Suffolk
COUNTY COMMUNITY COLLEGE

College Administrative Office
Office for Continuing Education

August 7, 2019

Dear Suffolk County Resident:

Suffolk County Community College will again offer high school students its highly regarded State-certified Driver and Traffic Safety Education course for the Fall 2019 semester. Enclosed please find a description of this course along with an application.

PLEASE NOTE THE NEW MAKE-UP POLICY STATED ON THE COURSE SCHEDULE, IN THE ATTACHED PACKET.

To participate, please mail this application and your check for $538.00 to:
Suffolk County Community College, Registrar's Office at:

- 533 College Road, Selden, New York 11784 or
- Crooked Hill Road, Brentwood, New York 11717 or
- 121 Speonk-Riverhead Road, Riverhead, NY 11901

Please feel free to contact the Office for Continuing Education at 631-451-4399 or 631-451-4114 if you have any questions.

Sincerely,

Arlene T. Jackson
College Assistant Dean for Continuing Education

ATJ:js
Enc.

SCCC DRIVER AND TRAFFIC SAFETY EDUCATION COURSE
FALL 2019 SEMESTER

Students who successfully complete this course will receive the Student Certificate of Completion (MV-285), issued by the Department of Motor Vehicles. Upon completion, most students will eligible for a rate reduction in their automobile insurance and will also be able to receive their Senior License at age 17 rather than at 18.

The course consists of 25.5 hours of classroom instruction and 25.5 hours of in-car instruction. Students will complete no fewer than 6 hours of actual behind-the-wheel driving experience and 18 hours of observation in a teacher-supervised vehicle. The New York State Office for Driver and Traffic Safety Education (NYSDTSE) mandates that a student **MUST** complete 16 sessions of lecture and 16 sessions of in-car instruction in order to receive the MV-285. Each student will receive 1.5 hours of classroom instruction and 1.5 hours of laboratory in-car instruction each week. **Applications will be accepted from individuals who will have a learner's permit and be at least 16 years of age before the first day of class**. Since space is limited and registration is done on a first come- first served basis, we suggest that you apply early in order to get your choice of class and driving time.

Program Notes:

- **The application deadline is September 4, 2019**
- The tuition is $538.00 per student. The refund policy models that of the Suffolk County Community College credit bearing courses, whereby, partial refunds will be given through the 3rd week of class. No refunds will be authorized after that. If you have any questions, please contact 631-451-4399.
- Students will need to purchase the required textbook for the course, *Drive Right 2010 Student Edition Softcover*, by Author: O. Crabb, R. Thiel, F. Mottola and E. Weaver: Published by: Pearson School DIV (K-12), (ISBN #9780133672664), which will be available for purchase ($59.00 new or $44.25 used) or for rent ($40.71 new or $25.96 used) in our bookstore. Prices are subject to change.
- Due to limited availability, the college reserves the right to make changes to any student's schedule within the selected time block. Please indicate any special requests on the application **for lecture only** and we will try our best to honor them.
- SCCC is **NOT** responsible for providing cars for a student's road test.
- **NO changes to your schedule will be permitted after September 11, 2019.**

Non-Discrimination Notice: Suffolk County Community College does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, national origin, military or veteran status, domestic violence victim status, or disability in its admissions, programs and activities. For more information, see: www.sunysuffolk.edu/nondiscrimination. The following person has been designated to handle inquiries regarding the College's non-discrimination policies: **Civil Rights Compliance Officer Christina Vargas**, Chief Diversity Officer / Title IX Coordinator, Ammerman Campus, NFL Bldg., Suite 230, 533 College Road, Selden, NY 11784, vargasc@sunysuffolk.edu, (631) 451-4950. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3800; Email: OCR.NewYork@ed.gov. All campus crime statistics are available on the College website at www.sunysuffolk.edu/safety. Contact Public Safety at any time 24 hours a day/7 days a week (631) 451-4242 or 311 from any College phone.

College Administrative Office
Office for Continuing Education
Textbook Loaner Agreement

August 7, 2019

This is to inform you that the textbook for Driver's Ed will be available for students to borrow on a first come- first served basis, for the duration of the course, at no additional charge. Since there are a limited number of books, students are encouraged to return this form, along with the application, as soon as possible.

If you choose to take advantage of this, please read carefully and sign, otherwise, you may purchase the textbook. The book is available for purchase ($59.00 new/$44.25 used) or rent ($40.71 new/$25.96 used) in our bookstore. Prices are subject to change.

Book Loaned: *Drive Right 2010 Student Edition Softcover*, by Author: O. Crabb, R. Thiel, F. Mottola and E. Weaver: Published by: Pearson School DIV (K-12), (ISBN #9780133672664).

This textbook is to be returned to the classroom instructor, by the last day of class. The student's MV285 certificate will not be released to the student or parent mentioned below until textbook is returned or replaced if lost/damaged.

Student_____ Signature _____

Parent_____ Signature _____

If need any further assistance please feel free to contact us at the below number or e-mail.

Thank you,

Julia Santiago, Professional Assistant
Suffolk County Community College
Office for Continuing Education, Driver's Education Program
30 Greene Avenue, room 304
Sayville, NY 11782
631-451-4399
santiaju@sunysuffolk.edu

AMMERMAN CAMPUS – Selden

DRIVER AND TRAFFIC SAFETY EDUCATION COURSE
APPLICATION FORM – FALL 2019

PLEASE PRINT CLEARLY **STUDENT I.D. #_____(For office use only)**

The Personal Privacy Protection Law requires this notice to be provided when collecting personal information from individuals. The information on this application will be used by SCCC to evaluate your request for admission and will be incorporated into your student records if/when you enroll. Failure to provide any required information could prevent your application from being processed. The authority to collect this information is found in Section 355(2)(h) of the Education Law. This application will be maintained in the College Records Office and/or by the Continuing Education Office, as appropriate. The official responsible for the maintenance of this information is the College Registrar and/or the Continuing Education Office, Suffolk County Community College, 533 College Road, Selden, NY 11784.

