Suffolk County Community College

Student Handbook 2015-2016







Suffolk
COUNTY COMMUNITY COLLEGE

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President's Message

August 2015



Dear Student,
Welcome to Suffolk County Community College--the largest community college in the State University of New York (SUNY) system. Across our three campuses and two downtown centers, the College has a current enrollment of over 26,000 credit students and 10,000 continuing education students. With more than 70 degree and 30 certificate programs, we offer countless opportunities for students to grow both academically and personally.

I have every confidence that the accomplishments you will enjoy while attending the College will enable us to continue the fine legacy that greets your arrival. You will have so many opportunities here! As a comprehensive community college, Suffolk sees its primary purpose as providing access to high quality, cost-effective educational experiences that are designed to improve your career prospects and enhance the quality of life here on Long Island.

I encourage you to develop a clear, focused sense of what you would like to achieve. Our college community is here to help you as you determine where you would like to go and what you would like to do. Our faculty, staff, and administrators are constantly reviewing opportunities for enhancing the probability of success for our students. This means you have the advantage of attending college in a student focused and supportive teaching and learning environment.

Each year, the College educates tens of thousands of students who live on Long Island. Even after they graduate, more than 80% of them remain here. They live full lives, richer economically and academically, by having taken advantage of what we offer. Whether you start at Suffolk with the goal of transferring to a four-year institution after graduation or whether you need certain classes to enhance your career skills, you will find everything you need to succeed here at Suffolk.

Through education, comes transformation and economic empowerment. All of our work is centered on student success, which evolves from the dedication of our educators and the effort put forth by our students. As a result of an emphasis on student achievement, graduates of Suffolk emerge prepared for the next step in their academic and career pursuits.

I am confident that by choosing to attend Suffolk, you will be inspired to accomplish great things.

Dr. Shaun L. McKay
President

General Information

Academic Calendar

The College's Academic Calendar provides you with important information about dates of note within the academic year. These include, but are not limited to, when classes begin and end, holidays, dates for registration and priority registration, etc. The Academic Calendar can be found by accessing the following link: http://www.sunysuffolk.edu/Students/academic-calendar.asp

Academic Integrity

The College's Student Code of Conduct expressly prohibits "engaging in any form of academic dishonesty." While this code should be interpreted broadly and does not define such conduct in exhaustive terms, the following conduct clearly falls under the heading of academic dishonesty.

The term "academic dishonesty" includes, but is not limited to, cheating on an examination; plagiarizing, that is, the taking and passing off as one's own work the ideas, writings, or work of another, without citing the source; submitting work from another course unless receiving advance approval to do so by the instructor; stealing or possessing stolen examinations or course materials; posing as another person or allowing another person to pose as oneself; falsifying academic records; receiving help from others in work to be submitted, if contrary to stated course rules.

Academic Programs

For a current and complete listing of the College's programs of study, please visit this link: http://www.sunysuffolk.edu/Students/Programs.asp

Accident Insurance

Under this policy, students are insured 24 hours a day while on or off campus and can claim reimbursement for all injuries within the limitations stated in the policy. Certain students, as determined by the College, will be automatically enrolled in the plan and the cost for coverage will be included on the student's semester bill. All full-time students, and the majority of part-time students, are among those who will be automatically enrolled.

There is also an accidental death benefit with specific exclusions. Claim forms and additional information are available at the Campus Health Services Office.

Association Advisory Committee

Each campus has a committee composed of students, faculty and administrators who meet to review requests and make recommendations to the Board of Directors of the SCC Association, Inc. on the use of the College Fee on that campus. The fee is used to support athletics, theatre, campus activities, student publications, child care programs and additional College programs. There is also a college-wide committee that addresses College Fee issues that concern all three campuses.

Athletics and Intramurals

Main Athletic Office (631) 451-4380

The athletic program is a vital component of the College's co-curricular offerings. Suffolk is a member of the National Junior College Athletic Association (NJCAA) – Division III, Region XV. Men's teams include baseball, basketball, bowling, cross-country, equestrian, golf, lacrosse, soccer, tennis and track & field. Women's teams include basketball, bowling, cross-country, equestrian, lacrosse, soccer, softball, tennis, track & field and volleyball. Cheer team and dance team are sponsored by the Athletic Department. We also offer men's ice hockey as a club sport. All students participating in intercollegiate athletics must be full-time and meet the eligibility requirements of the NJCAA and Suffolk County Community College. In addition to the athletic program, the office coordinates a college-wide intramural program for all full and part-time students.



Offerings for both men and women include basketball, volleyball, soccer, flag football, Zumba and yoga. Check with the athletic office for days/hours and the current schedule of offerings on each campus.

Campus Safety, Emergency Information and Parking

Special Note: Program your cell phones to (631) 451-4242 for 24/7/365 campus emergency response or dial 311 from any campus phone. You can also use 911 at any time. When you call, be sure to indicate the nature of your problem and location.

Public Safety and Fire

The Public Safety staff is available to assist students, faculty, and staff with public safety issues and concerns. Public Safety will take reports on all crimes; accidents; and incidents. If necessary, Public Safety will involve outside law enforcement. Public Safety is charged with enforcing campus parking and other College policies. Public Safety is also responsible for environmental health; lab safety and fire safety. For further information visit the Office of Public and Fire Safety Web page at http://www.sunysuffolk.edu/About/PublicSafety.asp

Situated in the buildings on campus are Safe Havens, which provide telephone access to Public Safety for emergency and safety-related usage. Blue light emergency phones are located in several locations on all campuses. If you are uncomfortable walking on campus, call 451-4242 to utilize the campus escort service.

Public Safety is located at the following locations:

Ammerman Campus	107 Annex Building	(631) 451-4242
Eastern Campus	119 Peconic Building	(631) 451-4242
Michael J. Grant Campus	North Cottage	(631) 451-4242

Crime Statistics

Our campuses are safe environments, but you are encouraged to be aware of your surroundings. Suffolk County Community College provides information on campus crime statistics, safety awareness, crime prevention, sexual assault, alcohol and drug education, bias crimes, and sexual harassment on the College's Web site at https://www.sunysuffolk.edu/Safety.pdf. Crime statistics for SCCC, as well as other colleges throughout the United States, are also available on the U.S. Department of Education's Web site at http://ope.ed.gov/security/. For additional information, contact the Director of Public Safety at (631) 451-4212 or (631) 451-4242.

Cancellation of Classes

Please tune to local radio stations (WBLI, WBAB, WALK and WLNG) as well as News12 Long Island to determine if classes are cancelled. Be alert to the time and campus mentioned since closing or cancelling may involve only morning, afternoon or evening classes at a particular campus. Cancellations will also be posted on the College Web site, www.sunysuffolk.edu.

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NY–Alert

Suffolk County Community College has implemented NY–ALERT, a service of the New York State Emergency Management Office.

This system will allow alerts to be sent directly to you in response to any event or situation which poses a campus safety concern. By enrolling in NY–ALERT, we will be able to reach you by telephone, text message, e-mail, or fax. Participation is encouraged, but completely voluntary. To sign on for this service, simply follow the instructions on the College's student portal (MySCCC) located at: http://www.sunysuffolk.edu/About/359.asp. Your contact information will only be used for the purposes of keeping you informed through the NY–ALERT system and will not be shared with any other organization. For enhanced safety and security, enter your information today. During campus or area emergencies, students can check the College Web site regularly for updates.

Campus Traffic and Parking Regulations

The following traffic and parking regulations are designed for the safety of all members of the college community. Questions should be directed to your campus Public Safety Office. Public Safety offices are located in the following areas: Ammerman Campus – Annex, Room 107; Michael J. Grant Campus – North Cottage; Eastern Campus – Peconic Building, Room 119.

Enforcement of Rules and Regulations

Campus Public Safety Officers are authorized to enforce these and other rules and regulations and to prevent violations thereof. Failure to obey the directions and instructions of Public Safety personnel will subject you to a penalty. You must carry your student ID card at all times while on campus. Local law enforcement will occasionally patrol and enforce all NYS Vehicular and Traffic Laws.

Vehicle Registration

With the exception of official visitors, all motor vehicles on the campus, including motorcycles, must be registered with the College. If there is an occasion when you have to drive an unregistered vehicle onto the campus, you must obtain a temporary parking pass from campus Public Safety. Information on how to register your vehicle(s) can be found online at http://www.sunysuffolk.edu/About/1159.asp or at your campus Public Safety Office. Vehicles not registered that are ticketed will be cross-checked with the NYS DMV system and the owner of the car will receive the ticket.

Parking Permits

All students, faculty, staff and administrators must have a valid parking permit in order to park on College property. Permits can be obtained online through the student or faculty/staff portal. Click on the parking permit link and follow the instructions for registering your vehicle; more than one vehicle can be registered with the College. After completing the registration process, a parking permit will be mailed to the address you provide. Permits are transferable to other vehicles. ALL vehicles must be registered with the College. For those persons who do not have access to a computer at home, computers are available at all campus libraries and computer laboratories.

Display of Permit

All parking permits are to be displayed in the front windshield on the lower right (passenger) interior side. Failure to properly display a permit may result in a summons being issued. The permit decal can be moved from one vehicle to another, so long as each vehicle has been properly registered with the College. Parking permits obtained through misrepresentation or other unauthorized means are void, and appropriate disciplinary action will be taken against offenders. Parking permits are issued to the person and not to the vehicle.

General Information

Speed Limit and Pedestrians

The speed limit is 15 miles per hour while on any College campus. Pedestrians have the right of way in all marked and striped pedestrian roadway crossings. Please be courteous and yield to pedestrians and oncoming vehicles.

Parking Lot Designations

WHITE lined parking stalls are for students and visitors
RED lined parking stalls are for faculty, staff and administrators
BLUE lined parking stalls are for handicapped vehicles displaying the appropriate permit
Motor vehicles must be parked between the lines. Parking along any roadway or in restricted areas is not permitted. The College, having marked approved spaces, is under no obligation to mark all areas where parking is prohibited. Parking is permitted in designated spaces only. These spaces are marked by parallel lines.

Designated Restricted Areas

Fire Zones (yellow): Areas within 15 feet of a fire hydrant or fire standpipe are fire zones. Each loading zone is also a fire zone. No parking is allowed in fire zones at any time.

Fire Lanes (yellow): Fire lanes in parking fields and elsewhere are identified by yellow striping. No parking or "standing" is permitted in these lanes at any time.

Parking for Physically Disabled (blue): Only those having a town or state permit may park in these areas. Sidewalk and Grassland Areas: Motor vehicles may not be parked on any sidewalk. Parking on the grass is prohibited unless permitted by Public Safety personnel.

Disabled Vehicles

If your vehicle becomes disabled, notify Public Safety immediately. A disabled vehicle must be removed from the campus within 24 hours or it will be considered abandoned. If a vehicle is abandoned, it will be removed at the expense of the owner.

Appeals for Students/Faculty/Staff

INDIVIDUALS WHO HAVE RECEIVED A COLLEGE SUMMONS ARE FULLY RESPONSIBLE FOR THE SUMMONS. To appeal a summons, you must complete and submit a Summons Appeal Violation form available at your campus Public Safety Office. All appeals may be submitted online. Appeals must be submitted within fourteen (14) days of the date on the summons. Appeals will not be accepted after fourteen 14 days. The results of the appeal will be forwarded to your Suffolk County Community College mailing address. No other notification concerning the appeal will be made. Should the appeal be denied, any obligation should be paid within five (5) days of the appeal notification.

Appeals for All Other Campus Visitors

If you are not an SCCC student, faculty or staff member, you can appeal a summons by obtaining and submitting an appeals form at any Public Safety Office. Appeals MUST be submitted within fourteen (14) days of the date on the summons. Appeals will not be accepted after fourteen (14) days. You will be notified by mail of the result of your appeal. Should the appeal be denied, any obligation must be paid within five (5) days of the appeal notification.

Summons Fine Schedule

In order to enforce certain policies, our campus Public Safety personnel issue summonses to those they believe to have violated such policies. The following is a schedule of these fines:

Violation		Fine
1.	Failure to register/renew vehicle with College	$30.00
2.	Parking in other than designated area	$50.00
3.	Driving or parking on restricted roads or areas	$100.00
4.	Obstruction of a trash container/crosswalk	$75.00
5.	Littering on College campus	$50.00
6.	Parking in a fire zone or fire lane or within 15 feet of a fire hydrant	$150.00
7.	Excessive speed or endangering the lives of others	$100.00
8.	Failure to stop, to obey signs or Public Safety personnel	$100.00
9.	Failure to yield to pedestrians	$100.00
10.	Parking in handicapped zone or stall	$280.00
11.	Failure to obtain College ID card	$25.00

Change of Address

Change of mailing address and telephone number can be done online; change of permanent residence address must be submitted to the Registrar's Office.

Class Attendance

The College expects that each student will exercise personal responsibility with regard to class attendance. All students are expected to attend every class session of each course for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance. The College defines excessive absence or lateness as more than the equivalent of one week of class meetings during the semester. Excessive absence or lateness may lead to failure in a course or removal from the class roster. A student may be removed from the class roster by an instructor at any time when, in the judgment of the instructor, absences have been excessive. A student may also be withdrawn from a class by the Dean of Student Services or the Student Conduct Board following a disciplinary hearing for violating the Student Code of Conduct as described in the student handbook.

College Operating Hours

Administrative office hours are generally 9:00 a.m.-5:00 p.m., Monday through Friday. Some offices on campus do have extended evening or weekend hours at various times throughout the year. Please check the office hours posted online through the student portal. Faculty office hours are determined by the individual faculty member and are generally posted in the office area. It is preferred that students arrange appointments for conferences.

College Web Site

Suffolk's Web site at www.sunysuffolk.edu provides access to College news, important information about programs and services, online and downloadable forms and the College Catalog.

The Admissions/Financial Aid and Registrar/Cashier sites provide general information about these areas along with links to the student portal. The portal, MySCCC, provides access to online services including registration; paying your bill; accessing your schedule, transcript, SAIN report; financial aid status; and much more. See the section on the Student Portal for additional information.

General Information

The Student Services area includes Counseling and Advising, Career Services, Disability Services, Health Services, Children's Learning Centers, and Student Support Services, Registrar, and Financial Aid. Here you can search the Suffolk scholarship database, check out job opportunities, learn about adaptive equipment and typical accommodations for students with disabilities, download an advising worksheet for your curriculum, view the transfer evaluation tables, answer your questions about immunizations, and learn about other special programs and services.

The Student Life area includes Campus Activities, Athletics, Multicultural Affairs, Theatre, the Arts, and the Calendar of Events. At these sites you will find such things as a database of every student organization; athletic schedules and results; art, theatre, and music information; and a calendar of everything that is happening at the College.

Common Hour

To facilitate a common meeting time when there are no scheduled classes, Wednesday, 11:00 a.m. - 12:15 p.m. is designated as Common Hour. Students are encouraged to attend any scheduled College event or club meeting during this time. Events are advertised via the school bulletin boards, Web site, and Calendar of Events.

Delinquent Accounts

All monies owed the College must be paid prior to the release of grade reports, transcripts, degrees or registration for future semesters.

Faculty Member Absent from Class

In the event that a faculty member is not present at the normal time a class is scheduled to begin, and students have not been previously notified, students are to wait in the class for a minimum of 15 minutes. At the end of that time, if the faculty member has not arrived and no special instructions have been received, students are permitted to leave without penalty.

Religious Absences

If a student is absent from class due to his/her religious beliefs, the College is required, by law, to give the student an equivalent opportunity to make up any examinations, study or work requirements which may have been missed because of such absence.

General Education Requirements

State University of New York (SUNY)

In December 1998, the State University of New York Board of Trustees established a 30-credit-hour General Education Requirement for all baccalaureate degree candidates at the University's state-operated campuses, to begin with the freshman class entering in fall 2000. This requirement was specifically designed to achieve student learning outcomes in ten knowledge and skill areas, as specified below. Students must take at least one course in each of these areas:

1. Mathematics*
2. Natural Sciences
3. Social Sciences
4. American History
5. Western Civilization
6. Other World Civilizations
7. Humanities
8. The Arts
9. Foreign Language
10. Basic Communication

In addition to the 10-course requirement, students must also demonstrate the following competencies, which are infused throughout the General Education program:

1. Critical Thinking (Reasoning)
2. Information Management

*NOTE: To fulfill the SUNY mathematics general education requirement while studying at Suffolk County Community College, students must successfully complete all or one of: MAT103, MAT111, MAT121 or MAT124 or higher.

