



New Student Advising Workbook


Welcome Instructions

Welcome to SUNY Suffolk.

While you wait to meet with an academic advisor, please review pages 1-5 of this workbook in order to have a basic understanding of the student portal and the registration process.

We highly recommend that you keep this workbook and refer back to it throughout the year.

Today's Tasks:

- Sign up for orientation
Designed to prepare you for your first day of classes.
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- Meet with a counselor
Discuss degree requirements and academic/career goals.
- Select classes
View days/times inside your student portal (see page 5 for instructions).
- Register for classes
The Registrar's Office will register you for your classes or you can register through the student portal.
- Activate your Suffolk email
Check it frequently for important notifications from the college, including your bill (see page 2 for instructions).

Financial Aid Workshops

If you have questions on how to begin the process of applying for financial aid, please join one of our Zoom workshops.

To register for a session, visit:
sunysuffolk.edu/financialaid

Only finalized awards will reflect on your bill by the payment deadline.

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Transfer Credits

Have your prior college(s) send your official transcript(s) electronically to:
transfercredits@sunysuffolk.edu

Have official AP and/or IB transcripts mailed to:

Transfer Credits
Suffolk County Community College
533 College Road
Selden, NY 11784-2899

Bill Payment

Avoid Losing Your Schedule!

You will be dropped from your classes if you do not pay your tuition/fees by the date on your bill. If you receive full financial aid, you must "confirm your attendance" online by the date stated on your bill or you will lose your classes—see page 6.

How to Create Your Student Portal Login



IMPORTANT: You must create your student portal login **today**. This is how you will register for classes, view your schedule, check your financial aid status, pay your bill/confirm attendance, access your online classes and more.

1. Visit sunysuffolk.edu/login.
2. Click **New Student Account Creation**.
3. Enter your student ID number and date of birth and click **Continue**.
4. Write down your username in the box below and proceed with creating your password.

Username: _____
Password: (record in a secure place)

Hello Fernie Aguirre
Your Username is aguif01

Before establishing your new Password:
- Read the **Password Rules** to the right and the **Password Tips**.
- Make sure the Caps Lock is **not** selected on your keyboard.
- Write down your Password and keep it in a **secure** location.

Password: _____
Confirm Password: _____

How to Activate Your SUNY Suffolk Email

All students should create their student email account as soon as possible. They must wait at least six hours after creating their portal account to create their student email account. All official communication from the college, class cancellations, school closings, bill reminders, etc. will be sent electronically to the student's college email account which can be accessed via sunysuffolk.edu/login, outlook.com, or office.com. Additionally, this is the preferred communication method for college professors.

1. Visit: sunysuffolk.edu/login.
2. Enter your student portal username.
Ex: aguif01
3. Your password is the same as your student portal password.
4. You will need to provide and verify a recovery phone or email for password resets.
5. We strongly recommend you download the Outlook app onto your mobile device today so you do not miss an important college message.

My SUNY Suffolk email address is:
_____ @mail.sunysuffolk.edu
(Username)

Get to Know Degree Works

FAQs

What is my current degree program?

Did my class(es) from XYZ college transfer in?

What classes should I take to complete my degree program?

Did you receive my final high school transcript?

What is my student ID number?

The answers to the above questions and more can be found in Degree Works within your student portal.

Degree Works will help you:

- determine which requirements you need to fulfill in order to complete your degree or certificate.
- view your individual course grades and cumulative grade-point average (GPA).
- evaluate the courses you have taken and see which ones are still needed.
- look over transfer credits, waivers and substitutions applied toward your degree or certificate.
- see registration holds.
- understand how your coursework could be applied toward another degree/certificate using the “What-If” option.
- review the prerequisites and corequisites for courses by clicking on the course numbers.