PERMIT OR DRIVER'S LICENSE ID# (REQUIRED)_____(Learner's permit number must be included on the application, called in or emailed before the first day of class. Please call 631-451-4399 or e-mail santiaju@sunysuffolk.edu with the number).

FIRST NAME_____MIDDLE INITIAL_____LAST NAME_____

HOME ADDRESS_____DATE OF BIRTH_____

TOWN_____STATE__**NY**__ZIP_____HOME TELEPHONE #_____

HIGH SCHOOL_____PARENT/GUARDIAN E-MAIL_____

GENDER (Your response to this question is optional and does not affect your admission to the course): **M** ☐ **F** ☐

CHOOSE ONE DRIVING AND ONE CLASSROOM TIME WITHIN THE BLOCK YOU PREFER
Tuesday class begins on September 24, 2019 and Saturday classes begin on September 28, 2019

1ST CHOICE:

Block	XDT-100 Classroom (ISLART Bldg, Room 210)	XDT-200 Driving (Parking Lot #4)
Block 1 ☐	**Saturday** CRN: 97848 ☐ 7:00 a.m. – 8:30 a.m. CRN: 97850 ☐ 8:30 a.m. – 10:00 a.m.	**Saturday** CRN: 97849 ☐ 8:30 a.m. – 10:00 a.m. CRN: 97851 ☐ 7:00 a.m. – 8:30 a.m.
Block 2 ☐	**Saturday** CRN: 97852 ☐ 10:00 a.m. – 11:30 a.m. CRN: 97854 ☐ 11:30 a.m. – 1:00 p.m.	**Saturday** CRN: 97853 ☐ 11:30 a.m. – 1:00 p.m. CRN: 97855 ☐ 10:00 a.m. – 11:30 a.m.
Block 3 ☐	**Saturday** CRN: 97856 ☐ 1:00 p.m. – 2:30 p.m. CRN: 97858 ☐ 2:30 p.m. – 4:00 p.m.	**Saturday** CRN: 97857 ☐ 2:30 p.m. – 4:00 p.m. CRN: 97859 ☐ 1:00 p.m. – 2:30 p.m.
Block 4 ☐	**Tuesday (ISLART Bldg, Room 110)** CRN: 97847 ☐ 4:30p.m. – 6:00p.m.	**Saturday** CRN: 97851 ☐ 7:00 a.m. – 8:30 a.m. CRN 97849 ☐ 8:30 a.m. – 10:00 a.m. CRN: 97855 ☐ 10:00 a.m. – 11:30 a.m. CRN: 97853 ☐ 11:30 a.m. – 1:00 p.m. CRN: 97859 ☐ 1:00 p.m. – 2:30 p.m. CRN: 97857 ☐ 2:30 p.m. – 4:00 p.m.

2ND CHOICE: CLASSROOM CRN:_____ **DRIVING CRN:** _____

Have you ever been suspended, dismissed or expelled from college for disciplinary reasons? Yes____No____N/A____

PARENT/GUARDIAN PERMISSION: I hereby give my son/daughter permission to register in the non-credit State-certified Driver and Traffic Safety Education Course to be offered at Suffolk County Community College beginning **Tuesday class begins on September 24, 2019 and Saturday classes begin on September 28, 2019**

_____ _____
Parent/Guardian Signature Date

This application must be accompanied by your payment. If paying by check, please make check payable to **Suffolk County Community College,** in the amount of **$538.00**. Please **mail** the completed form and your check to SCCC, Registrar's Office, 533 College Road, Selden, NY 11784. If you wish to register and pay in person, you may do so at any campus Registrar- acceptable methods of payment are check, Master Card or Visa, cash or money order.

PLEASE REMEMBER:

- **Applications MUST be received by September 4, 2019.**
- **NO changes to your schedule will be permitted after September 11, 2019**
- **Due to limited availability, the college reserves the right to make changes to any student's schedule within the selected time frame. Please indicate any special requests on the application for lecture only and we will try our best to honor them.**

PLEASE KEEP THIS NEW SCHEDULE

DRIVER AND TRAFFIC SAFETY EDUCATION COURSE

CLASSROOM AND DRIVING MEETINGS AS NOTED BELOW

FALL 2019

AMMERMAN CAMPUS – SELDEN

Fall 2019	Tuesday	Saturday
September	24	28
October	**1** **NO CLASS**	5
	8	12
	15	19
	22	26
	29	
November		2
	5	9
	12	16
	19	23
	26	**30** **NO CLASS**
December	3	7
	10	14
	17	21
	24 **NO CLASS**	**28** **NO CLASS**
	31 **NO CLASS**	
January 2020		**4** **NO CLASS**
	7	11
	14	18
	21	25
	28	
February 2020		1
	4	8

Snow dates: **Tuesday Classes: Monday, January 27, 2020**
Saturday Classes: Saturday, January 4, 2020

Additional snow days, if needed, will be announced in class.

IMPORTANT - PLEASE READ BELOW:

New York State Driver & Traffic Safety Education (NYSDTSE) mandates that students MUST complete 16 driving and 16 classroom instruction sessions in order to receive the Course Completion Form (MV285). One absence is built into the program. NYSDTSE has determined that there will be no excused absences. If a student is absent a second time, there will be an additional fee of $50 for the makeup session (Please call for details). NYSDTSE mandates that if a student is absent more than twice, they WILL NOT receive credit for the program, nor can any classes be made up.

PLEASE RETAIN THIS SCHEDULE FOR YOUR RECORDS