While the 30-credit-hour requirement strictly applies only to baccalaureate degree candidates, community college graduates who plan to transfer to SUNY four- year institutions are expected to complete a minimum of 21 credits (7 courses) of the SUNY general education course requirements and are strongly advised to satisfy the full 30-credit requirement prior to transfer.

All A.A. and A.S. degree programs at Suffolk County Community College enable students to satisfy the minimum 21-credit requirement and the great majority of them enable students to complete even more of the specific SUNY general education course requirements. In some of Suffolk's degree programs (i.e., General Studies, Humanities, Women's Studies, Fine Arts, Performing Arts: Music, Performing Arts: Drama, Fitness Specialist, Mathematics and Science), students can, in the course of satisfying their Suffolk degree requirements and through the judicious use of electives, simultaneously complete the full 30-credit SUNY general education requirement.

Suffolk County Community College

Students in all degree programs at Suffolk County Community College must, as a condition of graduation, satisfy core general education course requirements.

Students in A.A. and A.S. degree programs must satisfy the following minimum requirements:

ENG101:	Standard Freshman Composition
ENG102:	Introduction to Literature
Humanities:	9 credits (only one course may be English)

General Education Requirements

Social Sciences:	9 credits (must include at least one semester of History: Western Civilization, American History or Non-Western Culture)
Mathematics:	One college-level mathematics course
Science:	One laboratory science course Physical Education/Wellness: 2 credits
COL101:	1.0 credits

Guidelines for Student Academic Success

A college education, like all learning, should be a challenging and rewarding experience. Learning changes us, enhances our understanding of the world, forces us to make choices and take risks, and provides lifelong benefits.

Your academic attitude will make the difference. You share responsibility, along with your professors, for your education. These responsibilities include behaving courteously and respectfully toward your professors and your classmates and becoming self-disciplined in your learning. For a successful college experience you will need to:

- Attend all your classes
- Come to class fully prepared and ready to participate
- Meet the requirements established by the professor; listen, question and respond in class
- Allocate adequate study time - two to three hours of study for every hour spent in class
- Avoid last-minute cramming
- Create a weekly study schedule and study every day
- Make academic responsibilities a priority in your daily life

The faculty at Suffolk County Community College are dedicated to helping you learn. The College is designed to offer you opportunities to further your educational goals. Recognizing that abilities and experience vary, the College provides a wide range of supportive services to help you achieve your goals. In the final analysis, however, you must earn your grades through hard work, self-discipline and a personal commitment to learning. The rewards will be lifelong learning skills, self-confidence and the ability to achieve your personal goals.

Student Success Tips

1. PURPOSE: Form a strong, clear mental image of who you want to be.
2. FLEXIBILITY: Explore many worthwhile routes to your goal.
3. OPENNESS: Keep an open mind since your college education will introduce you to many new ideas, experiences and groups.
4. EXCELLENCE: Commit yourself to excellence.
5. SELF-CONFIDENCE: Believe in your ability to succeed and seek out peers and mentors who will reinforce this.
6. ATTITUDE: Nurture and maintain a positive attitude. Your educational journey will include highs and lows.
7. SELF-EVALUATION: Be conscious of your strengths and weaknesses. Seek help before you need it.
8. TIME: Use your time wisely.
9. PERFORMANCE: Bear in mind that your college education constitutes a monetary investment in you by various groups in our society and government, as well as by yourself. A great deal will be expected of you.
10. PRIORITIES AND FOCUS: Prioritize commitments and stick to planned goals. See yourself continually moving forward, especially during difficult times.

11. WELLNESS: Respect, prize and take care of your body. It is one of your most important assets.
12. VALUES: Treasure personal values. These are what will keep you "standing tall." College is an important rung up the professional and societal leadership ladder. Many will be looking up to you.

Professor Cisley Stewart and Mr. Paul Anderson
Subcommittee on Student Success
Academic Affairs Committee - Spring 2001

Guidelines for Classroom Decorum

An effective learning environment is essential to your success as a college student. Therefore, students in class will be expected to:

1. Arrive on time and be prepared for class to begin promptly at the scheduled hour. Lateness interrupts the intent and structure of the class presentation.
2. Take care of personal needs before or after class or during any class break. Leaving in the middle of class, unless there is an emergency, creates another disruption, no matter how discreet.
3. Turn off all audible sounds from electronic devices and/or cell phones.
4. Show respect for your classmates as well as your instructor by listening attentively, participating actively, and refraining from side conversations or other disruptions.
5. Use appropriate language when addressing classmates and the instructor during the class session.
6. Consult privately with the instructor when extenuating circumstances require special arrangements.
7. Students whose behavior in class is considered disruptive may be subject to disciplinary action described in the Student Code of Conduct.

Honor Designations

Dean's List. A student's outstanding scholastic achievement at Suffolk County Community College is recognized each semester by his or her inclusion on the Dean's List. Students whose semester grade point average is 3.5 or higher, with no incompletes, who have completed a minimum of 12 credit hours during the semester qualify for the Dean's List. This academic achievement is noted on the student's permanent record.

NOTE: Developmental courses do not qualify because they do not carry credit.

Pi Alpha Sigma is a College honors designation. Each semester, students who have achieved a 3.5 cumulative grade point average, who have no incomplete grades, and who have completed at least 36 credits at Suffolk County Community College receive this designation. This academic designation is also noted on the student's permanent record.

Information Technology

Suffolk County Community College students are provided access to various information technology resources. Among these are computers in departments and general use labs, the MySCCC portal and e-mail accounts, and Internet connectivity both from on-campus facilities and available via the College's general purpose wireless network. Students may register their portable equipment to use this wireless network through their MySCCC portal account.

To provide these services, resources must be effectively and equitably managed. This section identifies utilization responsibilities, account eligibility, and activation procedures.

Student Technology Responsibilities

The College uses e-mail and announcements sent to a student's MySCCC portal account as one of the methods to provide official notices and communications to students. The College expects students to regularly access and maintain their portal and e-mail account. Students are responsible for the information displayed in the portal and/or sent to their e-mail account.

A student's use of technology resources is governed by the College's Information Technology Policies and Guidelines. In addition, the Student Code of Conduct identifies certain prohibited behaviors and requires compliance with this policy. In general, the policy requires individuals to respect the rights of others, avoid activities that burden system resources and protect the integrity of the software and equipment. The policy includes provisions on privacy, utilization monitoring and sanctions for violations.

The full text of this policy can be obtained at the Associate Dean of Student Services Office or accessed on the College's Web site. All technology users are responsible for knowing the College policies and adhering to the guidelines and restrictions contained in them.

Web-based Services and Internet Access Eligibility

The MySCCC portal, e-mail, on-campus Internet access and access to the wireless network are available at no cost to Suffolk County Community College students taking credit classes. Internet access is available from designated computers at the College and via the College's wireless network. The MySCCC portal and e-mail may also be reached off campus by utilizing an independent Internet service provider.

Online Account Procedures

Portal and e-mail accounts are self-activated by students. Access and expiration time frames vary dependent upon a student's enrollment status. For specific information on account policies and procedures, see the College's Computer Center – Student FAQs at http://www.sunysuffolk.edu/faq/faq.asp
Upon expiration of a student's account, material left in an account will be deleted. Portal account credentials are also used to log in to student computers on campus. Use of these computers for all activities, including Internet access, are subject to the acceptable use parameters listed in the College's policy referenced above.

Priority Registration

Each semester, the College facilitates registration by continuing students for the following semester during the Priority Registration period. All students are assigned a day to register according to the number of credits completed in their degree program. Students should plan to register on their assigned day in order to get the best selection of courses at the best possible times. They should also plan to meet with their faculty advisor, a faculty member in their department, or a counselor prior to their registration date for advice on course selection and degree completion. Registration may also be accomplished online through the portal.

Web Registration

Previously enrolled students and new students who have already registered, can register and pay their tuition online through the portal. Students in the developmental program and students on academic probation are required to obtain a signature from a faculty advisor prior to registration. All students are encouraged to meet with a faculty advisor prior to registering.

Student Identification Cards

All students are required to obtain and carry a College photo identification card. The ID card is needed to access library and computer center services, and for use with the College's meal plan. It must be presented in various College offices in order to receive services. Schedule and locations of ID card stations can be found on the College Web site. Replacement cards are available for a cost of $12. Once the semester begins, registered students without a Suffolk County Community College ID card will be billed a $25 card non-compliance fee and will be denied services until the card is obtained.

Photographs for ID cards are taken in the following locations:

Ammerman	Registrar's Office; Campus Activities, Public Safety
Eastern	Peconic Building, Public Safety Office 119
Michael J. Grant	Public Safety

Suffolk Community College Foundation, Inc.

The Suffolk Community College Foundation is a non-profit corporation formed to develop additional resources to enable the College to provide quality educational experiences for its students. Scholarship funds constitute the largest single use of the assets of the Foundation. Scholarships and awards based on financial need and academic merit are funded by the Foundation. For more information, call (631) 451-4846. The Alumni Association, under the auspices of the Foundation serves to enhance the well-being of students, alumni and the community by hosting various social, cultural and fund-raising events. For more information, call (631) 451-4630 or visit www.sunysuffolk.edu/alumni.

Transcripts and Grades

At the end of every semester, students can review an online report of grades earned that semester. Services related to official transcripts are provided in the Central Records Office located in the Annex building on the Ammerman Campus.

Tuition and Fees

Suffolk County Community College's operating costs are funded by tuition and fees paid by students, state aid provided by New York State and funding appropriated by Suffolk County.

The College charges full-time tuition to students who take twelve or more credits per semester, and part-time tuition to students who take fewer than twelve credits. Students who take less than twelve credits are charged on a per credit basis. The College has two tuition rates: resident tuition and non-resident tuition, which is double the resident tuition rate. Residents of Suffolk County pay resident tuition. Non-New York state residents pay non-resident tuition. New York State residents who live in other counties will qualify for resident tuition if they provide a Certificate of Residence; if they do not, they will be charged non-resident tuition. To qualify for resident tuition, a student must have legal residency of one year in New York and six months in Suffolk County. The legal residency of unmarried students under age 21 is that of their parents. The county of residence of newly discharged student veterans who are residents of New York State is the county in which they lived when they entered military service. Members of the armed forces of the United States on active duty who are stationed in New York State, their spouses and their dependents pay tuition as Suffolk County residents. Non-citizen Suffolk County permanent residents with permanent Resident Cards ("green cards") are charged resident tuition.

New York state residents who live in other counties may be eligible for resident tuition. To qualify, they must submit a Certificate of Residence from their home county fiscal officer prior to registration. Applications

are available at the College's business office and also on the College's student portal (www.sunysuffolk.edu/MySCCC). Students must file their applications with their home county's chief fiscal officer no more than two months before the start date of the next semester. A Certificate of Residence is valid for no more than one year, after which a new one must be submitted. Non-Suffolk residents who do not comply with the Certificate of Residence requirement and non-Suffolk residents in the United States on a student visa who are ineligible for the Certificate of Residence are charged non-resident tuition. Tuition is refundable according to the College's refund schedule.

NOTE: The tuition deposit, which is applied to the payment of tuition, is nonrefundable. An unused tuition deposit may be applied to the payment of tuition for a one-year period which will include the semester for which the tuition deposit was made. Payment of full-time tuition permits a student to register for 12-19 credit hours of course work in a semester. Special permission must be obtained from the Executive Dean in order to register for more than 19 credits in any semester. Each request is evaluated on the basis of its merit, including the student's prior academic records, and his/her commitments other than college. Tuition for the summer, wintersession and other special sessions is based on the part-time tuition rate of $191.00 per credit for Suffolk residents and $382.00 per credit for non-residents. Other fees are applicable to the sessions as appropriate. The level of tuition rates for non-credit courses is, in general, similar for-credit course charges.

The following schedule of tuition and fees for Suffolk County Community College is in effect through the summer of 2016 and applies to all campuses and extension sites of the College.

Tuition and fees must be paid at the time of registration. In the event a course is canceled, tuition and fees for that course are refunded in full.

All tuition, fees and related refund policies are subject to change at the discretion of the College. The following tuition and fees are in effect for the 2015-2016 academic year:

Tuition and Fees Full-time Students 2015/2016

Tuition, Residents	$2,285	per semester
Tuition, Non-Residents	$4,570	per semester
Application Fee (non-refundable)	$40	
GED Test Registration Fee (non-refundable)	$10	
Tuition Deposit (Applied to tuition but non-refundable)	$100	
Transcript Fee	$10	
Student Activity Fee	$8	/credit - max. $96/semester
Laboratory/Equipment/Special Program (Applicable courses will be indicated in the current catalog)	$60	per course
Distance Education Fee (Applicable courses will be indicated in the current catalog)	$65	per course
Physical Education Fee (Applicable courses will be indicated in the current catalog)	$60	per course

General Education Requirements

Tuition and Fees continued...

Accident Insurance Fee (mandatory)	$9.50	per semester
Accident Insurance Fee (mandatory)	$9.50	per semester
Returned Check Fee	$30	each
Liability Insurance Fee	$50	per course
Challenge Examination Fee	$100	per course
Late Registration Fee (begins 1 week prior to 1st day of session)	$30	per semester
Culinary Arts Program Fee (Applicable courses will be indicated in the current catalog)	$65	per credit
Applied Music Fee	$450	per semester
Music Performance Lab Fee	$35	per course
Meal Plan (Ammerman/Grant) only - enrolled 9 credits or more)	$100	per term
Prior Learning Assessment		
Basic Fee for Portfolio Evaluation	$100	
Supplementary Fee		1/3 tuition of credits requested
College-Level Examination Program (CLEP) Fee	$40	
College-Level Examination Program (CLEP) Late Fee	$20	
Tuition Payment Plan	$50	per semester
Late Payment Fee	$30	
Technology Fee	$80	per semester
Vehicle Registration Fee	$15	/sem.- Fall, Spring, Summer
Records Maintenance Fee	$3	/credit - max. $36/semester
Replacement of Lost ID Card	$12	
Replacement of Lost Parking Sticker	$12	
Web Access Fee (applied to charges $50 & over)	$20	
Failure to obtain College ID card	$25	
Smoking Policy Violation	$20	
Failure to Register/Renew Vehicle with College	$30	
Parking in other than Designated Area	$50	
Driving or Parking on Restricted Roads or Areas	$100	
Obstruction of a trash container/ crosswalk	$75	
Littering College Campus	$50	
Parking in a fire Zone/lane or 15 ft of fire hydrant	$150	
Excessive Speed	$100	
Failure to stop, to obey signs or security personnel	$100	
Failure to yield to pedestrians	$100	
Parking in Handicapped Area	$280	

General Education Requirements

Tuition and Fees continued...

English as a Second Language (ESL) Non-credit Tuition		
Cat. #s ELL001, ELL010	$330	per semester
Cat. #s ELL003, ELL005, ELL007, ELL008	$165	per semester
Cat. #s ELL002, ELL004, ELL006, ELL009	$165	per semester
Cat. #s ELW001, ELW002, ELW003, ELW004, ELW005, ELW006, ELW007, ELW008, ELW009	$140	per semester
Cat. #s IEP070, IEP071, IEP080, IEP081	$1,715	per semester
Cat. #s IEP090 & IEP091 & either IEP092 or IEP093	$1,715	per semester
Cat. #s IEP092, IEP093	$200	per semester
Estimated Books and Supplies	$750	per semester

Tuition and Fees Part-time Students — 2015/2016

Tuition, Residents	$191	per credit
Tuition, Non-Residents	$382	per credit
Application Fee (non-refundable)	$40	
GED Test Registration Fee (non-refundable)	$10	
Transcript Fee	$10	
Student Activity Fee	$8	/credit-max $96/semester
Laboratory/Equipment/Special Program (Applicable courses will be indicated in the current catalog)	$60	per course
Distance Education Fee (Applicable courses will be indicated in the current catalog)	$65	per course
Physical Education Fee (Applicable courses will be indicated in the current catalog)	$60	per course
Returned Check Fee	$30	each
Liability Insurance Fee	$50	per course
Challenge Examination Fee	$100	per course
Accident Insurance Fee (mandatory)	$9.50	per semester
Late Registration Fee (begins 1 week prior to 1st day of session)	$20	per semester
Culinary Arts Program Fee	$65	per credit
Applied Music Fee	$450	per semester
Music Performance Lab Fee	$35	per course
Meal Plan (Ammerman/Michael J. Grant) only - enrolled 9 credits)	$100	per term
Prior Learning Assessment		
Basic Fee for Portfolio Evaluation	$100	
Supplementary Fee		1/3 tuition of credits requested

General Education Requirements

Tuition and Fees continued...

