

# Suffolk County Community College

## Spring 2022 Schedule of Classes

### Day, Evening, Online, and Weekend Classes

#### Registration Dates

Priority registration for continuing students begins: November 8, 2021

Open registration begins: November 16, 2021

Late registration for Day, Evening, and Online classes begins: January 17, 2022

**Day, Evening and Online classes begin: January 24, 2022**

Late registration for Saturday/Sunday classes begins: January 23, 2022

Saturday classes begin: January 29, 2022

Sunday classes begin: January 30, 2022

Senior citizen registration: February 1, 2022

Spring classes will be delivered in the following modalities.

- **Blended** - partly on campus and partly Online or Real-Time Online
- **Combined Online (COMBINEONL)** - 50% Online and 50% Real-Time Online meeting times with your instructor
- **Online (ONLINE)** - instruction is provided by the professor through Blackboard, the college's learning management system, and students interact with faculty and complete assignments working on their own time while adhering to course deadlines
- **Real-Time Online (RLTIME ONL)** - recreates a classroom experience with your instructor and other class members using live virtual instruction on scheduled days and times
- **Traditional** – all class meetings on campus, in person

#### Late Registration Policy

Late registration begins one week prior to the official start of each session (day, evening, Saturday/Sunday).

**A late registration fee applies to all new registrants.**

Visit this link for additional information: [Late Registration Policy](#)

Late registration begins on the following dates:

- January 17 for Day, Evening, and Online classes
- January 23 for Saturday/Sunday classes

To register and pay your tuition online, visit [MySCCC](#) 24 hours a day / 7 days a week.

Be sure to establish your Username and Password and activate your Office 365 email account to receive important messages and to register for password reset.

Note: Students with Developmental or Probation holds will be allowed to register online.

Please check the Class Schedule Search page for updated class information and seat availability.

## Attention Non-Degree Students

### Registration Policy Regarding Prerequisites

All degree seeking and non-degree students will need to verify that they have met course prerequisites before they will be permitted to register for courses that have pre-requisite requirements.

As a non-degree student, you will need to provide evidence that you have satisfied prerequisites by showing documentation, such as prior transcripts, Regents examination scores, or other test scores, such as SAT, ACT or Advanced Placement scores.

If you have documentation which shows that a prerequisite was met, you can present this documentation, along with a prerequisite waiver request form (available on the College website, Quick Links → Non-Degree Students), via email to an academic dean. Please select the dean who is associated with the campus on which the desired course is offered (from the choices below). If you have questions concerning this policy or its procedures, please email the appropriate campus below.

#### **Ammerman Campus**

Office of the Associate Dean  
Ammerman Building — 200A  
Phone: (631) 451-4528  
[prereqsa@sunysuffolk.edu](mailto:prereqsa@sunysuffolk.edu)

#### **Eastern Campus**

Office of the Associate Dean  
Peconic Building — 224  
Phone: (631) 548-2560  
[prereqse@sunysuffolk.edu](mailto:prereqse@sunysuffolk.edu)

#### **Michael J. Grant Campus**

Office of the Associate Dean  
Caumsett Hall – H100  
Phone: (631) 851-6750  
[prereqsg@sunysuffolk.edu](mailto:prereqsg@sunysuffolk.edu)

