

## Suffolk County Community College Summer 2022 Important Class Schedule Information

Day, Evening, and Online Class Sessions	Begins	Ends
First Six-Week Session	May 24, 2022	July 6, 2022
Eight-Week Session	May 24, 2022	July 19, 2022
Second Six-Week Session	July 12, 2022	August 18, 2022

Summer 2022 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 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

<b>Registration</b>	Ammerman Campus <a href="mailto:registrara@sunysuffolk.edu">registrara@sunysuffolk.edu</a> (631) 451-4004	Eastern Campus <a href="mailto:registrare@sunysuffolk.edu">registrare@sunysuffolk.edu</a> (631) 548-2502	Michael J. Grant Campus <a href="mailto:registrarw@sunysuffolk.edu">registrarw@sunysuffolk.edu</a> (631) 851-6780
	<b>Registration for continuing students begins Monday, April 4, 2022</b> <b>Open registration for all students begins Monday, April 11, 2022</b>		
<b>Counseling</b>	Ammerman Campus <a href="mailto:counselinga@sunysuffolk.edu">counselinga@sunysuffolk.edu</a> (631) 451-4053	Eastern Campus <a href="mailto:counselinge@sunysuffolk.edu">counselinge@sunysuffolk.edu</a> (631) 548-2527	Michael J. Grant Campus <a href="mailto:counselingg@sunysuffolk.edu">counselingg@sunysuffolk.edu</a> (631) 851-6251
	<b>Online advising is available.</b> Students wishing to consult with an advisor can send an email to one of the above Counseling email addresses.		
<b>Vehicle Registration and Parking</b>	There is no vehicle registration required for summer sessions. However, parking in regulated areas, i.e. handicap, fire zones and other marked areas will be enforced.		
<b>ID Cards</b>	Students are required to obtain and carry an official Suffolk County Community College I.D. card. Please check the College website for specific photo station locations and schedules.		
<b>Immunization</b>	<p>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. Submission of the Meningitis Acknowledgment Form is required in order to register. Failure to complete these requirements will result in a student record hold, which will prevent registration. Please see the full policy.</p> <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: All students taking in-person classes are now mandated to be vaccinated against COVID-19. Proof of a first dose of a COVID-19 vaccination is required for registration for in-person classes. As you build your schedule, if you do not plan to be vaccinated, you must register for classes that are online only. Please read vaccination details: <a href="#">SUNY's COVID-19 Vaccination Policy</a></b></p> <p>Contact your campus Health Services Office for additional information.</p>		

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

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

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

Please check the College website for updated course information and seat availability at [www.sunysuffolk.edu](http://www.sunysuffolk.edu).

## Campus Building Codes

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

## Summer 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 SUMMER 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.

Summer 2022 Refund Schedule	First Six-Week	Eight-Week	Second Six-Week
A 100% tuition refund will be granted through:	5/23	5/23	7/11
A 25% tuition refund will be granted:	5/24 – 5/30	5/24 – 5/30	7/12 - 7/18
<b>No refunds will be granted on or after this date:</b>	5/31	5/31	7/19

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

### Course Withdrawal

Official withdrawal from a course occurs after the refund period is over and requires the completion of a Withdrawal Form. This form is available on the College website and at the campus Registrar office.

### 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 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 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 Office. Suffolk County Community College assumes that the absence of the written request for nondisclosure of directory information indicates approval for disclosure.

### ATTENTION NON-DEGREE STUDENTS

#### Registration Policy Regarding Prerequisites

All degree 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 prerequisite 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)