<input type="radio"/>	Liberal Arts and Sciences Elective	Still needed:	3 Credits in @ @ with attribute = LIBA			
<input type="radio"/>	Visual Arts, Cinema Studies, Music or Theatre	Still needed:	3 Credits in @ @ with attribute = THR or @ with attribute = VART or CIN 114 or 156 or @ @ with attribute = MUS Except MUS 111 and 124 and 128 and 131 and 132 and 133 and 134 and 135 and 136 and 138			
			This requirement cannot be fulfilled by MUS111, MUS124, MUS128 or 2-credit music performance courses. It also cannot be fulfilled by ART115, ART116, ART120, ART121, ART122, ART126, or ART128.			
<input checked="" type="radio"/>	Mathematics Elective	MAT 103	Statistics I	TR	3	Spring 2015
		Satisfied by:	MTH110 - STATISTICS - SUNY FARMINGDALE			
<input type="radio"/>	Laboratory Science Elective	Still needed:	4 Credits in @ @ with attribute = LASC			
<input type="radio"/>	Mathematics or Science Electives	Still needed:	6 Credits in @ @ with attribute = MAT or @ with attribute = SCI			
<input checked="" type="radio"/>	Physical Education Electives	PED 113	Weight Training	B+	1	Spring 2010 (R)
		PED 114	Beginning Tennis	C	1	Fall 2009
<input type="radio"/>	Non-Western Social Sciences Elective	Still needed:	1 Class in @ @ with attribute = GOWC Except COM 202 and ENG 212 and PHL 111 and SPN 175 and 176			
<input type="radio"/>	Social Sciences Electives	PSY 101	Introduction to Psychology I	B	3	Spring 2010

To view your Degree Works:

- Go to sunysuffolk.edu/login and log in to your student portal.
- Use the search box to navigate to the **Student Dashboard**.
- Select **Student Profile**.
- Click **Degree Works** (on left of screen).

Your current degree program will display completed, in-progress (IP) and remaining requirements. Transferred credits will appear next to the course requirement they fulfill (see Mathematics Elective example above from SUNY Farmingdale).

To transfer credits to SUNY Suffolk, please request that an official college transcript be sent electronically to transfercredits@sunysuffolk.edu or mailed to Transfer Credits, 533 College Road, Selden, NY 11784.

How Will Classes Be Offered at SUNY Suffolk?

Classes will be offered in five formats:

1. **Traditional on campus** (face-to-face)—meeting at a specific time on campus according to a set schedule.

Subject	Course	Campus	Instructional Method	Meeting Times
ENG	101	(A) Ammerman	Traditional on campus	S M T W R F S 09:30 AM - 10:45 AM

This class will meet in-person on Tuesdays (T) and Thursdays (R) from 9:30-10:45 am on the Ammerman Campus in Selden.

2. **Blended**—partly on campus and partly Online or Real-Time Online. These will usually meet once a week in-person and have additional online work.

Subject	Course	Campus	Method	Meeting Times	Type: Class Building:
ENG	131	(W) Michael J Grant	Blended	S M T W R F S 06:00 PM - 07:15 PM	Grant-Sagitikos Hall
				S M T W R F S	Online-Grant Room: ONLINE Start Dat

This class will meet in-person on Wednesdays (W) from 6:00-7:15 pm on the Michael J. Grant Campus in Brentwood. Additional instruction/weekly assignments will be online inside Brightspace.

3. **Online**—instruction is provided by the professor through Brightspace, the college's online learning management system. Students interact with faculty and complete assignments working on their own time, while adhering to course deadlines.

Subject	Course	Instructional Method	Meeting Times	Type: Class Building:
ACC	101	ONL, RT ONL, COMB ONL	S M T W R F S	Online-Grant Room: ONLINE

Days are not highlighted and no time is listed because there will never be a set time when you are required to log in. You will sign on throughout the week and complete your assignments by the deadline.

4. **Real-Time Online**—recreates a classroom experience with your instructor and other class members coming together for live virtual instruction on regularly scheduled days and times (similar to having class via Zoom).

Subject	Course	Instructional Method	Meeting Times	Type: Class Building:
MAT	111	ONL, RT ONL, COMB ONL	S M T W R F S 04:00 PM - 05:40 PM	Online-Grant Room: RLTIME ONL

This class will meet online in real-time (RLTIME ONL) Mondays (M) and Wednesdays (W) from 4:00 - 5:40 pm.

5. **Combined Online**—50% Online and 50% Real-Time Online meeting times with your instructor.

Subject	Course	Instructional Method	Meeting Times	Type: Class Building:
FRE	101	ONL, RT ONL, COMB ONL	S M T W R F S 11:00 AM - 12:15 PM	Online-Eastern Room: COMBINEONL

This class is combined online (COMBINEONL). It will meet online in real-time on Tuesdays (T) from 11:00 am - 12:15 pm. Additional online work will be assigned weekly.