Registration	<b>Ammerman Campus</b> registrara@sunysuffolk.edu (631) 451-4004	<b>Eastern Campus</b> registrare@sunysuffolk.edu (631) 548-2502	<b>Michael J. Grant Campus</b> registrarw@sunysuffolk.edu (631) 851-6780
Counseling	(631) 451-4053 counselinga@sunysuffolk.edu	(631) 548-2527 counselinge@sunysuffolk.edu	631-851-6251 counselingg@sunysuffolk.edu
Honors Program	(631) 451-4335	(631) 548-2572 (631) 548-2587	(631) 851-6833
Vehicle Registration And Parking Information	All motor vehicles on campus, including motorcycles, <b>must be registered with the College and display the appropriate decal.</b> You can order your parking permit online at <a href="http://www.sunysuffolk.edu">www.sunysuffolk.edu</a> . Log into MySCCC and look for the vehicle registration link. Failure to do this will result in a fine, and unregistered vehicles will be located using the NYSDMV system. You may obtain your parking permit only after you have registered for classes and paid your bill. You will be assigned one parking pass that is designed to move from one vehicle to another. Please be sure to park in student-designated areas only (within white lines). All handicapped passes on vehicles parked in handicapped zones must be registered to the student. Traffic/Parking regulations, fines and parking lot crime prevention may be obtained online at the <a href="#">Public Safety</a> site.		
Advisement	<b>Online advising is available.</b> Students wishing to consult with an advisor can send an email to one of the following Counseling email addresses: <a href="mailto:counselinga@sunysuffolk.edu">counselinga@sunysuffolk.edu</a> for the Ammerman Campus <a href="mailto:counselinge@sunysuffolk.edu">counselinge@sunysuffolk.edu</a> for the Eastern Campus <a href="mailto:counselingg@sunysuffolk.edu">counselingg@sunysuffolk.edu</a> for the Michael J. Grant Campus		
Priority Registration	<b>Spring 2022 Priority Registration for currently enrolled students will take place November 8 through November 15, 2021.</b> You should plan to register during this week in order to get the best selection of courses at the best possible times. <b>Use the College's Schedule Builder tool found at MySCCC to create the best possible schedule.</b> Open registration for all students begins on November 16.		
ID Cards	Students are required to obtain and carry an official Suffolk County Community College ID Card. ID and photo stations are located on all campuses. Please check the College Website for specific locations and schedules.		
Degree Works Student Degree Audit	<b>Degree Works Student Degree Audit</b> Degree Works is available on the College Website at MySCCC. It lists the requirements for your curriculum, the courses you've taken, and the courses you still need in order to graduate. It also includes your assigned date for priority registration, information about where to get advisement, and whether you need an advisor's signature before you register.		
Immunization	In accordance with NYS Public Health Law Section 2165, all students enrolled for at least six (6) semester hours, or the equivalent, at Suffolk County Community College, who were born on or after January 1, 1957, are required to provide acceptable written proof of immunity against measles, mumps, and rubella in accordance with standards approved by the New York State Department of Health. You must also submit the Meningitis Acknowledgment Form in order to register. Failure to complete these requirements will result in a hold being placed on your record, which will prevent registration. Please see the full policy.  <ul style="list-style-type: none"> <li>▪ <a href="#">Student Immunizations Policy</a></li> <li>▪ <a href="#">Certificate of Immunization, Health History, and Meningitis Acknowledgement</a></li> </ul> <p><b>COVID-19 Policy Note:</b> All students taking in-person classes are now mandated to be vaccinated against COVID-19, since we now have FDA approval for the Pfizer vaccine. Proof of full vaccination is required. As you build your schedule, <b>if you do not plan to be vaccinated, you must register for classes that are online only.</b> Please read vaccination details: <a href="#">SUNY's COVID-19 Vaccination Policy</a></p> <p>Contact your campus Health Services Office for additional information.</p>		

#### Campus Building Codes

Ammerman Campus at Selden	Eastern Campus at Riverhead	Michael J. Grant Campus at Brentwood
AMERMN Ammerman Building	CORCHG Corchaug Building	CAPTRE Captree Commons
BRKHVN Brookhaven Gymnasium	ORIENT Orient Building	CAUMST Caumsett Hall
BABYLN Babylon Student Center	PECONC Peconic Building	NESCON Nesconset Hall
AUTOTC Automotive Technology Building	SHNCKC Shinnecock Building	HSEC Health, Sports, and Education Center
STHHMP Southampton Building	MNTAUK Montauket Building	PMANOK Paumanok Hall
ISLART Islip Arts Building	WOODLD Woodlands Building	SAGTKS Sagtikos Building
HUNTIN Huntington Library	HWCE Health & Wellness Center	SLACKE Sally A. Slacke Corporate
KRELNG Kreiling Hall		ASHROK Asharoken Hall
RIVRHE Riverhead Technology Building		LRCG Learning Resource Center
SMTHSC Smithtown Science Building		WFDVTC Workforce Development Tech. Center
WJLLSB William J. Lindsay Life Science Building		
<b>Culinary Arts and Hospitality Center (Riverhead)</b> CULART - Culinary Arts and Hospitality Center <b>Sayville Downtown Center (Sayville)</b> SAYVIL - Sayville Downtown Center		

