecture</td>
<td>Christina T. Beard-Moose (P)</td>
</tr>
</tbody>
</table>
Checking for Prerequisites
Does a course need a prerequisite?

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Term Dates</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR 95917 MAT 121 151 A</td>
<td>3.000 Finite Mathematics</td>
<td>T</td>
<td>06:00-09:00 PM</td>
<td>09/06-12/22</td>
<td>RIVRHE 231</td>
<td></td>
</tr>
</tbody>
</table>

**Sections Found**

**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**

<table>
<thead>
<tr>
<th>Seats</th>
<th>Capacity</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

**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://depthome.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