Schedule Worksheet

How to select the days and times of your classes:

1. Log in to your student portal: sunysuffolk.edu/login.
2. Navigate to the **Student Dashboard** by using the search box.
3. Select **Student Profile**.
4. Click **Registration and Planning** and then select **Register for Classes**.
5. Select the term.
6. Enter: **Subject** (example: English)
Course Number (example: 101)
Campus (example: Ammerman—Selden, NY)
 Check the box next to Open Sections Only to eliminate closed classes from the search.
7. Click **Search**.
8. Click the **Add** button next to the open class you would like to add to your Shopping Cart Summary.
9. Click **Search Again** in the top right corner and follow steps 5-9 until all classes appear in the Shopping Cart Summary.
10. Click **Submit** to register for the classes (status will change from pending to registered).

TIME	SUN (S)	MON (M)	TUES (T)	WED (W)	THURS (R)	FRI (F)	SAT (S)
6:30 am- 7:45 am			<i>Ex: ENG101 IP (in-person) 93014</i>		<i>Ex: ENG101 IP (in-person) 93014</i>		
8:00 am- 9:15 am							
9:30 am- 10:45 am							
11:00 am- 12:15 pm							
12:30 pm- 1:45 pm							
2:00 pm- 3:15 pm							
3:30 pm- 4:45 pm							
4:00 pm- 6:00 pm							
6:00 pm- 9:05 pm							

Quick Guide to Basic Tasks Inside the Student Portal

To view your current schedule:

- Visit sunysuffolk.edu/login and log in to your student portal.
- Use the search box to navigate to the **Student Dashboard**.
- Select **Student Profile**.
- Click **View My Schedule**.
- You can review your schedule blocks in the grid or click **Schedule Details** for a list view.
- You can print or email your schedule using the icons in the top right corner.

To accept or decline financial aid awards:

- Visit sunysuffolk.edu/login and log in to your student portal.
- Use the search box to navigate to the **Financial Aid Dashboard**.
- Make sure the aid year at the top of the screen reflects **Award Year 2025-2026**.
- Select **Award Offer**.
- Scroll down to view information about grants and scholarships, work, and loans. You may need to click the arrow next to each heading to view details.
- To accept/decline Federal Work Study and/or loans, if offered, use the “Take Action” option.
- Click the blue **Submit** button.

NOTE: If you accept a loan, you also need to complete the Entrance Counseling Requirement and the Master Promissory Note (MPN) by logging in to studentaid.gov using your FSA ID. It can take up to three weeks for the loan approval to show on your bill as tentative aid. The funds do not disburse into your account until after the semester starts, assuming you maintain your enrollment.

To make a payment or confirm your attendance:

- Visit sunysuffolk.edu/bill. You may be prompted to log in to your student portal.
- NOTE:** One of the following actions is required in order to avoid losing your schedule:
- If balance owed, select **Visit Nelnet to View/Pay My Bill**. (First time visitors must complete their Nelnet account setup to make a payment.)
 - If no balance owed (full financial aid), select **I want to confirm my attendance**.

To set up an authorized payer on your Nelnet account:

If you would like to have another person, such as a parent or guardian, make tuition payments on your behalf, please complete the steps below.

- From your Nelnet dashboard, select **My Profile**.
- In the Manage Payers section, select **Add** or **Edit**.
- Complete the requested information for the individual you wish to add as an authorized payer.
- Once submitted, the authorized payer will receive an email invitation to create their own Nelnet account. For security purposes, the authorized payer will need to know the correct answer to the security question you created—be sure to share it with them.

Tuition Payment Plan Available



The college offers a payment plan that allows you to pay your bill in affordable monthly installments. Payments can be made using your credit card, debt card or via ACH (checking or savings account) and are automatically drafted each month.

Quick Guide to Basic Tasks Inside the Student Portal

To drop a class (remove it from your schedule):

- Visit sunysuffolk.edu/login and log in to your student portal.
- Use the search box to navigate to the **Student Dashboard**.
- Select **Student Profile**.
- Click **Registration and Planning**.
- Click **Register for Classes**.
- Select the term.
- Inside the Shopping Cart Summary, click the action box next to the class you would like to drop and select **Drop on Web**.
- Click **Submit**.