College-Level Examination Program (CLEP) Fee	$40	
College-Level Examination Program (CLEP) Late Fee	$20	
Tuition Payment Plan	$50	per semester
Late Payment Fee	$30	
Technology Fee (Fall, Spring, Summer)	$40	per semester
Per Winter Session	$20	
Vehicle Registration Fee	$15	/sem.- Fall, Spring, Summer
Records Maintenance Fee	$3	/credit - max. $36/semester
Replacement of Lost ID Card	$12	
Replacement of Lost Parking Sticker	$12	
Web Access Fee (applied to charges $50 & over)	$20	
Failure to obtain College ID card	$25	
Smoking Policy Violation	$20	
Failure to Register/Renew Vehicle with College	$30	
Parking in other than Designated Area	$50	
Driving or Parking on Restricted Roads or Areas	$100	
Obstruction of a trash container/ crosswalk	$75	
Littering College Campus	$50	
Parking in a fire Zone/lane or 15 ft of fire hydrant	$150	
Excessive Speed	$100	
Failure to stop, to obey signs or security personnel	$100	
Failure to yield to pedestrians	$100	
Parking in Handicapped Area	$280	
English as a Second Language (ESL) Non-credit Tuition		
Cat. #s ELL001, ELL010	$330	per semester
Cat. #s ELL003, ELL005, ELL007, ELL008	$165	per semester
Cat. #s ELL002, ELL004, ELL006, ELL009	$165	per semester
Cat. #s ELW001, ELW002, ELW003, ELW004, ELW005, ELW006, ELW007, ELW008, ELW009	$140	per semester
Cat. #s IEP070, IEP071, IEP080, IEP081	$1,715	per semester
Cat. #s IEP090 & IEP091 & either IEP092 or IEP093	$1,715	per semester
Cat. #s IEP092, IEP093	$200	per semester
Estimated Books & Supplies	$480	per semester

Alcoholic Beverages

The consumption, possession or distribution of alcoholic beverages either on College property or at College-sponsored events is prohibited, except as authorized by the President or his/her designee. Students found in violation of this policy may be subject to the Student Code of Conduct Process.

Anti-Bullying

Bullying can foster a climate of fear and disrespect which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect learning and working environments. Suffolk County Community College is committed to maintaining high standards for behavior where every member of the college community conducts himself/herself in a manner which demonstrates proper regard for the rights and welfare of others. The College's Anti-Bullying Policy seeks to educate the college community about bullying, and to promote civility and respect among all its members, including the College's trustees, administration, faculty, staff, students, contractors, consultants and vendors. The policy includes definitions and the procedures for reporting bullying. The policy is located on the College Web site at: www.sunysuffolk.edu/Anti-BullyingPolicy.pdf

Anti-Discrimination Policy

Discrimination and harassment on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction is prohibited by both state and federal law. Students, employees, applicants and other members of the college community (including but not limited to vendors, visitors and guests) may not be subjected to discrimination and harassment that is prohibited by law, or treated adversely on the basis of a protected characteristic. The College will not tolerate discrimination under any circumstances.

Whenever an alleged violation of this policy is brought to the College's attention, a prompt and equitable investigation will be undertaken and, if a violation is found, prompt and effective corrective action will be taken. Complaints and investigations will be kept confidential to the extent possible. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner with these procedures, is strictly prohibited and may result in disciplinary action.

To report an allegation of discrimination, you may contact the Associate Dean of Student Services on the campus where the alleged discrimination occurred or the Office of the Compliance Officer/Legal Affairs. To receive immediate assistance, call Public Safety at (631)451-4242. The policies and procedures apply to students, faculty, staff, visitors and guests and are located on the College Web site at: http://department.sunysuffolk.edu/LegalAffairs/5121.asp

Applying and Being Admitted

Eligibility

The College believes that liberal admission requirements are an essential part of its philosophy and, in that context, has maintained a Full Opportunity Program of admission for many years. Full Opportunity means that the College offers acceptance in an appropriate program to all applicants residing in Suffolk County who have graduated from an approved high school or hold the New York State High School Equivalency Diploma (or equivalent). Applicants over the age of 18 who do not meet these requirements should contact one of the campus admissions offices for alternate admission procedures under the Ability to Benefit (ATB) program. These procedures include the testing of the applicant and counselor review of all testing data and academic credentials prior to the admission process. Federal guidelines on testing cut-off scores are utilized for admission purposes.

Students who wish to transfer to Suffolk County Community College from another college are accepted if they have left their previous institution in good academic standing. See section below for information regarding advanced standing credit. Some programs of study have special admission procedures and entrance requirements. Admission into these programs is based on factors such as completion of required prerequisites, grade point average, high school record, work experience and objective test data. For programs of study with competitive admission requirements, preference may be given to students who complete their prerequisite course work at Suffolk County Community College. In addition, Suffolk County residents will be given preference over residents of other New York State counties for admission into competitive programs in those cases where the program is available in the student's county of residence. Furthermore, applicants from outside New York State, including those from outside the United States, will be considered for admission to competitive/restricted programs only after the admission of all qualified Suffolk County and New York State applicants.

International Students

Admission of international students requires the issuance of a SEVIS I-20 form to qualify for F-1 non-immigrant student status in the United States. International students should contact the International Counselor's office or visit the College's website at www.sunysuffolk.edu for information and forms regarding international admissions.

International students outside of the United States may have their Suffolk County resident sponsor request a meeting with the International Counselor. International students are encouraged to file applications at least three months before the start of classes for both the fall and spring semesters.

Submitting Applications

Applicants for admission with matriculated status in a degree program should submit a completed application to:

Central Admissions Office
Suffolk County Community College
533 College Road
Selden, New York 11784-2899

Applications are available at all Suffolk County high schools as well as the Admissions Offices at Suffolk's three campuses in Selden,Riverhead and Brentwood, or apply online at www.sunysuffolk.edu.
In addition, applicants should arrange to have official copies of their final official high school transcripts, along with official transcripts from any previous colleges attended, sent to the Central Admissions Office. Results of the ACT and SAT, if available, should also be forwarded to the Central Admissions Office.

Application Deadlines

The application deadline for new students is one week prior to the start of classes for both the fall and spring semesters. Nevertheless, applicants are urged to file their application by November 1 for spring admission and April 1 for fall admission in order to assure early consideration of their application and the greatest selection of program and course offerings. In addition, the following programs admit freshmen for the fall semester only and give preference to applications received by January 1:

Chemical Dependency Counseling
Health Information Technology/Medical Records
Nursing (except June 1 for NURS1 and NURS6)
Occupational Therapist Assistant
Physical Therapist Assistant
Veterinary Science Technology

Transfer students may, on a case by case basis, be accepted for the spring into competitive programs.

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Matriculation

Matriculated status is granted to every student who is admitted into a degree program at Suffolk County Community College. Matriculation assures a student that the requirements for a particular degree program which are in effect at the time of matriculation will remain in effect until that student graduates. A student's matriculated status may be rescinded as stated under "Academic Standing." In addition, students matriculated in programs with limited seat availability will lose their matriculated status during any semester of non-attendance (excluding wintersession and summers). Programs with limited seat availability include: American Sign Language; Automotive Service Specialist; Early Childhood Education; Nursing; Occupational Therapy Assistant; Physical Therapist Assistant and Veterinary Science Technology.

Matriculated students may attend classes on a part-time (1-11.5 credits per semester) or full-time (12 or more credits per semester) basis and may schedule their classes during the days, evenings or weekends on any of the College's three campuses.

Note: to be eligible for financial aid, students must be matriculated and taking courses required for or applicable to their current degree program.

Non-Matriculated Status

Non-matriculated status is granted to any student who wishes to take classes at Suffolk County Community College but who has not been admitted into a degree program. Non-matriculated students can register for 1 through 11.5 credits per semester and are not eligible for financial aid. Non-matriculated students who wish to be admitted to a degree program should follow the admission procedures for matriculated status.

Bias Crimes Prevention

It is a Suffolk County Community College policy to protect all members of the college community by preventing and prosecuting bias or hate crimes that occur within the College's jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. These crimes are covered under the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485).

Penalties for bias-related crimes are very serious and can range from fines to imprisonment. Perpetrators who are students will also be subject to the student conduct process where sanctions including suspension and/or expulsion are possible.

Suffolk County Community College is also committed to addressing bias-related activities that do not rise to the level of a crime. Bias-related incidents are defined as acts of bigotry, harassment, or intimidation directed at a member or group within the college community based on race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Bias incidents can be reported to Public Safety, and the Campus Associate Dean of Student Services.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to Public Safety, use an emergency phone, or contact the Campus Associate Dean of Student Services.

Victims of a bias crime or bias incidents can avail themselves of counseling and support services from the campus Counseling Center.

More information about bias-related crimes, including up-to-date statistics can be found on the College's Web site at www.sunysuffolk.edu/safety or from the College Director of Public and Fire Safety.

Classroom Disruption

Disruptive Behavior: Substantial disruption of College operations, including obstruction of teaching, administration, other College activities, and/or other authorized non-College activities which occur on campus.

In general, classroom disruption generally refers to behavior a reasonable person would view as substantially or repeatedly interfering with the conduct of a class.

Common Disruptive Behaviors

Classroom disruptive behaviors may include:

1. students who routinely enter class late or depart early or repeatedly talk in class without being called upon;
2. students who continually ask the professor questions with the intent to interrupt lectures and gain attention to themselves;
3. students whose cell phones repeatedly ring and/or emit an audible sound during class or students who repeatedly text during class;
4. students who intimidate or harass the professor;
5. students who threaten a professor, participate in a physical display of anger, or verbally abuse a faculty member.

Faculty Rights

Suffolk County Community College respects the rights of faculty to teach and students to learn. To ensure these rights, faculty members have the prerogative:

1. to establish and implement academic standards;
2. to establish and enforce reasonable behavior standards in each class;
3. to remove a student from a class for one class meeting, and, in those cases where the continued presence of the student poses a substantial threat or would be disruptive to the class, request that the Associate Dean of Student Services impose an interim suspension pending a disciplinary hearing.

College Procedures for Classroom Disruptions

A faculty member may bring charges of misconduct against a student for disruptive behavior. College policy dictates that allegations of student misconduct will be adjudicated through the use of the Student Code of Conduct. Please refer to the Student Code of Conduct and Student Conduct Process for a comprehensive description of policies and procedures related to student behavioral issues.

For a complete copy of the Classroom Disruption brochure and to answer any questions, contact the Office of the Associate Dean of Students Service or the Office of the Campus Executive Dean.

Official E-mail and Portal Policy for Students

Suffolk County Community College's official Web-based student portal (MySCCC) and student email accounts are an official means of communication to all students enrolled in credit-bearing classes. All such students are required to activate their MySCCC portal and email accounts. Official College communications may include, but are not limited to, registration information, financial aid information and other financial statements, student health compliance information and academic progress notifications.

The College expects that students shall receive and read their electronic communications on a frequent and timely basis. Failure to do so shall not absolve the student from knowing of and complying with the contents of all electronic communications, some of which will be time-critical.

Students may choose to redirect their email. However, the College is not responsible for the handling of e-mail by outside vendors, nor can it provide technical support for setting up mail-forwarding configurations

or use of external mail readers. If e-mail is lost as a result of forwarding, students are not absolved from the responsibilities associated with communications sent to their official College e-mail address.

Grade Grievance Procedure

A Grade Grievance Procedure is available to resolve student grade grievances. This procedure shall apply when the student believes that there has been an unfair or inequitable application of any of the academic regulations in a course outline or in the College catalog that adversely affects the student's grade. A copy of the procedure will be available at the campus Office of Academic Affairs. Students should understand that final grade determination is under the sole authority of the faculty member.

This procedure must be initiated within one year of the semester in which the student took the course.

Procedure

First
The student should first discuss the grievance with the faculty member involved.

Second
If the student and faculty member cannot reach an agreement regarding the grievance, the student may meet with the Academic Chair of the particular department. The Academic Chair will examine the basis for the grievance, discuss it with the faculty member and the student, and make a recommendation within ten calendar days of meeting with the student and faculty member.

Third
If no agreement is reached at the second stage, the student may present his or her case to the appropriate Associate Dean of Academic Affairs. Within ten calendar days of meeting with the student, the Associate Dean will schedule a meeting with the Academic Chair and the faculty member to discuss the grievance. The recommendation of the Associate Dean will be given to the student and faculty member within ten calendar days of the meeting between the faculty member, the Academic Chair and the Associate Dean.

Fourth
If the student wishes to pursue the matter further, he or she may present his or her case to the Executive Dean. This shall be done in writing within ten calendar days of receiving the recommendation of the Associate Dean of Academic Affairs. Failure by the student to submit a written request within ten calendars days shall constitute a withdrawal of the grievance and bar further action within the College. The letter should clearly state the nature of the grievance; the dates of the meetings with the faculty member, the Academic Chair and the Associate Dean; the recommendations of the Academic Chair and the Associate Dean; and reasons why the student is dissatisfied. Within ten days of the receipt of the student's written request, the Executive Dean will convene a committee to hear the grievance. The Grade Grievance Committee will be composed of three faculty members (two chosen by the Executive Dean and one chosen by the Associate Dean of Student Services), of whom at least one must be outside the faculty member's discipline, and one student who shall be selected by the Associate Dean of Student Services. The Grade Grievance Committee will choose a Chair, and the Chair will notify the student and the faculty member of any additional documents required. After receiving any additional documents, the Chair of the Grade Grievance Committee will notify the faculty member and the student of the hearing date. After the hearing, the Grade Grievance Committee will send its written recommendations to the student, the faculty member, the Academic Chair, the Associate Dean of Academic Affairs and the Executive Dean.

All documents submitted concerning the grievance and all deliberations of the Grade Grievance Committee shall be confidential and kept in a sealed file in the Office of the Executive Dean for a period of six years.

Each step in this process must be completed before going to the next level. The recommendations of the Academic Chair, the Associate Dean of Academic Affairs and the Grade Grievance Committee are only advisory since the ultimate responsibility for awarding the grade is the instructor's.

Grading System

Semester grades are available to students on the student portal (MySCCC) at the close of each semester. The instructor's analysis of each student's academic achievement will be in accordance with the following grading system:

A	90%-100%	**C**	70%-74%
B+	85%-89%	**D+**	65%-69%
B	80%-84%	**D**	60%-64%
C+	75%-79%	**F**	59% or below

INC = INCOMPLETE

Students who are ill or are unable for other valid reasons to complete the semester's work may at the discretion of the instructor receive an INC on their transcript. All work must be completed within the first four weeks of the subsequent semester; otherwise the INC will automatically become an F.

S = SATISFACTORY

This grade is given only for developmental courses, which do not satisfy degree requirements: RDG008, RDG009, ENG009, ENG010,ESL011, ESL012, ESL013, ESL014, ESL015, ESL016, ESL017, ESL018, MAT001. S grades are not used in grade point average computations.

SA,SB,SC

These grades are used for MAT006 and MAT007 only, which are developmental courses and do not satisfy degree requirements.

SA = 90%-100%
SB = 80%-89%
SC = 70%-79%

S grades are not used in grade point average computations.

W = WITHDRAWAL

A student may withdraw from a course and receive a W any time up to the mid-semester date of that semester or term. After the mid-semester date, the grade awarded shall be at the discretion of the instructor.

U = UNSATISFACTORY

This grade is given only for developmental courses, which do not satisfy degree requirements: MAT001, MAT006, MAT007, RDG098, RDG009, ENG009, ENG010, ESL011, ESL012, ESL013, ESL014, ESL015, ESL016, ESL017, ESL018. U grades are not used in grade point average computations.

