**SUMMER 2010**

**SCHEDULE OF CLASSES**

**Suffolk County Community College**

*is a unit of the State University of New York*

<table>
<thead>
<tr>
<th>Session</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Five-Week Session</td>
<td>June 1, 2010</td>
<td>July 1, 2010</td>
</tr>
<tr>
<td>Eight-Week Session</td>
<td>June 1, 2010</td>
<td>July 22, 2010</td>
</tr>
<tr>
<td>Second Five-Week Session</td>
<td>July 6, 2010</td>
<td>August 5, 2010</td>
</tr>
</tbody>
</table>

**REGISTRATION INFORMATION**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number 1</th>
<th>Phone Number 2</th>
<th>Phone Number 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ammerman Campus</td>
<td>451-4004</td>
<td>451-4053</td>
<td></td>
</tr>
<tr>
<td>Eastern Campus</td>
<td>548-2502</td>
<td>548-2527</td>
<td></td>
</tr>
<tr>
<td>Michael J. Grant Campus</td>
<td>851-6780</td>
<td>851-6250</td>
<td></td>
</tr>
</tbody>
</table>

Registration for **continuing students only** begins **Monday, April 5, 2010**.

Open registration for all students begins **Monday, April 12, 2010**.

**COUNSELING CENTERS**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Number 1</th>
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<td>851-6780</td>
<td>851-6250</td>
<td></td>
</tr>
</tbody>
</table>

Students in the developmental program or on probation are required to have an advisor’s signature before registering.

**IMMUNIZATION**

All students born on or after January 1, 1957, who are enrolled in a degree program must comply with the New York State Immunization Law. **Compliance means proof of:**

1. two measles immunizations (on or after 1/1/68)
2. one rubella (German measles) immunization (on or after 1/1/69)
3. one mumps immunization (on or after 1/1/69)

Contact your campus Health Services Office for additional information.

**VEHICLE REGISTRATION AND PARKING INFORMATION**

All motor vehicles on campus, including motorcycles, **must be registered with the College and display the appropriate decal**. You can order your parking permit by visiting the College Web site at [www.sunysuffolk.edu](http://www.sunysuffolk.edu) and logging into MySCCC, the student portal. At MySCCC you will see information on how to order your parking permit. You may purchase your parking permit only after you have registered for classes and paid your bill.

Please be sure to park in student-designated areas only (within white lines). A brochure on traffic and parking regulations may be obtained at the Public Safety Office on your campus. It is also available online at [http://www3.sunysuffolk.edu/forms/Policies13.pdf](http://www3.sunysuffolk.edu/forms/Policies13.pdf).

**I.D. CARDS**

Students are required to obtain and carry an official Suffolk County Community College I.D. card or risk paying a $25 I.D. Card Non-Compliance Fee. I.D. and photo stations are located on all campuses. Please check the College Web site for specific locations and schedules.
To register and pay your tuition online visit [www.sunysuffolk.edu](http://www.sunysuffolk.edu) and login to the My SCCC portal.

To access MySCCC for the first time, you will need to enter your Username and Password. Please remember your Password! You will not be able to login to MySCCC without it.

You must also activate your Live@Edu e-mail account and check for important messages.

Register online 8:00 a.m. to 10:00 p.m., 7 days a week.

Pay your tuition on the web with a Visa or MasterCard.

Note: Students who have blocks on their registration or require an advisor’s signature cannot register online. Instead, please register in person at the campus Registrar’s Office.

**CAMPUS BUILDING CODES**

**Ammerman Campus (Selden)**
- 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
- ANNEX - Annex

**Michael J. Grant Campus (Brentwood)**
- 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 Center
- ASHROK - Asharoken Hall

**Eastern Campus (Riverhead)**
- CORCHG - Corchaug Building
- ORIENT - Orient Building
- PECONC - Peconic Building
- SHNCCK - Shinnecock Building
- WOODLD - Woodlands Building
- MNTAUK - Montauk Building

**Culinary Arts and Hospitality Center (Riverhead)**
- CULART - Culinary Arts and Hospitality Center

**Sayville Downtown Center (Sayville)**
- SAYVIL - Sayville Downtown Center
REFUND POLICY FOR CREDIT COURSES - SUMMER SESSIONS 2010

How Refunds Are Determined

If you officially drop a class during the refund period (below), you will receive refunds that you are entitled to under College and state policy. This can be done using the Add/Drop feature on MySCCC or in person at a campus Registrar’s Office. Please consult the hours of operation of the Registrar’s Office to complete your transaction. Non-attendance in a course, verbal communication with College offices or instructors, or stopping payment on a check are NOT official ways to drop your classes.

<table>
<thead>
<tr>
<th>A 100% tuition refund will be granted through:</th>
<th>Eight-Week Session</th>
<th>First Five-Week Session</th>
<th>Second Five-Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31</td>
<td>May 31</td>
<td>July 5</td>
<td></td>
</tr>
<tr>
<td>A 25% tuition refund will be granted:</td>
<td>June 1 - June 7</td>
<td>June 1 - June 7</td>
<td>July 6 - July 12</td>
</tr>
<tr>
<td>NO refunds will be granted on or after:</td>
<td>June 8</td>
<td>June 8</td>
<td>July 13</td>
</tr>
</tbody>
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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 Web site and at the campus Registrar’s 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. 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.

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.

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 FERPA, as well as copies of the College’s records policy, may be found on all campuses in the Offices of the Deans of Student Services, as well as the Legal Affairs and Compliance Office and the Office of the College Registrar (NFL Building, Ammerman Campus).

Questions regarding FERPA may be referred to the Deans of Student Services or the College Registrar.

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

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.