To access your college email:

- Visit sunysuffolk.edu/login and log in to your student portal.
- Use the search box to navigate to **Outlook**.
We strongly encourage you to download the Outlook app on to your mobile device so that you do not miss an important college message.

To find a professor's email:

- Visit sunysuffolk.edu/login and log in to your student portal.
- Use the search box to navigate to the **Student Dashboard**.
- Select **Student Profile**.
Your classes and instructors are listed inside the registered courses table. Click your instructor's hyperlinked name to send them a message.

To find which textbooks you need for each class:

- Visit sunysuffolk.edu/login and log in to your student portal.
- Use the search box to navigate to the **Student Dashboard**.
- Select **Student Profile**.
- Under the registered courses table, click on the CRN of the class.
- Click the link for the bookstore. Your professor will go into more detail on required material during the first week of class.

To access Online/Online Real-Time classes/Brightspace:

- Visit sunysuffolk.edu/login and log in to your student portal.
- Use the search box to navigate to **Brightspace**.

To register your vehicle with the college:

- Visit sunysuffolk.edu/login and log in to your student portal.
- Use the search box to navigate to the **Student Dashboard**.
- Select **Vehicle Registration/Appeal Citation**.
- Click **Register for a Parking Permit**.

NOTE: You cannot register your vehicle until you have made a payment towards your bill/ confirmed your attendance for the semester. Parking permits take a few weeks to process and are mailed by the Office of Public Safety.

To access free academic tutoring services:

- Visit our main webpage, sunysuffolk.edu.
- Select **Current Student** (find under the menu icon on mobile devices).
- Click **Academic Tutoring Centers**.
- Select your campus.

Career Planning

Career Services is available to help you with:

Networking Opportunities

Career Advising

Résumé Review

Interview Preparation

Career Assessments

Jobs and Internships

Schedule an appointment to speak with Career Services about your future.

Ammerman Campus: careerservices-ammr@sunysuffolk.edu

Eastern Campus: careerservices-east@sunysuffolk.edu

Michael J. Grant Campus: careerservices-west@sunysuffolk.edu

Public Safety

Call 631-451-4242 or dial 311 from any campus phone to connect with Public Safety.



Download **RAVE Guardian Mobile App** — a "personal blue light phone" in your pocket that will connect directly to Public Safety with the push of a button.

Sign up for **NY Alert** — the college's emergency alert system designed to notify you in cases where your personal safety may be at risk. Subscribe through the NY Alert tile inside your student portal.



Campus Directory

Office	Ammerman Campus	Eastern Campus	Michael J. Grant Campus
Admissions	admissionsa@sunysuffolk.edu	admissionse@sunysuffolk.edu	admissionsg@sunysuffolk.edu
Cashier	cashiera@sunysuffolk.edu	eastcashier@sunysuffolk.edu	grantcashier@sunysuffolk.edu
Child Care	childcare-ammr@sunysuffolk.edu	not available on campus	childcare-west@sunysuffolk.edu
CLEP	cleptest@sunysuffolk.edu	cleptesteast@sunysuffolk.edu	cleptestgrant@sunysuffolk.edu
Counseling	counselinga@sunysuffolk.edu	counselinge@sunysuffolk.edu	counselingg@sunysuffolk.edu
Disability Services	disabilitya@sunysuffolk.edu	disabilitye@sunysuffolk.edu	disabilityg@sunysuffolk.edu
Financial Aid	faidammr@sunysuffolk.edu	faideast@sunysuffolk.edu	faidwest@sunysuffolk.edu
Health Services	healthserv-ammr@sunysuffolk.edu	healthserv-east@sunysuffolk.edu	healthserv-west@sunysuffolk.edu
Honors Program	honorsammerman@sunysuffolk.edu	fieldin@sunysuffolk.edu	honorsgrant@sunysuffolk.edu
Registrar	registrara@sunysuffolk.edu	registrare@sunysuffolk.edu	registrarw@sunysuffolk.edu
Tech Help	acc-help@sunysuffolk.edu	acc-help@sunysuffolk.edu	acc-help@sunysuffolk.edu
Veterans	veterans@sunysuffolk.edu	veterans@sunysuffolk.edu	veterans@sunysuffolk.edu