R = REPEAT

This grade is given only for developmental courses, which do not satisfy degree requirements: MAT001, MAT006, MAT007, RDG098, RDG009, ENG009, ENG010, ESL011, ESL012, ESL013, ESL014, ESL015, ESL016, ESL017, ESL018. The R grade indicates the need for a student to re-register for the same course in a subsequent semester, usually because the student, while making progress in that course, has not yet completed all the course requirements. R grades are not used in grade point average computations.

AUD = AUDIT

A student wishing to audit a course must register and pay for that course in accordance with normal registration procedures. When a student audits a course, a grade of "AUD" will be recorded and no academic credit will be given. An auditor, by definition, is not required to take tests, write term papers or submit homework assignments, but is expected to participate in class to the extent deemed reasonable and necessary by the instructor. A student must inform the instructor at the first class meeting of his or her intention to take the course on an audit basis. Once this intention is stated, the student may not change from audit to credit status. Because some courses may be inappropriate for auditing, students should consult with the appropriate academic administrator before registering.

NOTE: Audited courses are not eligible for financial aid. Seniors: Age 60 or above pay fees and no tuition.

Academic Standing

Students are considered to be in good academic standing unless they have been dismissed from full-time status or their matriculation status has been rescinded.

Grade Point Averages

A system of points is used to assess the quality of each student's work for a semester or more and is computed as a cumulative grade point average. Grades earned by students have a numerical quality value as follows:

Grade	Quality Points Per Credit Hour
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0

A cumulative grade point average is computed by dividing the total number of quality points received by the number of credit hours earned. For example, a student who has earned 30 credit hours and has received a total of 60 quality points has a cumulative grade point average of 2.0. The following factors must also be taken into consideration:

a. When transfer credits are granted for courses completed at another college, no quality points or grades are awarded; hence, such credits do not affect the cumulative grade point average at SCCC.
b. A course may be repeated one time. When a course is repeated, the cumulative grade point average is computed using only the second course and credit hours received by the student for that course; the previous grade and credit hours are retained on the transcript but are not computed.

Late Registration

Late registration (for students without a current schedule) includes a late registration fee and begins one week prior to the official start of each session (day, evening, Saturday/Sunday) and continues through the first week of classes. Late registration for a course is only permitted up until the day before the class is scheduled to hold its first class meeting. Exceptions to this policy may only be approved by the College's Chief Academic Officer or designee.

Add/Drop Period

Students with a current class schedule are not charged a late fee to modify their existing schedules during the add/drop period. Some course offerings will not permit enrollment after the first class meeting. The College's Chief Academic Officer or designee will determine on a college-wide basis which courses will not admit students after the first class meeting based upon recommendations made by the Campus Executive Deans. Otherwise, students are permitted to add a class up until the start of a class's second week (e.g. prior to the third session of a class that meets twice a week and the second session of a class that meets once a week). Exceptions to this policy may only be approved by the College's Chief Academic Officer or designee.

Any student who enters a class after the first meeting, regardless of reason, is accountable for all course requirements including assignments and attendance.

A student may drop a course during the first three weeks of the semester during the official refund period.

Medical Leaves

Policies and Procedures

A Medical Leave may be granted, upon request, to any matriculated student who is unable to attend classes for an extended period of time due to a documented illness, injury, or medical or psychological condition. Under the aforementioned circumstances, a Medical Leave may be granted to a student who is forced to withdraw during a semester as well as to a student who is unable to enroll in a subsequent semester. To request a Medical Leave, students should follow the procedure outlined below.

1. Request a Medical Leave, in writing, from the Campus Associate Dean of Student Services. The request must indicate the medical reason and the period of the leave. Documentation by a physician or other appropriate health care provider is required.
2. In the event that a student is incapable of requesting a leave him/herself, the request may be submitted by a parent, spouse, or other appropriate individual. In such cases, documentation of the student's incapacity must be provided by the appropriate health care provider.
3. The Campus Associate Dean of Student Services shall have the final authority to determine whether the request for a Medical Leave is granted. All such determinations shall be made in writing.
4. In the event that a Medical Leave is granted, the Associate Dean shall:
    a. complete the class withdrawal process for the student (i.e., if initiated and not previously completed); and
    b. authorize a leave of absence for the student from the Admissions Office (i.e., if the student is enrolled in a restricted curriculum with limited seat availability).
5. Note that being granted a Medical Leave during a semester does not mean that a student's grades or financial aid will not be negatively impacted, nor does it mean that the student will be entitled to a tuition refund. Accordingly, students should be aware that existing policies will be followed in making these determinations. Whenever possible, students are strongly encouraged to determine the consequences of withdrawing during a semester before requesting a Medical Leave.

Medical Suspension

Suffolk County Community College strives to promote the health and safety of all members of the college community by providing services in the areas of student health, counseling, and public safety and by enforcing student conduct regulations. In accordance with law, and in order to ensure that the institution and its members may carry out their proper activities without substantial interference or danger of physical harm, the College has implemented its policy and procedures for the medical suspension of students.
A student may be subject to medical suspension if it is determined that the student is suffering from a physical, emotional, or psychological condition, and, as a result of this condition, engages, threatens to engage, or may engage in behavior that:

1. reasonably poses a danger or threat of causing physical harm to others; and/or
2. substantially impedes the lawful activities of other members of the campus community, or the educational processes, activities or functions of the College or its personnel.

The complete Medical Suspension Policy is available on the College Web site at http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/F8_Medical_Suspension_Policy_updated_081715.pdf.

Refund Policy

All tuition and fee charges are the responsibility of the student. If there are changes to students' schedules, financial aid awards or third party support after paying the bill, a refund check or a bill will be mailed.
The College processes all refunds by check, regardless of how bills were paid. Refunds are issued after the refund period ends. If a student's account changes and they owe the College additional money, they will be billed.

When a student officially drops a class during the Drop/Refund period, the charge 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 at my.sunysuffolk.edu or in person at a campus Registrar's Office. Please consult the hours of operation of the Registrar's Office and MySCCC to complete your transaction. 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. Students cannot drop a class or receive a refund after the applicable refund period ends.

Refunds 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 the College home page at www.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.

If you have questions, please visit or call the offices below.

Office to Call	Ammerman Campus	Eastern Campus	Michael J. Grant Campus
Registrar	(631) 451-4004	(631) 548-2502	(631) 851-6780
Financial Aid	(631) 451-4072	(631) 548-2525	(631) 851-6712
Cashier	(631) 451-4086	(631) 548-2545	(631) 851-6730

Sales

Sales of goods on College premises are permitted for registered student organizations, and College/Association offices or departments. The sale of items by individuals or private businesses is not permitted. Registered student organizations wishing to sponsor a fund-raising activity must seek approval through the Office of Campus Activities and Student Leadership Development. All sales must have prior approval through the Office of Campus Activities and Student Leadership Development.

Solicitation

The College supports free speech through the distribution of non-commercial literature. However, the College requires registered student organizations to obtain permission from the Office of Campus Activities and Student Leadership Development prior to the distribution of literature. The College will require individuals or sponsoring organizations to restore all affected areas to the original form by removing tape, picking up paper, etc. The advertisement of alcoholic beverages or of establishments engaged in the sale or distribution of alcoholic beverages is prohibited. The distribution of handbills of any nature, commercial, non-commercial or those related to College business, is prohibited in classrooms, laboratories, libraries, instructional spaces, offices, parking lots and dining areas.

Posting

Commercial postings are allowed on public community bulletin boards but are excluded from boards used for official College business purposes. No individual or organization may falsely claim College sponsorship, or portray itself in a way that would reasonably imply College endorsement. If posting in inappropriate locations results in damage to property, restitution will be required of the responsible party. The posting of any information, commercial or non-commercial, is prohibited on walls, doors, glass, hallways, vending machines or kiosks.

Sexual Violence, Sexual Harassment Prevention and Title IX

Suffolk County Community College prohibits sexual harassment and sex discrimination including sexual violence, domestic violence, dating and intimate partner violence, stalking, sexual coercion or other threats of violence or intimidation. These can be verbal, non-verbal, physical, written or electronic (i.e. text or social media).

The College is committed to providing options, support and assistance to victims/survivors to ensure they can continue to participate in college-wide and campus programs, activities and employment. The College has prevention, training and educational programs in place to protect all members of the college community. These include information about how to report, on and off campus resources, rights and responsibilities. Students have rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad. The “Student’s Bill of Rights” is located on the College Web site: http://depthome.sunysuffolk.edu/LegalAffairs/Docs/BOTPolicies/sccc_sexual_violence_bill_of_rights_flyer_fall_2015.pdf

Options for reporting sexual violence

All students have the right to make a report to Public Safety, local law enforcement and/or State Police or choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident, and to receive assistance from the College. Contact Public Safety at any time by calling (631) 451-4242. In case of emergency, call 911 to contact local law enforcement. To contact the New York State Police 24-hour hotline call 1-844-845-7269.

If you are a victim of sexual violence, the College has a trained team from Student Affairs, Public Safety,

and the Title IX Coordinator and Deputy Coordinators. This team provides information to you about your rights, notifies you about resources, and offers reasonable interim measures, such as a change in schedule, a no-contact order or other actions.

Anyone who experiences, observes, or hears about an incident should report it to the Title IX Coordinator. The Title IX Coordinator oversees the complaint process, answers questions, and offers assistance and services to anyone experiencing harassment, discrimination or sexual violence.

Mental Health Services coordinators and Student Health Services are privileged and confidential resources that will not report crimes to law enforcement or College officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. To review the College's "Sexual Violence Response Policy" and "Policy for Options for Confidentially Disclosing Sexual Violence" see the College Web site: http://department.sunysuffolk.edu/LegalAffairs/5122.asp

What to do if you are a victim of sexual assault

- Get to a safe place. For example, someone's home, the nearest hospital or police precinct.
- Preserve physical evidence. If at all possible, do not bathe, change clothing, throw any clothes away, use the restroom or brush your teeth.
- Call 911 to be taken to an emergency room for medical care and/or for immediate police protection and assistance. Tell the 911 operator what has happened and request to be sent to a Sexual Assault Nurse Examiner (SANE) center. SANE services are considered the best and most victim-centered approach to acute health care for sexual assault patients. Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination. You will receive a complete medical evaluation, including a physical examination, treatment, evidence collection, and counseling.
- Talk to someone you trust and seek counseling. The campus Mental Health Coordinators can refer you to an advocate that can discuss your options and refer you to other services. Victims of a sexual assault often feel guilt, anger, fear or grief. Trained professionals will help you deal with the physical and psychological trauma that you have experienced. Medical services are also provided through Student Health Services. All identifying information is confidential.
- Call the police. Sexual Assault is a crime. Suffolk County Community College strongly recommends that all crimes be reported to local law enforcement. Law enforcement personnel can take a formal report at the hospital. It is critical that all information and evidence be obtained as soon as possible. Victims do not need to make the decision to press charges at the time of the report.

Sexual Violence and the Law

New York State Law contains legal provisions defining the crimes related to sexual violence. The College's Annual Security report is updated annually according to federal law and lists important definitions related to these and other crimes. To review them, visit the College Web site at: https://www.sunysuffolk.edu/Safety.pdf

Sexual Harassment

To report an allegation of sexual harassment, you may contact the Associate Dean of Student Services on the campus where the alleged incident occurred or the Title IX Coordinator. To receive immediate assistance, call Public Safety at (631) 451-4242. The policies and procedures apply to students, faculty, staff, visitors and guests and are located on the College Web site at:
http://department.sunysuffolk.edu/LegalAffairs/5122.asp

Student Codes and College Policies

Student Code of Conduct

The college community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Division of Student Affairs is committed to an educational and developmental process that balances the interests of individual students with the interests of the college community. The Code of Conduct is located on the Web site http://depthome.sunysuffolk.edu/LegalAffairs/Docs/F7_Student_Code_of_Conduct.pdf

Tobacco Products

On August 27, 2015, Suffolk County Community College officially became tobacco-free. In order to provide a clean and healthy environment for all students, employees and visitors, the College implemented a tobacco-free policy that will:

- Protect Suffolk students, faculty, staff and visitors from unwanted and involuntary exposure to tobacco and passive smoke;
- Prohibit the use of all tobacco and tobacco-derived products on all College grounds;
- Provide resources for tobacco users to get the help they need to quit for good.

We encourage all individuals who use tobacco and tobacco-derived products to access smoking cessation programs and services at the College's Health Services Offices. We invite tobacco users to review the tobacco-free policy and explore the many resources available at www.sunysuffolk.edu/tobaccofree. This policy shall be strictly enforced and violators will be subject to conduct procedures outlined in the Student Code of Conduct, and/or fines.

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 Suffolk County Community College students or categories of students will generally not be honored. Release will be restricted to information on individual students only, according to the College's Student Records Policy with each request considered on an individual basis by the Associate Deans of Student Services and/or the Registrar's offices. Suffolk County Community College designates the following items as directory information:

- Name
- Address
- Telephone Number
- Photographs
- Date of Birth
- E-mail Address
- Major Field of Study
- Dates of Attendance
- Degrees and Awards Received
- Past and Present Participation in Officially Recognized Sports and Activities
- Prior School Attended
- Height and Weight of Members of Athletic Teams

Academic Computing Centers

The College provides access to computers and printers for all students, with a valid ID card, on each of the three campuses. Computing services provided include Internet access, necessary curriculum software, and the technological means to accommodate and complete all class-related assignments. The College supports the curriculum of all computer-related classes and any other class that requires a software application. Some computer labs have open lab hours. Professional staff is available at all times to assist students and faculty with computer use. Students accessing the Internet should refer to the College's Computer Network Utilization policy for rules and regulations regarding the use of the Internet at the College.

The Academic Computing Centers are located on each campus at:

Ammerman

Huntington Library, lower level — Phone: (631) 451-4211
Web site: www.sunysuffolk.edu/Web/Selden/ACL/

Eastern

Orient Building, 2nd floor — Phone: (631) 548-2612
Web site: www.sunysuffolk.edu/Web/East/Academic_Computing/

Michael J. Grant

Sagtikos Building 141 — Phone: (631) 851-6556
Health Sports and Education Center MA 335 — Phone: (631) 851-6937
Caumsett Hall 211 — Phone: (631) 851-6348
Web site: http://depthome.sunysuffolk.edu/west/ETU/etu.htm

Academic Skills and Learning Centers

Through the campuses' Academic Skills (Eastern and Grant) and Learning Centers (Ammerman), the College offers all students an opportunity to sharpen their academic skills in a relaxed, friendly atmosphere. The centers provide such services as tutorial assistance, workshops and programmed self-instruction.

Services are provided at the following campus locations:

Ammerman

Foreign Language/ ESL Lab, Islip Arts Building 114 — Phone: (631) 451-4161
Math Learning Center, Riverhead Building 235 — Phone: (631) 451-4002
Reading Enrichment Center, Islip Arts Building 116 — Phone: (631) 451-4162
Writing Center, Islip Arts Building 101 — Phone: (631) 451-4150

Eastern

Academic Skills Center, MLRC, 224 — Phone: (631) 548-2594
Writing Center, Orient Building, 217 — Phone: (631) 548-1714

Michael J. Grant

Academic Skills Center, Sagtikos Building, 100 — Phone: (631) 851-6795
Foreign Language/ESL
Reading Lab, Writing Center
Health, Sports and Education Center, MA 129 — Phone: (631) 851-6501
Center for Academic Excellence — Phone: (631) 851-6912
(Math, Science, and Accounting tutoring)

Sayville
General Information Phone: (631) 851-6972

Admissions

The Admissions Office welcomes students to stop by for general information about the College. Students who are interested in changing their curriculum, learning about joint admissions, their matriculation status, or becoming a student tour guide can come by the office for assistance.
The Admissions Office is located on each campus at:

Ammerman	Ammerman Building, 103	Phone: (631) 451-4022
Eastern	Peconic Building , 2nd floor	Phone: (631) 548-2500
Michael J. Grant	Caumsett Hall, 110	Phone: (631) 851-6719

ATM

ATM machines are located at the following locations:

Ammerman	Babylon Student Center lobby
Eastern	Peconic Building lobby
Michael J. Grant	Captree Commons
	Health, Sports & Education Center

Bookstore

Campus bookstores are operated by Follett, which sells both new and used books and buys back used books at the end of each semester. It sells College clothing, school supplies, backpacks, gift items and graduation attire. The Bookstore accepts the following forms of payment: Visa, MasterCard, American Express, Discover Card, validated personal checks and cash. Books can be ordered and shipped through the online Web site.

