

**Suffolk County Community College
Summer 2024 Important Class Schedule Information**

Day, Evening, and Online Class Sessions	Begins	Ends
First Six-Week Session	May 21, 2024	July 02, 2024
Eight-Week Session	May 21, 2024	July 16, 2024
Second Six-Week Session	July 08, 2024	August 14, 2024

Summer 2024 classes will be delivered in the following modalities.

- **Blended** - partly on campus and partly Online or Real-Time Online
- **Combined Online (COMBINEONL)** - 50% Online and 50% Real-Time Online meeting times with your instructor
- **Online (ONLINE)** - instruction is provided by the professor through Brightspace, the College learning management system, and students interact with faculty and complete assignments working on their own time while adhering to course deadlines
- **Real-Time Online (RLTIME ONL)** - recreates a classroom experience with your instructor and other class members using live virtual instruction on scheduled days and times
- **Traditional** – all class meetings on campus, in person

To register and pay your tuition online, go to sunysuffolk.edu/login and search for **Student Dashboard**. Then select **Student Profile for links to select classes, register and pay your bill**.

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

Note: Student with Developmental or Probation holds will be allowed to register online.

Prerequisites Policy

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 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 you have documentation which shows that a prerequisite was met, you can present this documentation, along with a prerequisite waiver request form (available on the College website, Quick Links → Non-Degree Students), via email 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). If you have questions concerning this policy or its procedures, please email the appropriate campus below.

Ammerman Campus

Office of the Associate Dean
Ammerman Building - 200A
Phone: (631) 451-4528
prereqsa@sunysuffolk.edu

Eastern Campus

Office of the Associate Dean
Peconic Building – 224
Phone: (631) 548-2560
prereqse@sunysuffolk.edu

Michael J. Grant Campus

Office of the Associate Dean
Caumsett Hall - H100
Phone: (631) 851-6750
prereqsg@sunysuffolk.edu

Summer 2024 Credit Course Refund Policy

Refund/Student Liability Schedule

When a student officially drops a class during the Drop/Refund period, the charges for tuition and fees will be adjusted according to College and SUNY policy. This may or may not result in a refund. Students can officially drop online or in person at a campus Registrar Office. Non-attendance in a course, verbal communication with College offices or instructors, stopping payment on a check or disputing a credit card are **NOT** official ways to drop classes.

Refunds or adjustments reduce charges on the account and are not based on what was paid. They are calculated from the start date of the session, not the start date of the classes that a student is registered for. Certain fees are not refundable. Visit sunysuffolk.edu for more information. After officially dropping a class(es), the charges on the student account are re-calculated and the College either refunds or bills the student for the applicable amounts.

Summer 2023 Refund Schedule	First Six-Week	Eight-Week	Second Six-Week
A 100% tuition refund will be granted through:	5/20	5/20	7/07
A 25% tuition refund will be granted:	5/21 – 5/27	5/21 – 5/27	7/08 - 7/14
No refunds will be granted on or after this date:	5/28	5/28	7/15

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

Course Withdrawal

During the official add/drop period, you may log into your Suffolk Login Portal account at sunysuffolk.edu/login or by completing a DROP form. To withdraw from courses for any reason, a student must officially notify the College by completing a Withdrawal form. Both forms are available at the campus Registrar Office or on the College's Website (www.sunysuffolk.edu). **Non-attendance in a course, verbal communication with College offices or instructors, or stopping payment on a check is not considered official notification of withdrawal.**

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.

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.

Student Privacy Rights

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 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 Offices. Suffolk County Community College designates the following items as directory information

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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 Office. Suffolk County Community College assumes that the absence of the written request for nondisclosure of directory information indicates approval for disclosure.

Registration	Ammerman Campus registrara@sunysuffolk.edu (631) 451-4004	Eastern Campus registrare@sunysuffolk.edu (631) 548-2502	Michael J. Grant Campus registrarw@sunysuffolk.edu (631) 851-6780
	Registration for continuing students begins Monday, March 18, 2024 Open registration for all students begins Monday, March 25, 2024		
Counseling	Ammerman Campus counselinga@sunysuffolk.edu (631) 451-4053	Eastern Campus counselinge@sunysuffolk.edu (631) 548-2527	Michael J. Grant Campus counselingg@sunysuffolk.edu (631) 851-6251
	Online advising is available. Students wishing to consult with an advisor can send an email to one of the above Counseling email addresses.		
Vehicle Registration and Parking	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.		
ID Cards	Students are required to obtain and carry an official Suffolk County Community College I.D. card. Please check the College website for specific photo station locations and schedules.		
Immunization	<p>In accordance with NYS Public Health Law Section 2165, all students enrolled for at least six (6) semester hours, or the equivalent, at Suffolk County Community College, who were born on or after January 1, 1957, are required to provide acceptable written proof of immunity against measles, mumps, and rubella in accordance with standards approved by the New York State Department of Health. Submission of the Meningitis Acknowledgment Form is required in order to register. Failure to complete these requirements will result in a student record hold, which will prevent registration. Please see the full policy.</p> <ul style="list-style-type: none"> ▪ Student Immunizations Policy ▪ Certificate of Immunization, Health History, and Meningitis Acknowledgement <p>Contact your campus Health Services Office for additional information.</p>		

Campus Building Codes

Ammerman Campus at Selden		Eastern Campus at Riverhead		Michael J. Grant Campus at Brentwood	
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	SHNCK	Shinnecock Building	SFCU	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	HWCE	Health & Wellness Center	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			RESC	Renewable Energy and STEM Center
Culinary Arts and Hospitality Center (Riverhead) CULART - Culinary Arts and Hospitality Center					