Wintersession 2023-2024
Schedule of Classes

Wintersession classes begin: December 27, 2023
Wintersession classes end: January 17, 2024

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 November 6, 2023 **Open registration for all students begins November 13, 2023**			
Counseling	**Ammerman Campus** (631) 451-4053 counselinga@sunysuffolk.edu	**Eastern Campus** (631) 548-2527 counselinge@sunysuffolk.edu	**Michael J. Grant Campus** 631-851-6251 counselingg@sunysuffolk.edu
Vehicle Registration And Parking Information	There is no vehicle registration required for wintersession. However, parking in regulated areas, i.e. handicap, fire zones and other marked areas will be enforced. Traffic/Parking regulations, fines and parking lot crime prevention may be obtained online at the Public Safety site.		
ID Cards	Students are required to obtain and carry an official Suffolk County Community College ID Card. ID and photo stations are located on all campuses. Please check the College Website for specific locations and schedules.		

Immunization	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. You must also submit the Meningitis Acknowledgment Form in order to register. Failure to complete these requirements will result in a hold being placed on your record which will prevent registration. Please see the full policy.
	
	   ▪ **Student Immunizations Policy**
	   ▪ **Certificate of Immunization, Health History, and Meningitis Acknowledgement**
	
	Contact your campus Health Services Office for additional information.		

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**.

College Policy Regarding Prerequisites

All degree seeking 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 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 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

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	SHNCCK	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	SLACKE	Sally A. Slacke Corporate
KRELNG	Kreiling Hall		Center	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

Credit Course Refund Policy for Wintersession 2023-2024

How Refunds/Student Liability 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 complete your transaction online or consult the hours of operation of the Registrar Offices.** This table gives you the refund dates for the Spring 2024 semester. The College issues electronic refunds through BankMobile Disbursements, a technology solution, powered by BMTX, Inc., regardless of how you paid your bill. Refunds are processed after the final add/drop date for each semester.

Refund/Bill Adjustment Periods for Classes – Wintersession		Student Liability/Obligation for Dropped Classes
100% granted through	12/26/2023	0%
25% granted between	12/27/2023 – 1/02/2024	75%
No refunds on or after this date	1/03/2024	100%

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 Suffolk Login Portal 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.**

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'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
Address (permanent, local and email)
Telephone number (permanent and local)
Photograph
Dates and status of enrollment

Major field of study
Honors, awards or special recognition
Weight and height, if a member of an athletic team
Prior schools attended and degrees awarded

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.