The Bookstore is located on each campus at:

Ammerman	Babylon Student Center, lower level	Phone: (631) 451-4379
Eastern	Peconic Building, 221	Phone: (631) 548-2554
Michael J. Grant	Captree Commons, 111	Phone: (631) 851-6768
Sayville	(Online Bookstore) http://suffolkccb1.bkstore.com	
Culinary Arts	Visit the Eastern Campus location or the Online Bookstore (http://suffolkecr.bncollege.com)	

Bulletin Boards

There are bulletin boards in every building on each campus. Posting on all campus bulletin boards is restricted to campus announcements and promotion of College-sponsored activities and services. Some boards on each campus are designated as community public boards. These can be used for general postings from members of the campus and local community. Contact the Office of Campus Activities and Student Leadership Development on each campus for official posting policies and the locations of College and community/public boards.

Campus Services

Bus Service

Bus service is provided by the Suffolk County Transit Authority. Bus schedules and shelters are located on each campus in the following areas:

Bus Schedules:

Ammerman	Babylon Student Center, lobby
Culinary	Culinary Arts Center, Concierge Desk, 1st Floor Lobby
Eastern	Peconic Building, lobby
Michael J. Grant	Captree Commons, 110

Train Service:

Sayville	LIRR (station located on Depot Street, one block south of the Sayville Center)

Bus Shelters:

Ammerman	Across from Norman F. Lechtrecker Building
Culinary	Culinary Arts Center – County Rd 24, South of the traffic circle (near McDonald's) or Riverhead County Center
Eastern	Peconic Building, Parking lot 1
Michael J. Grant	Community College Drive and Loop Road

Business Office/Cashier

The Business Office/Cashier is responsible for handling all financial transactions between the College and students. In addition to accepting payments for all bills owed, the College Business Office can provide students with billing information, payment information, and refund regulations.

The Business Office is located on each campus at:

Ammerman	Ammerman Building 100E	Phone: (631) 451-4086
Eastern	Peconic Building, 2nd floor	Phone: (631) 548-2500
Michael J. Grant	Caumsett Hall 113	Phone: (631) 851-6732

Calendar of Events

Each campus posts a Calendar of Events at the following Web site: http://www.sunysuffolk.edu/Community/Calendar25.asp. It gets updated daily, so check it often for the latest information.

Campus Activities and Student Leadership Development

The Office of Campus Activities and Student Leadership Development complements the mission of the College by creating opportunities for student involvement and fostering campus environments that inspire students to become active members of the campus, the College and the community. Working in collaboration with faculty and staff, the Office of Campus Activities and Student Leadership Development offers a wide array of educational, cultural, leadership, social and recreational programs that promote student learning and development. Staff efforts are intentionally focused on enhancing student learning and personal development.

Specifically, staff assist students to:

- Develop life skills
- Foster critical thinking skills
- Develop a pluralistic perspective

- Proactively embrace inclusion
- Form and express conclusions
- Learn and practice leadership skills
- Explore personal values
- Become good citizens
- Develop cooperative learning skills

The offices of Campus Activities and Student Leadership Development are located at the following locations:

Ammerman	Babylon Student Center, 100	Phone: (631) 451-4375
Eastern	Peconic Building, 122	Phone: (631) 548-2522
Michael J. Grant	Captree Commons, 110	Phone: (631) 851-6702

Career Services and Cooperative Education

The mission of Career Services and Cooperative Education is to provide the College's students, undergraduates, and alumni with assistance in developing, evaluating, and implementing career plans, making career decisions, exploring career options, gaining related work experience, and finding employment. Students are assisted in clarifying career direction, organizing a job search, and/or utilizing Suffolk's Job Connection (an online job listing database located on the College's Web site).

A variety of career programs and services are offered, some of which include the Federal Work Study Program, America Reads, online career assessment tools, employment/job counseling and resume assistance to help individuals find employment.

Students have the opportunity to earn college credit through supervised internship and cooperative education programs. Internship and co-op classes enable students to integrate on-campus academic studies with applied experiences at many off-campus work sites. Through these experiential courses, students can explore a career and prepare for future employment or advanced studies.

The Career Services offices are located in the following locations on each campus:

Ammerman	Babylon Student Center, 205	Phone: (631) 451-4049
Eastern	Peconic Building, 2nd floor	Phone: (631) 548-2500
Michael J. Grant	Nesconset Building, 1	Phone: (631) 851-6876

Children's Learning Centers

The Ammerman and Grant campuses have centers that provide child care services in a safe, supervised, loving atmosphere designed to foster social, emotional, intellectual and physical growth. Child care is available for children six weeks through five years of age. The centers utilize Early Childhood education teachers who maintain a developmentally appropriate environment. They can provide assistance for children with special needs. In addition, the centers serve as training sites for student interns in the Early Childhood Education program and act as lab sites for College students fulfilling course requirements involving pre-school children.

For more information contact the appropriate campus Children's Learning Center:

Ammerman	Campus Kids	Phone: (631) 451-4388
Michael J. Grant	Suffolk Kids Cottage	Phone: (631) 851-6517

Campus Services

Copy Machines

Coin-operated copy machines are located at the following places on each campus:

Ammerman	Huntington Library
Eastern	Peconic Building, Montaukett Learning Resource Center
Michael J. Grant	Sagtikos Building, library Caumsett Hall, Cashier's Office Health, Sports and Education Center A 129

Counseling Center and/or Student Success Center

The Centers on each campus offer the following services:

Testing Center

Academic Advising

- Assistance with class selection to meet academic goals
- Information regarding College academic policy
- Assistance in solving academic issues and concerns

Career Counseling

- Help with exploring interests, values, abilities and other needs as they relate to choosing a career
- Guidance in gathering information on careers and occupations via the Internet
- Use of various career and educational assessment tools used to assist in career and educational planning

Mental Health Services

- Crisis intervention and brief psychological services for students in distress
- Short-term counseling to resolve issues interfering with success in college
- Referral to off-campus agencies and mental health practitioners
- Group workshops on stress management, test anxiety, depression, and other topics related to mental health
- Mental Health Awareness Days, including information on community services and workshops on mental health topics

Transfer Counseling

- Assistance in evaluating educational options and identifying transfer institutions
- Guidance in gathering information on colleges and academic programs
- Advice concerning the admissions process
- Online research opportunities
- Opportunities to meet with college representatives throughout the year
- College Transfer Days

Counseling services are provided on each campus in the following locations:

Ammerman	Ammerman Building, 209	Phone: (631) 451-4053
Eastern	Peconic Building, 2nd floor	Phone: (631) 548-2527
Michael J. Grant	Caumsett Hall 20	Phone: (631) 851-6250

Campus Services

Dining Services

In time for the fall 2015 semester, the College announced that it is working with a new preferred vendor for dining services, Aramark Higher Education. Together, Suffolk and Aramark will be creating enhanced dining experiences by transforming the campus dining environments, bringing in a mix of national and proprietary restaurant brands, providing knowledgeable chefs, fresh food and healthy eating options. As part of the transition, the College implemented a $100 meal plan charge per semester for students taking nine credits or more on the Ammerman and Michael J. Grant campuses. These funds are then made available for use by students purchasing food or drinks in any of the campus dining locations and from campus vending machines. Purchases made through the meal plan are tax-free, creating significant dining value. The Babylon Student Center and Captree Commons main dining area locations opened on the first day of the fall 2015 semester, August 27th. Construction activity in certain sections of the Babylon Student Center is likely to continue through January 2016. Visit http://www.sunysuffolk.edu/aramark/ for more information and answers to frequently asked questions. Aramark Dining services handles all catering requests for events on campus.

Dining services are available in the following locations on each campus:

Ammerman	Babylon Student Center Southampton Building	Phone: (631) 451-4378
Eastern	Peconic Building	Phone: (631) 548-2534
Michael J. Grant	Captree Commons Health, Sports & Education Center	Phone: (631) 851-6759

Dining services on the Eastern Campus are sponsored by the College's Association.

Bakers Workshop

The Culinary Arts and Hospitality Center, located at 20 East Main Street in Riverhead, features a retail bakery open to members of the college community and the general public. Students receive a discount when presenting their Student ID Card.

Disability Services

Suffolk County Community College is committed to providing all students with the opportunity to reach their full potential. This includes promoting independence and assisting students in becoming their own best advocates. Although the College will assist with all necessary support services, students are expected to assume an active role in making such arrangements on their own behalf.

The goal of the College, with regard to students with disabilities, is to equalize educational opportunities by minimizing physical, psychological and learning barriers. Staff members attempt to provide as typical a college experience as is possible, encouraging students to achieve academically through the provision of special services, auxiliary aids, or reasonable testing accommodations.

Students who request special services or accommodations must submit proof of their disability and supporting documentation from a physician, appropriate health care provider, school or rehabilitation agency such as Vocational and Educational Services for Individuals with Disabilities (VESID), or the Commission for the Blind and Visually Handicapped (CBVH).

Services for students with a disability are offered on each campus at the following locations:

Ammerman	Ammerman Building 202	Phone: (631) 451-4045
Eastern	Peconic Building 122	Phone: (631) 548-2527
Michael J. Grant	Caumsett Hall 20	Phone: (631) 851-6250

Educational Opportunity Program (EOP)

The Educational Opportunity Program (EOP) is designed to provide academic support to students enrolled full-time in a curriculum program at the College. The students admitted to the program have the academic potential to succeed at obtaining a college degree, but may need to receive tutoring services, academic, career and personal counseling/advisement to persist to graduation. EOP accepts students who qualify both academically and financially based on established New York State program guidelines. Graduates of Suffolk County Community College's Educational Opportunity Program will be eligible to apply as an EOP transfer student to a four-year college provided they have been enrolled in EOP, College Discovery, HEOP (Higher Education Opportunity Program), SEEK (Search for Education, Elevation and Knowledge) or a similar program.

Chi Alpha Epsilon National Honor Society-Delta Mu Chapter (XAE)

Chi Alpha Epsilon was organized at West Chester University of Pennsylvania in 1990 in order to recognize the high academic achievements of students admitted to colleges and universities through opportunity programs. The Delta Mu Chapter of Chi Alpha Epsilon was chartered at Suffolk County Community College in the fall of 2003 for students with consecutive averages above 3.0. Its motto is: "The tassel is worth the hassle."

Services are available in the following campus locations:

Ammerman	Babylon Student Center, 20	Phone: (631) 451-4356
Eastern	Peconic Building , 2nd floor	Phone: (631) 548-3646
Michael J. Grant	Nesconset Hall, 2	Phone: (631) 851-6510

Financial Aid

The primary goal of the Financial Aid Office is to provide students with full access to all available sources of federal and state financial assistance in order to meet their educational costs while pursuing their studies. These resources include the Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), William D. Ford Federal Direct Loan Program, NYS Tuition Assistance Program (TAP) and the NYS Aid for Part-Time Study (APTS) Program. All students must begin the application process by filing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Our knowledgeable staff is available for individual assistance regarding financial aid programs and eligibility and also to assist with forms and electronic filing in the Financial Aid Computer Lab. Students can obtain further information, download forms, and find links to federal and state programs at our Web site: www.sunysuffolk.edu/FinancialAid.

Services are available in the following campus locations:

Ammerman	Ammerman Building - A16	Phone: (631) 451-4072
Eastern	Peconic Building, 2nd floor	Phone: (631) 548-2525
Michael J. Grant	Caumsett Hall - Rm 30	Phone: (631) 851-6712

Health Services

Health Services utilizes a wellness model to provide programs and services aimed to insure optimal physical and mental health for all students. Services offered to students include:

- Emergency first aid and referral for injuries
- Treatment and referral for acute illnesses
- Personal Health Counseling (R.N. and M.D.)
- Referrals to community agencies

- Blood pressure screening
- Health education programs
- Special parking requests
- Immunization certificates for compliance with NYS law
- Medical documents for Health Career students

In addition, the office coordinates:

- Accident and health insurance information
- Free immunization clinics
- An annual health fair and blood drive
- Smoking and counseling cessation clinics
- Wellness including Substance Abuse Education workshops and programs

Health Services is located at the following locations:

Ammerman	Kreiling Hall, 106	Phone: (631) 451-4047
Eastern	Peconic Building, 115	Phone: (631) 548-2510
Michael J. Grant	Captree Commons, 105	Phone: (631) 851-6709

Internet Access

Students can access the Internet for free at various locations. To enable a device, students should sign up each semester through their portal account.

Ammerman	Huntington Library Ammerman Building, lobby
Eastern	Peconic Building, 1st floor Shark Tank, the Office of Campus Activities and Student Leadership Development, and the 2nd floor Student Success Center Orient Building, 2nd Floor
Michael J. Grant	Sagtikos Library Computer Center, 141 Health Sports and Education Computer Center, MA 335 Caumsett Hall Computer Center, 211
Sayville	Computer Lab, 216 Center for Student Excellence, 219 Wireless Network Access: Student Lounge, 118

Libraries/Learning Resource Centers



The library homepage, www.sunysuffolk.edu/Library, is the information portal to the extensive academic library collections and services available at Suffolk County Community College. The three campus libraries, in Brentwood, Riverhead and Selden, offer a combined collection of more than 230,000 print volumes, subscriptions to over 1,486 print periodicals and access to over 15,000 periodicals and newspapers in electronic formats. General and discipline-specific online databases connect to numerous scholarly full-text sources. Selected databases include Academic Search Premier, PsychARTICLES, CINAHL, Professional Development Collection, ARTstor Digital Archive, General Onefile, Science Direct and Westlaw. In addition, the libraries offer videos, DVDs, Films on Demand and multimedia for instructional use.

Library faculty are available to assist students in using information resources by offering one-on-one reference assistance as well as teaching classes on information literacy in collaboration with discipline faculty. The libraries offer credit courses: LIB101 Introduction to College Research (1 credit) and LIB103 Library Research Methods (3 credits).

Computers are available for research in the libraries and for word processing, other software applications and e-mail. Computer users must follow College policies on network access and acceptable use. Access to library resources is available to currently enrolled students away from campus via EZ Proxy. Students can borrow a laptop for up to 2 hours to use in the library. Laptops have Internet access and Microsoft Office. Students should go to the Circulation desk for more information.

Students must show an SCCC student ID card in order to borrow materials. Students are responsible for all materials charged out on their card. If the card is lost, students should go to the cashier's office, pay the fee and then go to the location as indicated by the cashier to have a card reissued. Books may be borrowed for 28 days. A fine of twenty-five cents per day will be charged for each overdue book, up to a maximum fine of $10.00 per book. Except when indicated, reserve material may not leave the library. The fine for overdue reserve materials is $10.00 per day. The fine for laptops is $10.00 per hour. If students do not return library books and/or pay outstanding fines, they will not receive grade transcripts.

The libraries of Suffolk County Community College are located at:

Ammerman	Huntington Library	Phone: (631) 451-4800
Eastern	Montaukett LRC	Phone: (631) 548-2536
Michael J. Grant	Sagtikos Building	Phone: (631) 851-6740

Lost and Found-Public Safety

Lost and Found is located at the following locations (note: students should first check with a staff member in the building where they believe they lost the item):

Ammerman	Guard Station on College Road	Phone: (631) 451-4242
Eastern	Peconic Building, 199	Phone: (631) 451-4242
Michael J. Grant	North Cottage	Phone: (631) 451-4242

Multicultural Affairs

The primary goal of Multicultural Affairs is to foster an atmosphere of pluralism and inclusion where diversity is respected and celebrated. To accomplish this, Multicultural Affairs offers an array of co-curricular activities that are designed to recognize the unique contributions and traditions of the various cultural, ethnic, gender, religious, and social groups in our society. These groups include, but are not limited to African-Americans, Latino, Native Americans, Asians/Pacific Islanders, women and the LGBT (lesbian, gay, bisexual, and transgender) population. Acknowledging diversity includes welcoming the exploration of difference in opinion, thought, perception and perspective. Activities designed to increase awareness and instill cultural sensitivity include off-campus trips, multicultural luncheons/dinners, educational displays, traveling exhibits, workshops, classroom presentations and cultural clubs and intergroup collaboration. The College Office of Multicultural Affairs publishes a monthly newsletter highlighting the programs, activities and events planned and provided by Multicultural Affairs.