# Spring 2022 Credit Course Refund Policy

## How Refunds Are Determined

The date of your official withdrawal determines what tuition and refundable fees (if any) you will receive or have credited to your account. **Please complete your transaction online or consult the hours of operation of the Registrar Offices.** This table gives you the refund dates for the Spring 2022 semester. The College issues electronic refunds through BankMobile regardless of how you paid your bill. Refunds are processed after the final add/drop date for each semester.

Spring 2022 Refund Schedule	Day, Evening, and Online Classes	Saturday and Sunday Classes
A 100% tuition refund will be granted through:	1/23	1/29
A 75% tuition refund will be granted:	1/24 – 1/30	1/30 – 2/05
A 50% tuition refund will be granted:	1/31 – 2/06	2/06 – 2/12
A 25% tuition refund will be granted:	2/07 – 2/13	2/13 – 2/20
<b>No refunds will be granted on or after this date:</b>	2/14	2/21

Note: Requests for refunds will **not** be considered after the refund period is over.

## Course Withdrawal

During the official add/drop period (approximately three weeks from the start of classes), you can drop a course on the Web at MySCCC or by completing a DROP form. To withdraw from courses for any reason, a student must officially notify the College by completing a Withdrawal form. Both forms are available at the campus Registrar Office or on the College's Website ([www.sunysuffolk.edu](http://www.sunysuffolk.edu)). **Non-attendance in a course, verbal communication with College offices or instructors, or stopping payment on a check is not considered official notification of withdrawal.**

## Your Liability to the College

By registering for classes, you have incurred a liability to the College for related tuition and fees. Students are responsible for all unpaid charges in accordance with College policies and the refund policy. Certain College fees are non-refundable. Please refer to the College Catalog or your bill. Unpaid balances are subject to interest and collection expenses that will be added to the outstanding balance.

Financial aid recipients who have a zero balance must officially withdraw to avoid losing present and future financial aid awards. Withdrawal from a course can result in changes to financial aid eligibility and award amounts. In the case of complete withdrawal from the College, students awarded federal Title IV financial aid will be subject to proration or reductions.

# Student Privacy Rights

## Notice of Student Privacy Rights

Suffolk County Community College complies with the Family Educational Rights and Privacy Act (FERPA). This act protects the privacy of education records and provides guidelines for the correction of inaccurate or misleading data. Students also have the right to file complaints with FERPA if the institution allegedly fails to comply.

Copies of the College's FERPA policy may be found on SCCC's three campuses in the Offices of the Associate Deans of Student Services, as well as in the central Office of Legal Affairs and Office of the College Registrar (NFL Building, Ammerman Campus). Questions regarding FERPA may be referred to any of the above offices.

## Public Notice Designating Directory Information

Suffolk County Community College designates the following categories of student information as public or "directory" information. This does not mean, however, that the College will indiscriminately release such information about students. Requests for directory information on *all* SCCC students or *categories* of students will generally not be honored. Release will be restricted to information on individual students only, with each request considered on an individual basis by the Deans of Student Services and/or the Registrar's Offices. Suffolk County Community College designates the following items as directory information:

Name	Major field of study
Address (permanent, local and email)	Honors, awards or special recognition
Telephone number (permanent and local)	Weight and height, if a member of an athletic team
Photograph	Prior schools attended and degrees awarded
Dates and status of enrollment	

Currently enrolled students may withhold disclosure of directory information. To request nondisclosure, you must provide written notification to your home campus Registrar's Office. Suffolk County Community College assumes that the absence of the written request for nondisclosure of directory information indicates approval for disclosure.