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.

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.

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)

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. Download the Outlook app onto your phone 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

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.

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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Campus</th>
<th>Instructional Method</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>101</td>
<td>(A) Ammerman</td>
<td>Traditional on campus</td>
<td>S M T W R F S 09:30 AM - 10:45 AM</td>
</tr>
</tbody>
</table>

   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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Campus</th>
<th>Method</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>131</td>
<td>(W) Michael J Grant</td>
<td>Blended</td>
<td>S M T W R F S 06:00 PM - 07:15 PM</td>
</tr>
</tbody>
</table>

   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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Instructional Method</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>101</td>
<td>ONL, RT, ONL, COMB ONL</td>
<td>S M T W R F S</td>
</tr>
</tbody>
</table>

   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).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Instructional Method</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT</td>
<td>111</td>
<td>ONL, RT, ONL, COMB ONL</td>
<td>S M T W R F S 04:00 PM - 05:40 PM</td>
</tr>
</tbody>
</table>

   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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Instructional Method</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE</td>
<td>101</td>
<td>ONL, RT, ONL, COMB ONL</td>
<td>S M T W R F S 11:00 AM - 12:15 PM</td>
</tr>
</tbody>
</table>

   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).

<table>
<thead>
<tr>
<th>TIME</th>
<th>SUN (S)</th>
<th>MON (M)</th>
<th>TUES (T)</th>
<th>WED (W)</th>
<th>THURS (R)</th>
<th>FRI (F)</th>
<th>SAT (S)</th>
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<tr>
<td>6:30 am-7:45 am</td>
<td></td>
<td></td>
<td>Ex: ENG101 IP (in-person) 93014</td>
<td></td>
<td>Ex: ENG101 IP (in-person) 93014</td>
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<td>8:00 am-9:15 am</td>
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</tr>
<tr>
<td>9:30 am-10:45 am</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>11:00 am-12:15 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30 pm-1:45 pm</td>
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<td>2:00 pm-3:15 pm</td>
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<td>4:00 pm-6:00 pm</td>
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<tr>
<td>6:00 pm-9:05 pm</td>
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</tr>
</tbody>
</table>
Quick Guide to Basic Tasks Inside the Student Portal

To view your current schedule:
- 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 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 drop a class (remove it from your schedule):
- 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 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 accept or decline financial aid awards:
- Go to 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 2024-2025.
- 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:
- 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 Pay My Bill or Confirm My Attendance (on left of screen).

NOTE: One of the following actions is required in order to avoid descheduling:
- If balance owed, select Visit Nelnet to pay my bill.
- If no balance owed (full financial aid), select I want to confirm my attendance.

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, debit card or via ACH (checking or savings account) and are automatically drafted each month.
Quick Guide to Basic Tasks Inside the Student Portal

To access your college email:
- Go to 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:
- 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.
  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:
- 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.
- 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:
- Go to 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:
- Go to 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:
- Go to sunysuffolk.edu/login and log in to your student portal.
- Use the search box to navigate to MySCCC.
- Click Students on the left navigation menu.
- Select Student Information.
- Click Online Tutoring Centers (under Student Resources).
- Select your campus.

Unsure about your career path? Explore occupation options and take action regarding career development with a Focus 2 account.

Visit: sunysuffolk.edu/focus2
access code: shark
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 MySCCCC tile inside your student portal.

Campus Directory

<table>
<thead>
<tr>
<th>Office</th>
<th>Ammerman Campus</th>
<th>Eastern Campus</th>
<th>Michael J. Grant Campus</th>
</tr>
</thead>
<tbody>
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<td><a href="mailto:admissionse@sunysuffolk.edu">admissionse@sunysuffolk.edu</a></td>
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3/2024