The Multicultural Affairs Offices are located at:

Ammerman	Babylon Student Center, 1st floor	Phone: (631) 451-4812
Eastern	Peconic Building, 122	Phone: (631) 548-2634
Michael J. Grant	Captree Commons, 110	Phone: (631) 851-6341

Office of the Associate Dean of Student Services

The Office of the Associate Dean of Student Services supervises a myriad of support services which work together to provide efficient and effective services for both current and potential students of each campus. While the majority of our departments are open between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, some offices maintain extended hours. The office assists students through the coordination of the tuition refund process, the medical leave process, and the student conduct process, and serves as an advocate for different student issues. Students who find that a medical or family emergency will require them to miss class(es) are encouraged to contact the office on their campus so their instructors can be informed of the situation. In addition, students are urged to contact the office should they have any questions related to non-academic issues.

The Associate Dean of Student Services Offices are located at:

Ammerman	Ammerman Building, 200	Phone: (631) 451-4043
Eastern	Peconic Building, 224	Phone: (631) 548-2514
Michael J. Grant	Caumsett Hall, 106	Phone: (631) 851-6521

Registrar's Office



The campus Registrar's Offices assist students with all activities related to their registration for classes, including adding and dropping classes and withdrawal from classes during the semester. Additional services include verifying student enrollment and academic status for insurance, financial aid and veteran benefits, and student class schedules. The Central Records Office maintains academic records for all students, verifies degree status for employment, evaluates eligibility for graduation, certifies and mails official college transcripts.

The Registrar's Offices are located at:

Ammerman	Ammerman Building, 10	Phone: (631) 451-4004
Eastern	Peconic Bldg., 2nd floor	Phone: (631) 548-2500
Michael J. Grant	Caumsett Hall, 113	Phone: (631) 851-6780

Student Support Services (TRIO)

The Student Support Services program enhances opportunities for students to successfully complete their college education. Through the development and implementation of a personal support plan, students receive assistance in identifying their educational goals and learning needs as well as individual academic and financial advisement and tutoring. Eligible students are those with an academic need, enrolled full-time and in their first semester at Suffolk County Community College. In addition, students must meet at least one of the following criteria:

- First generation college student (neither parent has graduated from college with a four-year degree)
- Low income student
- Student with a documented disability

What the program offers:

- One-on-one assistance with academic needs
- Instruction in basic study skills
- Tutorial services
- Assistance in applying for and maintaining financial aid eligibility
- Information about career and transfer opportunities
- Registration priority
- Peer mentoring
- Cultural activities
- Referral to campus resources

Student Support Services are located at the following locations:

Ammerman	Huntington Library, 19A	Phone: (631) 451-4693
Eastern	Peconic Building, 2nd floor	Phone: (631) 548-2582
Michael J. Grant	Nesconset Hall, 11	Phone: (631) 851-6510

Veterans Services

Suffolk County Community College has a long history of assisting Veterans in maximizing their benefits and achieving their educational goals. During the past academic year, the College made significant strides in improving student life for our Veterans.

There are active student Veterans clubs on each of our campuses. During the week surrounding Veterans Day, various College activities take place. During the spring, the College hosts its annual Veterans career conference. This program features a human resources panel that provides expert advice on finding employment and provides Veterans with opportunities to meet "Veteran mentors" from companies in financial services, health care, pharmaceuticals, and many other industries. The conference program is designed to empower Veterans with the knowledge and skills required to complete a successful transition to college life or the workforce.

The College participates in the new Department of Defense (DOD) online college advisement tool. This tool, called the Degree Program Management Tool, will be the newest item in the suite of services that reside on the Go Army Ed Web site. This tool has been designed to streamline the College search and advisement process for active duty soldiers and reservists. Suffolk will take the necessary steps to: (1) review and update our profile on the Go Army Ed site, and (2) upload the data requested by the DOD to the new Degree Program Management Tool. Our presence and participation in this new site will help demonstrate our continued commitment to providing exceptional service to our students that are Veterans. It will also make the College and its academic programs highly visible to active military members looking to further their education.

The College's Office of Media Services produced a series of Veterans videos entitled, "Transitions: Veterans on Campus." The series has seven parts and features content that is both informational and educational. You can access the video series from the College's home page by clicking on the "View SCCC Videos" link.

A search to fill the new position of College Director of Veterans Affairs was completed with the selection of Shannon O'Neil. Ms. O'Neil was formerly in charge of Veterans Affairs at St. Joseph's College.

The College has once again been cited as a "Military Friendly" institution, reflecting our commitment to providing the best possible services to student Veterans and active military members.

The College received a major gift from the Island Outreach Foundation in recognition of our efforts to support student Veterans. Our selection was based upon our commitment to establishing a Veterans Resource Center that serves as a single point of contact and support for Veterans across the College, as well as our willingness to create a new College Director of Veterans Affairs position.

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Art Gallery

Southampton Lobby (631) 451-4093

The Maurice N. Flecker Memorial Gallery is located on the second floor of the Southampton Building. The gallery hosts a variety of shows each year. For a full schedule of the 2015-2016 exhibits, refer to the online calendar of events or contact the Art Department.

Athletics and Recreational Sports

Brookhaven Gymnasium (631) 451-4380



The athletic program is a vital component of the College's co-curricular offerings. Suffolk is a member of the National Junior College Athletic Association (NJCAA) – Division III, Region XV. Men's teams include baseball, basketball, bowling, cross-country, equestrian, golf, lacrosse, soccer, tennis and track & field. Women's teams include basketball, bowling, cross-country, equestrian, lacrosse, soccer, softball, tennis, track & field and volleyball. Cheer team and dance team are sponsored by the Athletic Department. Contact the Athletic Office for information on all team tryouts. In addition, the office coordinates an intramural program for both men and women. Questions pertaining to the intramural program should be directed to the Director of Athletics. Check with the Athletic Office for hours of open recreation for the Brookhaven Gymnasium and fitness area. All students participating in intercollegiate athletics must be enrolled full-time and meet the eligibility requirements of the NJCAA and Suffolk County Community College.

Babylon Student Center

The Babylon Student Center serves as the focal point of campus activities. Some of the services include:

ATM

There is an automated teller machine located in the lobby.

Bookstore - Lower Level (631) 451-4379

The Bookstore, operated by Follett, sells both new and used books and buys back used books at the end of each semester. It sells College clothing, school supplies, backpacks, gift items and graduation attire. The Bookstore accepts Visa, MasterCard, American Express, Discover Card, validated personal checks and cash in payment. Books can be ordered and shipped through the online Web site.

Gathering Lounge

Information Booth Main Lobby (631) 451-4377

The Information Booth is located in the Main Lobby. College catalogs, student handbooks, class schedules, and publicity concerning College and campus programs are all distributed from this location. Community announcements and bus schedules are also available.

Meeting Rooms
There are eight meeting rooms in the Babylon Student Center. Rooms can be reserved through the Office of Campus Activities and Student Leadership Development.

Quiet Lounge Upper Level

Calendar of Events
A bi-weekly publication prepared by the Office of Campus Activities and Student Leadership Development lists all campus programs. Copies can be obtained at the Information Booth. An online Calendar of Events is available at http://www.sunysuffolk.edu/Community/Calendar25.asp.

Campus Activities and Student Leadership Development
Babylon Student Center 100, (631) 451-4375
The coordination of all student events is handled through this office. The staff strives to assist in the growth and development of students by providing them with the knowledge, skills, opportunities and direction to lead students in the formulation and production of student programs and events. The office facilitates leadership training programs and opportunities that foster an appreciation for diversity and/or multicultural awareness. The staff also coordinates services for student organizations.

Campus Activities Board (CAB)
Babylon Student Center, 30, Lower Level (631) 451-4835
The Campus Activities Board (CAB) is responsible for developing and implementing programs to serve the educational, cultural, social and recreational needs of the college community. CAB is composed of various committees of student chairpersons and is overseen by an executive committee of three students. CAB's committees include Novelty, Issues and Awareness, Music, Films, Special Events, Community Outreach, Trips, and Publicity. Join CAB and become part of a fun and exciting organization on campus!

College Colors
The College colors are blue and white.

Departmental Outreach Programs
The academic departments and the Office of Campus Activities and Student Leadership Development work cooperatively to create programs that are relevant to their disciplines.

Forensics
Forensics competes in such activities as speaking and oral interpretation. The Suffolk Forensic Team, which is open to all students, competes throughout the Northeast and appears at local civic organizations. Information pertaining to Forensics can be obtained from the Communications Department, Islip 1-A.

Honor Societies
Alpha Beta Gamma is an international honor society for business majors. Academic requirements for this organization are available from the Office of Campus Activities and Student Leadership Development.

Chi Alpha Epsilon, the National Honor Society, was formed to recognize the academic achievements of students admitted to colleges and universities throughout the country by non-traditional criteria and serves students in the Educational Opportunity Program (EOP), Student Support Services (SSS) and Student Success Programs. Its purpose is to promote continued high academic standards, to foster increased communication among its members, and to honor academic excellence achieved by those students.

Mu Alpha Theta is the national two-year college Mathematics honor society whose purpose is the promotion of scholarship in, and enjoyment and understanding of mathematics among students.

Phi Theta Kappa, the national honor society for two-year colleges, has chapters on the Ammerman, Eastern and Michael J. Grant campuses. This organization recognizes and encourages four hallmarks — scholarship, service, leadership and fellowship among community college students and the surrounding communities. Each chapter has its own academic requirements, which are available at the Office of Campus Activities and Student Leadership Development.

Sigma Chi Eta. The purpose of Sigma Chi Eta is to recognize, foster, and reward scholastic achievement in communication studies; to stimulate interest in the field of communication; and to provide an opportunity to discuss and exchange ideas in the field of communication.

Music

Southampton Room 18, (631) 451-4346

Any Suffolk County Community College student is allowed to participate in one or more of the College's music ensembles. Available ensembles are the College Choir, Suffolk Singers, Gospel Choir, College Orchestra, Symphonic Band, Jazz Ensemble, Guitar Ensemble, and the Contemporary Music Ensemble. More information is available at the Music Department Office.



Student Government Association

Babylon Student Center 36, Lower Level (631) 451-4324

The mission of the Student Government Association is to represent the student body and promote democracy by supporting the goals and objectives identified by the student body. The Student Government Association acts as a liaison between the students, faculty, staff and administration. It serves to define, defend, and protect all student rights, responsibilities, and freedoms as well as the general welfare of the Suffolk County Community College – Ammerman Campus students.

The Student Government Association consists of an executive board of four officers (president, vice president, secretary, treasurer) and ten senators. Officers are elected during the spring semester each year. The Student Government Association works with all facets of the campus community through various avenues including campus committees, ad hoc committees, and student forums. All general meetings are open to the public.

Student Organizations

Babylon Student Center 100, (631) 451-4376

Student organizations provide an opportunity for students to meet new people, participate in field trips, be part of group discussions, network with alumni, and make connections with faculty members. They establish an environment for students to develop leadership styles, communication techniques, and understand group dynamics. Student organizations also complement classroom learning in a co-curricular manner.

Student organizations are administered through the Office of Campus Activities and Student Leadership Development with the assistance of faculty members who volunteer to serve as advisors. Most student organizations hold meetings on Wednesdays during Common Hour. Special events and other meetings are scheduled throughout the week. All events are listed on the Calendar of Events on the College's Web site. Events are also publicized on campus through flyers, e-mail and the Calendar of Events publication.

The Office of Campus Activities and Student Leadership Development maintains a list of active student organizations and their advisors, officers, meeting dates, places and times. There are over fifty (50) active student organizations on the campus. Information on each club can be found on the Web site at www.sunysuffolk.edu/StudentLife. Club events include speakers, films, dances, field trips, service projects and more. Student organizations are governed by a set of approved policies and procedures that are detailed in the campus student organizations handbook. All clubs have access to club mailboxes, a copy machine, flyer and banner signage, paper, markers and other stationery supplies. A club budget is allocated on an as-requested basis. Five student club presidents, known as the Club Board, review and approve all budget requests.

Club Board

Babylon Student Center 33, Lower Level (631) 451-5960

The Club Board consists of five club presidents elected by the active presidents of all the clubs on the Ammerman Campus. The Club Board approves constitutions of new clubs, develops policies relating to club activities and the expenditure of funds, coordinates the activities of the various clubs and assists club officers with paperwork and procedures.

Student Publications

Three major publications provide students with the opportunity to develop literary and journalistic skills. They fall under the auspices of the Campus Student Publications Board, which provides guidance and direction for business and publication practices.

Compass News

Babylon Student Center 20, Lower Level (631) 451-4939

The popular Compass newspaper is published bi-weekly and serves as a vehicle of expression for the entire campus. All students are welcome to work on the newspaper, and any member of the college community can submit articles for publication. E-mail: compassstaff@hotmail.com



Evolution
Babylon Student Center 32, Lower Level (631) 451-4396

Evolution, a literary magazine, provides students with an outlet of expression through their literary, artistic and photographic works. It is published twice a year. All students are encouraged to contribute material at any time during the semester.

Lilith

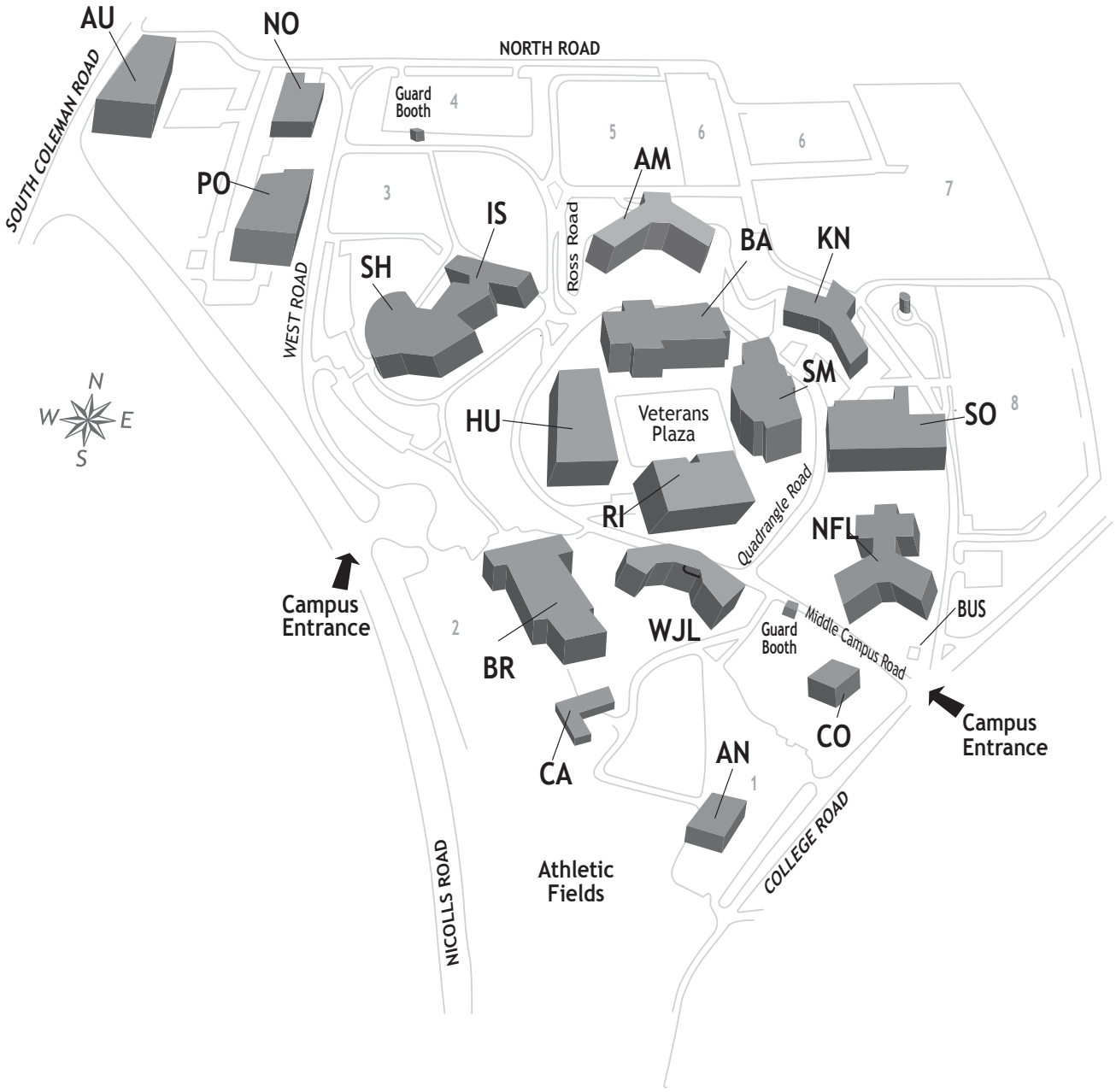
Lilith, a feminist magazine, is open to students, faculty, staff, and alumni. It provides a forum for expressing points of view about the changing expectations and roles of women and men in the world. We welcome personal essays, journalism, movie, music, and book reviews, fiction, poetry, art, and cartoons. Lilith meets weekly and publishes once a year. Contact us at lilith@suny suffolk.edu.

