Welcome Instructions

Welcome to Suffolk County Community College.

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 (MySCCC) and registration process.

We highly recommend you keep this workbook to refer back to 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 official transcript(s)/AP scores sent electronically to:

transfercredits@sunysuffolk.edu

or mailed to:

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

Bill Payment

Pay Your Bill to Avoid Losing Your Schedule!

You must pay your tuition/fees or “confirm your attendance” by the date stated on your bill or you will be dropped from all of your classes—see pages 6 and 7.
How to Create Your MySCCC Account

**IMPORTANT:** You must create your MySCCC account **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.

2. Click **Create a Username and Password.**
3. Enter your student ID number and date of birth and click **Continue.**
4. Write down your MySCCC 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 outlook.com or office.com. Additionally, this is the preferred communication method for college professors.

1. Visit: **www.office.com.**
2. Enter your SUNY Suffolk email address. Your college email address should be your MySCCC username @mail.sunysuffolk.edu.
   
   **Ex:** aguif01@mail.sunysuffolk.edu
3. Your password is the same as your MySCCC 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
   *(MySCCC username)*
Get to Know Degree Works

What is my current degree program/major?
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 MySCCC 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 my.sunysuffolk.edu and log in to your MySCCC portal.
- Click Degree Works Student Degree Audit (on left of screen).
- Log in with your MySCCC credentials.

Your current degree program will display, including 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, request 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 for the Upcoming Semester?

Classes will be offered in five formats:

1. **Face-to-Face**—meeting at a specific time on campus according to a set schedule.

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

   This class will meet in-person on Mondays (M) from 3:30-5:20 pm in the William J Lindsey Building (WULLSB) on the Ammerman campus in Selden. Additional instruction/weekly assignments will be online (ONLEA ONLINE).

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

   Days is blank and time is listed as TBA 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. Your final schedule will always have TBA listed for the time.

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).

   This class will meet online in real-time (RLTIME ONL) Tuesdays (T) and Thursdays (R) from 9:30—10:45 am.

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

   This class is combined online (COMBINEONL). It will meet online in real-time on Tuesdays (T) from 2-3:15 pm. Additional online work will be assigned weekly.
### Schedule Worksheet

**How to select the days and times of your courses:**

1. Go to [my.sunysuffolk.edu](http://my.sunysuffolk.edu) and log in to your MySCCC portal.
2. Click **Check Course Availability** (on left of screen under Student Quick Links).
3. Select the term.
4. On next page click **Advanced Search** (bottom).
5. Enter: **Subject** (example: English)
   **Course Number** (example: 101)
   **Campus** (example: Ammerman—Selden, NY)
6. Click **Section Search**.
7. Write the course and the CRN in the corresponding boxes if class has set meet times - see ENG101 example below [meets Tuesday (T) and Thursday (R) from 6:30 am to 7:45 am in-person, CRN 93014].
8. When schedule grid below is complete, copy all CRNs to your white New Student Advising Form.
9. Bring your New Student Advising Form to Registrar to complete registration and receive a copy of your bill.

### How Will Classes Be Offered for the Upcoming Semester?

**Schedule Worksheet**

<table>
<thead>
<tr>
<th>TIME</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>
<th>SUN (U)</th>
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<td>6:30 am- 7:45 am</td>
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<td>9:30 am- 10:45 am</td>
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<td>2:00 pm- 3:15 pm</td>
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Quick Guide to Basic MySCCC Tasks

To view your current schedule:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click View My Schedule (on left of screen under Student Quick Links).
• Select the term.
• Click Submit (bottom left).
• Click Printer-friendly version.

To add a new course to your schedule and drop one you are already registered for:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click Check Course Availability (on left of screen under Student Quick Links).
• Select the term.
• On next page click Advanced Search
• Enter:
  Subject (ex: English)
  Course Number (ex: 101)
  Campus (ex: Ammerman—Selden, NY)
• Click Section Search.
• Select the box of the course you want, scroll down and click Add to Worksheet.
• Click the dropdown for the course you want to drop. Select Drop on Web.
• Click Submit Changes.
• Your new class should appear with “web registered” next to the newly added course.
  The course you dropped should no longer appear.
• View your schedule by clicking the blue Student Schedule link at the bottom of the page to verify that your changes were made.

To drop a course:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click Register for Classes (on left of screen under Student Quick Links).
• Click the dropdown for the course you want to drop. Select Drop on Web.
• Click Submit Changes.

To make a payment or confirm your attendance:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click Pay My Bill/Confirm My Attendance (on left of screen under Student Quick Links).
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, select I want to confirm my attendance.

To view courses needed for your degree program:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click Degree Works Student Degree Audit (on left of screen under Student Quick Links).
• Log in with your MySCCC credentials.
• Your current degree program will display, including completed and remaining requirements.

To access free academic tutoring services:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click Online Tutoring Centers (on left of screen under Student Quick Links).
• Select your campus.
To find a professor’s email:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click View My Schedule (on left of screen under Student Quick Links).
• Select the term.
• Click Submit (bottom left).
• Click the mail icon next to the professor’s email to send a message.

To find which textbooks you need for each class:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click View My Schedule (on left of screen under Student Quick Links).
• Select the term.
• Click Submit (bottom left).
• Click the “view textbooks” link to review required materials for each class. Your professor will go into more detail on their syllabus during the first week of class.

To register your vehicle with the college:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click Vehicle Registration (on left of screen under Student Quick Links).

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 Online/Online Real-Time classes/Brightspace:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click Suffolk Online (side menu on left).
• Click Brightspace for Students.
• Click on Brightspace Login (center of screen).

To accept or decline financial aid awards:
• Go to my.sunysuffolk.edu and log in to your MySCCC portal.
• Click Students (top left portion of screen).
• Select Financial Aid.
• Under the Financial Aid menu, select Accept my Loan/FWS Award (even if you do not have loans or FWS, you will be able to see all your awards).
• Select Aid Year 22-23.
• Select either Award Overview or Accept Award Offer.
• Submit your decision.

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.

Have questions regarding your financial aid awards?
Email your home campus from your SUNY Suffolk email account.
   Ammerman Campus: faidammr@sunysuffolk.edu
   Eastern Campus: faideast@sunysuffolk.edu
   Michael J. Grant Campus: faidwest@sunysuffolk.edu
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

Browse our online job board, College Central, at:

collegecentral.com/sunysuffolk

Download the free College Central mobile app today.

- Search and apply for part-time or full-time jobs and internships.
- Check out upcoming career-related events.
- Read hundreds of articles and listen to free podcasts for career advice.

Focus 2

This app helps students choose a college, select a major, explore occupations, make informed career decisions and take action regarding their career development. Create an account today at:

sunysuffolk.edu/focus2
access code: shark

Campus Directory

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