Faculty /Student Advisement

Spring 2012 Priority Registration
Begins Monday, November 14\textsuperscript{th}
On-Line or In Person

Students are assigned a \textcolor{red}{SPECIFIC DATE TO REGISTER}. Students can check \textcolor{red}{View My Holds screen} to see the day on which they are assigned to register about \textcolor{red}{1 week before Priority Registration begins}.
Students will \textcolor{red}{NOT} be able to register before their assigned date.

Wintersession 2012 Registration
Begins Monday, November 14\textsuperscript{th}
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
  - Montaukett bldg.
  - Room 224

**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
Students taking developmental classes must complete them before taking college content courses.

<table>
<thead>
<tr>
<th>Developmental Courses to College Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
</tr>
<tr>
<td>ENG 009</td>
</tr>
<tr>
<td>ENG 010</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
</tr>
<tr>
<td>RDG 098 &amp; RDG LABA</td>
</tr>
<tr>
<td>RDG 099 &amp; RDG LABB</td>
</tr>
<tr>
<td><strong>Math</strong></td>
</tr>
<tr>
<td>MAT001</td>
</tr>
<tr>
<td>MAT007</td>
</tr>
<tr>
<td>MAT101, MAT102, MAT103, MAT107*</td>
</tr>
<tr>
<td>or MAT007L</td>
</tr>
<tr>
<td>MAT007L</td>
</tr>
<tr>
<td>MAT111</td>
</tr>
<tr>
<td>MAT006</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://www.sunysuffolk.edu/About/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 on line, 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.
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.
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.
Checking for Prerequisites

Does a course need a prerequisite?

Click here

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>Capacity</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seats</td>
<td>32</td>
</tr>
<tr>
<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 online.

• 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