Theatre
Islip Arts 121, (631) 451-4163

The Theatre Department works in conjunction with the divisions of Academic Affairs and Student Affairs to provide the college community with quality plays and musicals. The Performing Arts Series provides opportunities to enhance the cultural life of the college community. Many classes use theatre productions for analysis in the classroom, where student attendance often fulfills required participation in College events. Opportunities are available for all students to audition for performance or be assigned technical positions regardless of their academic interest, home campus or major. Auditions are usually held during the evening of the first three days of day classes (spring and fall) for all shows produced during the semester. All College students are entitled to one free ticket with student I.D. for each theatre performance. The department also assists and supports the campus Forensics Team.

AMMERMAN CAMPUS

533 College Road, Selden, NY 11784-2899



AM	AMERMN	Ammerman Building	NFL	NFL	Norman F Lechtrecker Building
AN	ANNEX	Annex	NO	NTHBLD	North Building
AU	AUTOTC	Automotive Technology Building	PO		Plant Operations and Public Safety
BA	BABYLN	Babylon Student Center	RI	RIVRHE	Riverhead Technology Building
BR	BRKHVN	Brookhaven Gymnasium	SH		Shea Theater
CA	DAYCRA	Campus Kids Children"s Learning Center	SM		SMITHSC Smithtown Science Building
			SO		STHHMP Southampton Building
CO		The Cottage	WJL		William J. Lindsay Life Sciences Building
HU	HUNTIN	Huntington Library			
IS	ISLART	Islip Arts Building	BUS	Bus Shelter	
KN	KRELNG	Kreiling Hall	1-8	Parking Fields	

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Eastern Campus Student Life

Art Gallery
The Lyceum Gallery is located on the first floor of the Montaukett Learning Resource Center. The gallery features work by local, national and student artists. A listing of the art shows scheduled for 2015-2016 is available in the Office of Campus Activities and Student Leadership Development, Peconic 122.

Athletics
Suffolk County Community College offers students the opportunity to become involved in various intercollegiate sports. These are housed primarily on the Ammerman and Michael J. Grant campuses. For information on how to become involved, contact the Office of Campus Activities and Student Leadership Development, Peconic 122, or call (631)451-4380 for the Office of Athletics tryout schedules.

Calendar of Events
A calendar of campus and College events is available on the Student Life section of the College Web site. To access this calendar, go to http://www.sunysuffolk.edu/Community/Calendar25.asp.

Campus Activities and Student Leadership Development
Peconic 122, (631) 548-2522

The Office of Campus Activities and Student Leadership Development complements the mission of the College by creating opportunities for student leadership and fostering campus environments that inspire students to become active members of the campus, the College and the community. Working in collaboration with faculty and staff, the Office of Campus Activities and Student Leadership Development offers a wide array of educational, cultural, leadership, social and recreational programs that promotes student learning and development.

Employer Recruitment/Job Expo
At various times throughout each semester, employers come to the campus to network with potential new employees. In the past, such employers have included UPS, the Suffolk County Police Department, the New York State Department of Environmental Conservation, and various resort complexes. Check with Career Services, in the Student Success Center for more information.

Family Fun Flicks
The Office of Campus Activities and Student Leadership Development, in conjunction with the Early Childhood Club, hosts a family film one Friday each month during the fall and spring terms. Films are shown at 7:00 p.m. in Shinnecock 101. There is no admission charge, although the Early Childhood Club typically collects either food or art supplies for distribution to shelters and local non-profits.

Wellness and Recreational Programs
The Office of Campus Activities and Student Leadership Development strives to promote good health, fitness and wellness by coordinating a variety of programs on important health issues. Major events include the annual Wellness Fair, blood drives and programs for National Collegiate Alcohol Awareness Week. Other programs include heart healthy presentations, Lyme disease awareness programs, breast health awareness workshops, fitness walks, sexual safety and awareness, AIDS/HIV education and testing, eating disorder seminars, and smoking cessation programs.

Honor Societies

Alpha Beta Gamma is an international honor society for business and hospitality majors. Academic requirements for this organization are available from the Office of Campus Activities and Student Leadership Development in P122.

Alpha Sigma Lambda is a national honor society for adult students 25 years of age or older. This organization currently has a chapter on the Eastern Campus and provides an opportunity to recognize the special achievements of adult students who accomplish academic excellence while facing competing interests of family, work, and community. Information is available in P122.

Phi Theta Kappa, the national honor society for two-year colleges, has chapters on the Ammerman, Eastern and Michael J. Grant campuses. This organization recognizes and encourages scholarship among community college students. Each chapter has its own academic requirements which are available at the Office of Campus Activities and Student Leadership Development. Information is available in P122.

Lounges/Meeting Rooms



There are numerous gathering spaces on the campus for students to relax, socialize and study. The Peconic Building offers quiet dining in the Café, a student game room in P104, meeting spaces in the 1st floor Shark Tank, and a quiet study space in the Veteran Lounge in P215. Reservations for meeting spaces may be made in the Office of Campus Activities and Student Leadership in P122.

The Montaukett Learning Resource Center has student rooms available for reserve. There are group study tables on the 2nd floor and there are larger meeting rooms which may be available for reservation through P122.

Multicultural Affairs

The primary goal of Multicultural Affairs is to foster an atmosphere of pluralism and inclusion where diversity is respected and celebrated. To accomplish this, Multicultural Affairs offers an array of co-curricular activities that are designed to recognize the unique contributions and traditions of the various cultural, ethnic, gender, religious, and social groups in our society. These groups include, but are not limited to African-Americans, Latino, Native Americans, Asian/Pacific Islanders, women and the LGBT (lesbian, gay, bisexual, and transgender) population. Acknowledging diversity includes welcoming the exploration of differences in opinion, thought, perception and perspective. Activities designed to increase awareness and instill cultural sensitivity include off-campus trips, multicultural luncheons/dinners, educational displays, traveling exhibits, workshops, classroom presentations, cultural clubs and intergroup collaboration. The Multicultural Affairs Office is located at Peconic Building, 122. Call (631) 548-2634.

Eastern Campus Student Life

Personal Development Workshops

The Student Success Center offers a variety of workshops and programs designed to support the growth and development of students. Previous programs have included sessions on "FAFSA on the Web," budget and debt management, and stress management. For more information about these and other sessions, check the online Calendar of Events.

Recreational Sports

The Eastern Campus encourages both formal and informal recreation for students. On-campus facilities include outdoor sand volleyball courts, basketball courts, and a soccer field. Indoor facilities include a game room with a billiards table and videogame systems and a group fitness classroom that hosts a variety of open classes each semester. The Eastern Campus boasts a competitive recreational program with strong standing in flag football, basketball, and volleyball. Information on walking, hiking and other activities is available in the Office of Campus Activities and Student Leadership Development. In addition, some equipment is available through the game room for loan or rental. Watch for information on special recreation nights at community facilities.

Student Government

Peconic 109D, (631) 548-2581

Student Government is concerned with the development, welfare and governance of all students, student organizations and student groups at the Eastern Campus. Student Government:

- Provides the means whereby students may express themselves collectively in the governance of the campus and College
- Provides the vehicle for communication between the student body and the campus and College faculty and staff
- Takes leadership in the development, promotion and coordination of student activities
- Offers students the opportunity to develop their personal skills in leadership and group management

The Student Government on the Eastern Campus consists of an operating board of three officers (president, vice-president, and secretary/treasurer) and an unlimited number of general members. Officers are elected during the spring semester each year. To become a general board member, a student must attend two (2) of the first three (3) meetings of the semester or, after the third meeting, be appointed by majority vote of the general membership.

Student Organizations

Peconic 119, (631) 548-2522

The Eastern Campus has a variety of student organizations designed to foster interaction among students. Some groups are organized around specific academic interests. Others bring together students who have common interests and/or goals. All student organizations provide students with the opportunity to develop and practice leadership and interpersonal skills.

Student organizations are governed by a set of approved policies and procedures that are detailed in the campus's Student Organization Handbook. Information about each organization and the name of the contact person for the group can be found on the College's student life Web site: http://www.sunysuffolk.edu/Students/StudentLife.asp or by inquiry in the Office of Campus Activities and Student Leadership Development, Peconic Building 122.

Student Publications

Orient 135, (631) 548-3623

East End Elements

The annual campus literary publication is East End Elements. Any student interested in becoming involved in its content, editing, publishing or writing, is urged to stop by the Office of Campus Activities and Student Leadership Development, Peconic Building 122.

Student Success Center

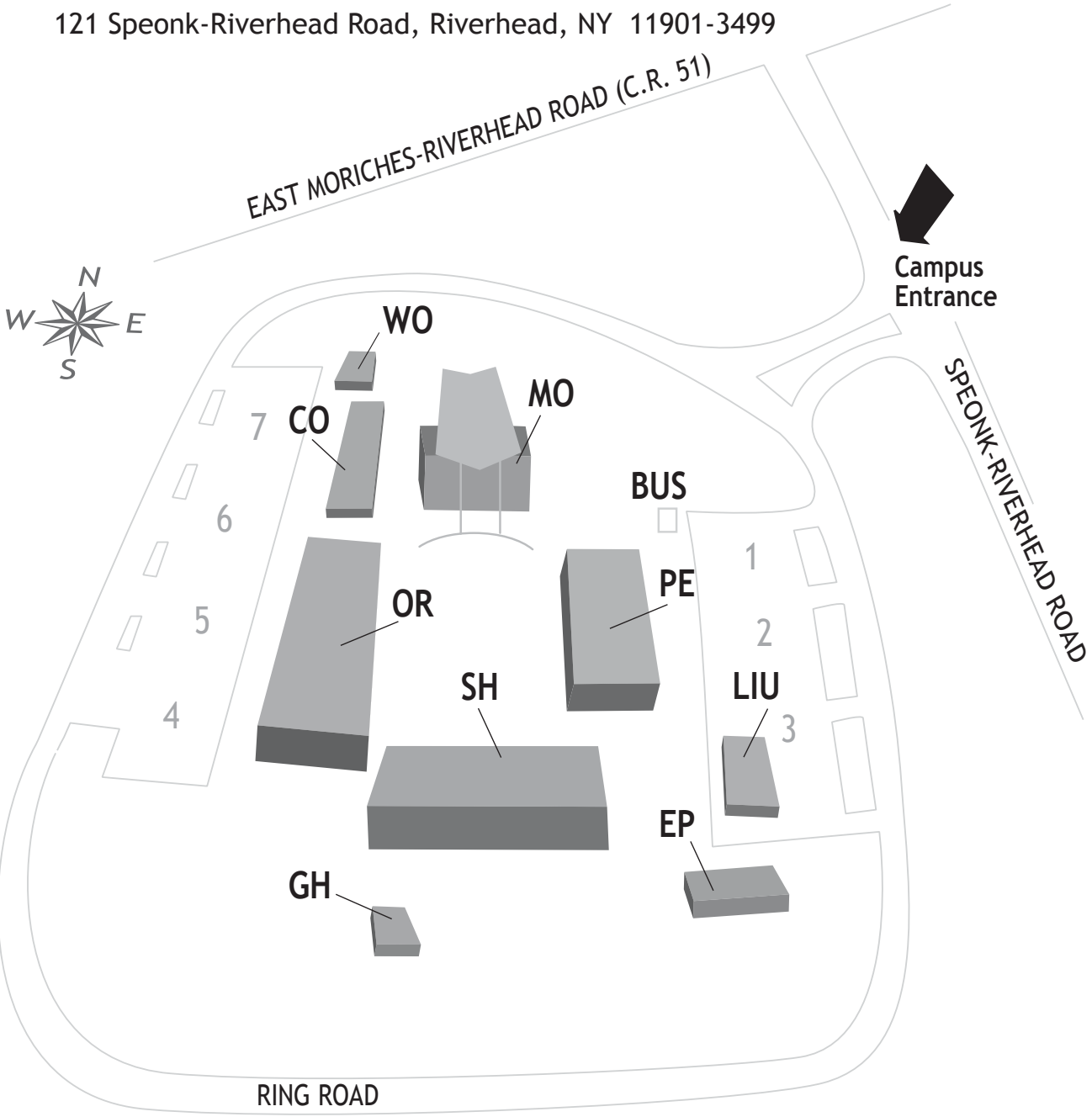
The Eastern Campus Enrollment and Support offices are all conveniently located in one location. On the 2nd floor of the Peconic Building, you will find: admissions, academic advising and the academic advising and mentoring center, career services, cashier, computers, disability services, financial aid, E.O.P., new student placement testing, student support services, and transfer services.

Theatre

Suffolk County Community College has a comprehensive theatre program based on the Ammerman Campus. All College students, regardless of campus affiliation, are eligible to audition and participate. For information, contact the Theatre Office, Islip Arts Building 121, on the Ammerman Campus, 451-4163. Information is also available in the Campus Activities and Student Leadership Development Office, Peconic Building 122.

EASTERN CAMPUS

121 Speonk-Riverhead Road, Riverhead, NY 11901-3499



CO	CORCHG	Corchaug Building
EP		Energy Plant
GH		Greenhouse
LIU		LIU Building
MO	MONTAK	Montaukett Learning Resource Center
OR	ORIENT	Orient Building
PE	PECONC	Peconic Building
SH	SHNCCK	Shinnecock Building
WO	WOODLD	Woodlands Building
BUS	Bus Stop	
1-7	Parking Fields	

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Art Gallery

Captree Commons 100

Gallery West invites professional painters, sculptors, photographers, and installation artists—local, national and international—to exhibit their work for the benefit of the college community, and the surrounding Long Island and New York metro areas. In addition to hosting one-person shows, Gallery West invites artists to participate in group theme shows. The gallery also hosts a faculty and student art show each year.

Calendar of Events

Captree Commons 110, (631) 851-6702

The Calendar of Events is the monthly guide to what is happening on campus. It is published and distributed by the Office of Campus Activities and Student Leadership Development. Items for inclusion should be submitted to the Campus Activities Office at least two weeks before publication. An online Calendar of Events is available at http://www.sunysuffolk.edu/Community/Calendar25.asp.

Campus Activities and Student Leadership Development

Captree Commons 102A, (631) 851-6702

Being involved in activities is a valuable part of each student's total college experience. The Office of Campus Activities and Student Leadership Development provides programs, activities, and services that promote student growth and development outside of the classroom. Our focus is to offer you the opportunity to further develop your beliefs, values and creativity through experiences outside the classroom and through our department services, programs and activities.

Life outside of the classroom at Suffolk is exciting and vibrant! Don't wait to get involved and take advantage of the many opportunities to learn, develop leadership skills, and become an active citizen in our campus community.

Many of the programs and events sponsored or produced by the Office of Campus Activities and Student Leadership Development are funded from a portion of the Student Activity Fee. Visit us today to find out how you can become involved in clubs, organizations, community service, or special events. We have something for every student!

Campus Activities Board (CAB)

Captree Commons 102A, (631) 851-6703

The Campus Activities Board (CAB) is a committee of students responsible for planning social, recreational, cultural and educational programs for the Michael J. Grant Campus student body. All students are encouraged to join and participate. Student clubs/organizations are encouraged to submit requests to co-sponsor events with CAB.

Common Hours

Day Common Hour

In order to facilitate a common meeting time when there are minimally scheduled classes and to encourage faculty and students to participate in non classroom activities together, the College has designated Wednesdays, 11:00 a.m. - 12:15 p.m., as Common Hour. During this time, students have the opportunity to participate in College events and club meetings. These events are advertised via the College bulletin boards, digital signs and the Calendar of Events. Students are encouraged to participate, which will enhance the college experience.

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Evening Common Hour

Evening Common Hour is intended to provide a broader College experience for day and evening students. Common Hour is scheduled 7:00 p.m.-8:10 p.m. Evening Common Hour is scheduled during the fall semester for a total of four nights (generally in the month of October) and in the spring semester for a total of four nights (generally in the month of March).

All students, day and evening, are welcome to participate if they are not in scheduled class during the specified time. Students attending classes that begin at 6:00 p.m. and 6:30 p.m. on any or all of those evenings may participate in the activities and events scheduled. Students in laboratory classes and classes scheduled after 6:30 p.m. will not be able to participate.

Family Film Series

The family film series consists of new releases that are free and open to the campus community and their guests. A non-perishable food item is requested as a donation to our campus food pantry. All films are shown in the Van Nostrand Theatre, Sagtikos Building on Friday nights at 7:30 p.m. Check the Calendar of Events or the College Web site for dates and details. Volunteers are welcome to help usher or collect donated food items. If you are interested, please contact the Office of Campus Activities and Student Leadership Development.

Honor Societies



Alpha Beta Gamma is an international honor society for business majors. Academic requirements for this organization are available from the Office of Campus Activities and Student Leadership Development.

Phi Theta Kappa (PTK), the international honor society of two-year colleges, has chapters on the Ammerman, Eastern and Michael J. Grant campuses. This organization recognizes and encourages scholarship among community college students. Each chapter has its own academic requirements, which are available at the Office of Campus Activities and Student Leadership Development.

Sigma Kappa Delta
Recognizes and rewards outstanding achievement in English language and literature; provides cultural stimulation and promotes interest in English at two-year college campuses and in the communities they serve; fosters English in all its aspects, including creative and critical writing; promotes professional interaction among members; and high standards of academic achievement.

Lively Arts Series

Van Nostrand Theatre, Sagtikos Arts and Science Center, (631) 851-6565

The mission of the Lively Arts Series is to develop, enhance and expand the artistic and cultural experience of the College's student body and members of the campus and surrounding community by presenting quality, professional performing arts events. These events represent performing arts "outside the mainstream of popular culture" including theatre, multicultural events, music, dance, and family programming. To make these events more fully accessible, there is no cost to Suffolk County Community College students with a valid Student ID card, and a nominal cost to the College and surrounding community. When possible, this series shall also include events that are free to all.

Nature Preserve

The entrance to the Michael J. Grant Campus Nature Preserve is located near the Workforce Development Technology Center on the northwest corner of Loop Road. The preserve encompasses 25 acres of mature woodland and fields in various stages of succession. It features an outdoor classroom and a self-guided nature trail, as well as wooded walking trails, and is an excellent birding spot. The preserve is open daily from dawn to dusk.

Campus Food Pantry

The campus food pantry is for Suffolk County Community College students in need of this service. The food pantry is supplied by donations of non-perishable food and is available when the campus is open. Each year, a Thanksgiving Food Drive is held and baskets are created for families. If you are in need, or wish to volunteer please visit the Office of Campus Activities & Student Leadership Development in Captree Commons, room 110.

Peer Mentor Program

This popular program employs students who provide peer assistance at campus events and serve as mentors. Peer Mentors are required to assist during Orientation Week, Registration, and other events during the first month of each semester and throughout the summer. Other optional paid assignments are available during each semester. For more information, visit the Office of Campus Activities and Student Leadership Development in Captree Commons, Room 110.

Suffolk Leadership, Excellence, & Achievement Program (LEAP)

Suffolk Leadership, Excellence, and Achievement Program (LEAP) is designed for students who wish to challenge themselves and develop leadership skills that will stand out regardless where they go in life. Pick up an application in the Office of Campus Activities.

Student Government Association (SGA)

Captree Commons 103, (631) 851-6277

The Student Government Association (SGA) is concerned with the development, welfare and governance of all students, student organizations, and student groups on the Michael J. Grant Campus. The SGA is the official student representative group of the campus and in that capacity has the authority to consult with the faculty and administration of the College regarding matters affecting student affairs and welfare. The SGA meeting dates are available in the Office of Campus Activities and Student Leadership Development, Captree 110.

Student Organizations

Captree Commons 110, (631) 851-6702

Student organizations are formed by groups of students who organize themselves around an area of interest. New clubs may be organized at any time, but each must have a faculty advisor and be formally recognized by the College via the Office of Campus Activities and Student Leadership Development and the Associate Dean of Student Services. Student organizations are governed by a set of approved policies and procedures that are detailed in the Club and Organization Handbook. Current student organization information is available in the Office of Campus Activities and Student Leadership Development. A complete list of student organizations can be found on the Suffolk County Community College Web site.

Student Publications

Captree Commons 110, (631) 851-6702

Cassandra

Cassandra is the Michael J. Grant Campus literary magazine. Its title derives from a figure in Greek mythology, Cassandra, who was given the gift of prophecy by the Greek god, Apollo. However, this gift also changed her, making her cynical and fearful. Some legends suggest Apollo eventually allowed the gift of compassion to enter her soul. With this second gift, Cassandra was determined to make her truths known through writings. Soon wise mortals recognized these truths as poetry.

Cassandra's goal is to publish poems, short stories, art work, and photographs, which deal with humanistic issues. It provides a forum for many different voices from different backgrounds, both female and male, full- and part-time, day and evening students. Cassandra also sponsors an annual poetry and art contest with cash prizes. Submission guidelines and deadlines are available in the Office of Campus Activities and Student Leadership Development.

The Western Student Press (WSP)

The campus student newspaper, is published throughout the academic year. Any student interested in working on the Western Student Press should see a member of the editorial board in the WSP Office, Captree Commons, Room 109. Messages may also be left in the Campus Activities and Student Leadership Development Office, Captree Commons 110 or at (631) 851-6236.

Speech & Debate Team

The Michael J. Grant Campus Speech & Debate Team competes in various competitions. Students learn public speaking skills that are transitional to their career path. The Speech & Debate Team is open to all students. Please contact Professor Holfester in Sagtikos 215 or call (631) 851-6488. Information can also be obtained in the Campus Activities & Student Leadership Development Office, Captree Commons 110.

Volunteer Activities

The Office of Campus Activities & Student Leadership Development offers various volunteer opportunities throughout the year. Opportunities include, but are not limited to, the campus food pantry, Thanksgiving food drive, Mother Cabrini Feast, ushering the Family Movie Nights, blood drives, and alternative spring break. The Rotary Volunteer Club also participates and initiates volunteer activities. For more details, visit Campus Activities & Student Leadership Development Office, Captree Commons 110.

Music

Music Society is the music club on the Michael J. Grant Campus. Students can learn about various careers in the music industry, meet musicians, participate in jam sessions, and host music related activities. Contact Professor Williams in Sagtikos 122A, (631) 851-6585, or visit Campus Activities & Student Leadership Development Office, Captree Commons 110.

All Suffolk County Community College students are also invited to participate in the College's music ensembles. Ensembles include the College Choir, Suffolk Singers, Gospel Choir, College Orchestra, Symphonic Band, Jazz Ensemble, Guitar Ensemble, and the Contemporary Music Ensemble. For more information contact the Music Department Office at the Ammerman Campus, Southampton Building, Room 18, or call (631) 451-4346.

Michael J. Grant Campus Student Life



Wellness & Recreational Programs

The Office of Campus Activities & Student Leadership Development encourages students to take pride and ownership of their well-being. The Campus Activities Board sponsors a Stress Busters Week at the end of the fall and spring semesters. The Student Health Services Office, Captree Commons 105, provides AIDS/HIV education and testing, smoking cessation programs, and free MMR vaccinations. Recreational Clubs at the Campus include Ballroom Dance Club, Fitness Club, and Step Up Dance Club, the Athletic Department, in Health Sports & Education Center room 109, offers team sports and intramurals.

Student Lounge

The Student Lounge is located in Captree Commons, Room 102. This is a gathering space for students to relax and socialize. Books, board games, and video games are available. Outside Captree Commons are ping pong, chess, and checkers. Equipment for the outdoor games are located in the Office of Campus Activities and Student Leadership Development in Captree Commons, Room 110.

Multicultural Affairs

The Office of Multicultural Affairs is located within the Office of Campus Activities in Captree Commons 110. The Office of Multicultural Affairs works to enhance, accentuate, inspire and support the cultural and intellectual diversity at Suffolk. The vital richness and necessity of diversity is recognized and celebrated. A curriculum continues to progress toward broader cultural awareness and competence; and a community that demonstrates inherent sensitivity, appreciation and respect for individuals and groups of difference.

Theatre

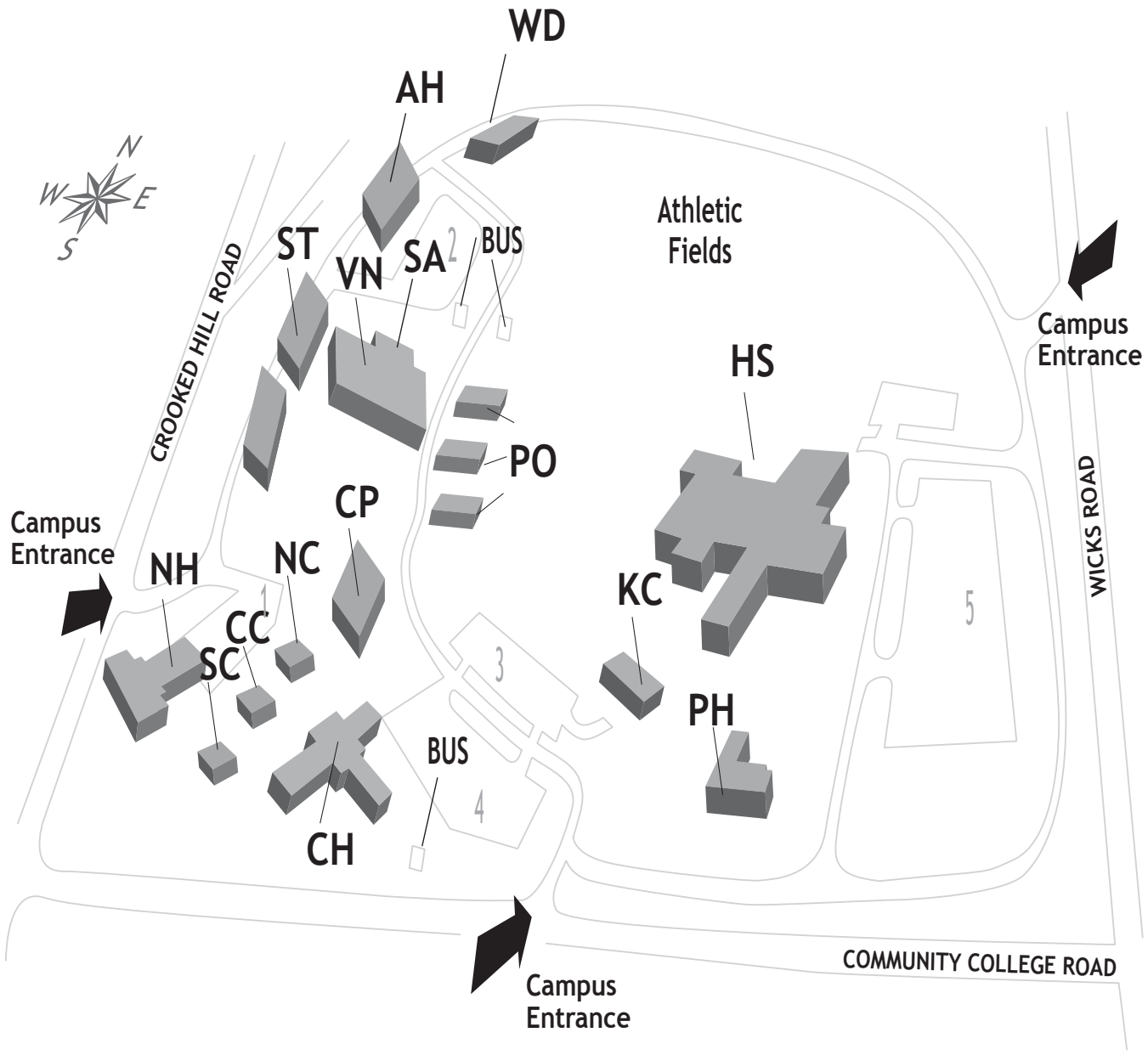
Sagtikos 221A, (631) 851-6565 or (631) 451-4163

Two activities are available for participation in theatre: the Theatre Club and College theatre program. The Theatre Club meets for hearing professional theatre artists discuss their work, taking a trip to see a production in New York City, watching demonstrations in various theatre craft such as stage make-up, hat making or scene painting, and participating in a Michael J. Grant Campus theatre production. Michael J. Grant Campus students are also invited to audition for company assignments (cast or crew) at the Shea Theatre on the Ammerman Campus. Audition notices for all College productions are posted at all three campuses. The Theatre Call Board is located outside the door of Room 200 in the Sagtikos Arts and Sciences Building. Announcements of club meetings, audition notices, and information of general interest to theatre participants are posted on the Call Board.

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MICHAEL J. GRANT CAMPUS

Crooked Hill Road. Brentwood, NY 11717-1092



AH	ASHROK	Asharoken Hall
CC	CENCOT	Center Cottage
CH	CAUMST	Caumsett Hall
CP	CAPTRE	Captree Commons
HS	HSEC	Health, Sports and Education Center
KC	KIDCOT	Suffolk Kids Cottage Children's Learning Center
NC	NTHCOT	North Cottage/ Public Safety
NH	NESCON	Nesconset Hall
PH	PMANOK	Paumanok Hall
PO		Plant Operations
SA	SAGTKS	Sagtikos Arts and Sciences
SC	STHCOT	South Cottage
ST	SLACKE	Sally Ann Slacke Corporate Training Center
VN		Van Nostrand Theatre
WD	WFDVTC	Workforce Development Technology Center

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Downtown Centers

The Sayville Downtown Center
30 Greene Avenue, Sayville, NY 11782 (631) 851-6970

Located one block north of Main Street (Montauk Highway) and adjacent to the LIRR train station

Directions:
- Take Sunrise Highway to Exit 49, Lakeland Avenue
- Head south on Lakeland Avenue for approximately 1.5 miles
- Cross the LIRR tracks and make a right onto Depot Street
- Make the first left onto Green Avenue
- Sayville Downtown Center is on your immediate right

Downtown Riverhead Culinary Arts and Hospitality Center
20 East Main Street, Riverhead, NY 11901 (631) 548-3700

Directions:
From the Long Island Expressway (I-495):
Take the LIE east to Exit 71 (Route 24). Make a right onto Route 94/24 and continue east for approximately 3 ½ miles. At the traffic circle, travel ¾ of the way around and make a right onto Peconic Avenue. Travel to Main Street and make a right. At the light, make an immediate left onto Roanoke Avenue. Proceed a ½ block and make 1st right (at gazebo) into the municipal parking lot. Enter building through rear entrance.

From Sunrise Highway (Route 27East):
Take Sunrise Highway east to Exit 61. Follow Riverhead signs to Route 51 north. Go 8 miles and make a right onto Route 24. At the traffic circle, travel three-quarters of the way around and make a right onto Peconic Ave. Travel to Main Street and make a right at the light. Make an immediate left onto Roanoke Ave. Proceed ½ block and make 1st right (at Gazebo) into municipal parking lot. Enter building from the rear entrance.

From Sunrise Highway (Route 27 West):
Take Sunrise Highway west to Exit 65N. Merge onto NY 24N. At the traffic circle, travel ¾ of the way around and make a right onto Peconic Avenue. Travel to Main Street and make a right. At the light make an immediate left onto Roanoke Ave. Proceed ½ a block and make 1st right (at gazebo) into municipal parking lot. Enter building from the rear entrance.

From Route 25:
Take Route 25 into Riverhead Village. At the corner of Roanoke and Main make a left. Proceed ½ block and make 1st right (at gazebo) into municipal parking lot. Enter building from the rear entrance.

From the Long Island Railroad:
The Culinary Arts and Hospitality Center is a short walk up Griffing Ave. from the Riverhead Long Island Railroad Station. Call 631-231-LIRR for schedules and rates.

Suffolk
COUNTY COMMUNITY COLLEGE