



Suffolk County Community College

Student Handbook

2020-2021



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Vice President's Message

August 2020

Welcome to Suffolk County Community College--the largest community college in the State University of New York (SUNY) system. With more than 70 degree and 30 certificate program options, we offer countless opportunities for you to learn, grow, and excel as you pursue your academic goals. As a comprehensive community college, SUNY Suffolk sees its primary purpose as providing access to high quality, cost-effective educational experiences, designed to improve our students' transfer and career prospects, as well as enhancing the quality of life here on Long Island.

In anticipation of starting the fall 2020 semester, you should know that Suffolk County Community College has planned extensively to implement [Coronavirus Procedures](#) that are in the best interest of protecting the health and safety of our students, faculty and staff. Since March, New York State Governor Andrew M. Cuomo in coordination with the State University of New York and the departments of health, have issued a series of directives and guidelines that have helped to shape the College planning decisions in response to the COVID-19 pandemic.

Together, our entire college community—including you—will be navigating a challenging time. The College administration and faculty remain dedicated to ensuring that we are all able to connect effectively—especially as it impacts upon our support for the goals and aspirations of our students. We have worked hard to establish protocols that will ensure your safety on campus and we continue to maintain our priority for presenting a clean environment. This pandemic has changed the College routines and we are dedicated to keeping you informed about all future changes as they occur.

The college community is vibrant, creative, and caring. Suffolk County Community College students are challenged to think critically and show good judgment within the educational community environment where principles of freedom of expression, education, diversity, and fairness are valued and affirmed. 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 SUNY 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 SUNY Suffolk.

As a result of an emphasis on student achievement, graduates of SUNY Suffolk emerge prepared for the next step in their academic and career pursuits. I am confident that by choosing to attend SUNY Suffolk, you will create meaningful relationships and be inspired to reach your dreams.

Sincerely,
Dr. Christopher J. Adams
Vice President for Student Affairs

General Information

Academic Calendar

The College [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.

Academic Integrity

The College 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

The College Website contains complete listing of the [College Majors and Programs](#).

Accident Insurance

Due to legal and regulatory changes related to the Affordable Care Act (ACA), as of Fall 2018, the College no longer offers the Student Accident Insurance Plan (SAIP) to students. Based on these conditions, all students must now find their own private health insurance coverage. Individuals under the age of 26 may qualify for health insurance under a parent’s plan. Individuals may also be eligible for coverage under their parent’s plan until age 29 under State law if certain requirements are met. For more information, see the NYS Department of Financial Services website. Those who do not qualify for coverage under a parent’s health insurance policy should visit the [New York State Health Plan Marketplace](#). By following the steps outlined on the website, students can identify and purchase healthcare coverage ideally suited to their own needs, as well as explore whether they qualify for free or low-cost coverage options and assistance that may be available to obtain coverage. Some students may not be able to obtain coverage through the Marketplace until the applicable open enrollment period for coverage begins, but some students may qualify for a special enrollment period and, thus, be able to obtain coverage now, so we encourage students to research their eligibility and coverage options as soon as possible.

Please note that it is extremely important for students to obtain health insurance. The College encourages its students to pursue either: (a) coverage through a parent’s health insurance or; (b) a personal policy available through the online Marketplace. Students are responsible for their own health, and should take the time to find the ideal insurance options.

Notice Under the Americans with Disabilities Act

[Notice Under the Americans with Disabilities Act](#). Suffolk County Community College is committed to ensuring accessibility of its programs, services, and activities for students, faculty, staff and other members of the College community, as well as the general public, including individuals with disabilities. In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), Suffolk County Community College does not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

General Information

Employment:

Suffolk County Community College does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission (EEOC) under Title I of the ADA.

Effective Communication:

Suffolk County Community College will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Suffolk County Community College programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures:

Suffolk County Community College will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Suffolk County Community College offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Suffolk County Community College, should contact the office of the appropriate ADA Coordinator identified below as soon as possible. The College will do its best to consider a request for an aid, service, accommodation, or modification whenever presented, but last-minute requests may not be able to be accommodated because of insufficient time to gather the appropriate documentation or to implement the specific accommodation. In such cases, the ADA Coordinator will endeavor to identify a solution that will accommodate the request as best as possible under the circumstances, to the extent feasible.

Campus ADA Coordinators for Students

The College Office of Disability Services is available to assist students with disabilities through the provision of special services, auxiliary aids, and reasonable program and policy modifications. The College Assistant Director of Disability Services is available to assist students on all campuses. Additionally, each campus at the College has an Office of Disability Services:

Jennifer Forni

College Director of Disability Services
fornij@sunysuffolk.edu • (631) 451-4046

Ammerman Campus

Christina Stoss and
Kimberly Birnholz
Office of Disability Services
Ammerman Building 202
533 College Road
Selden, NY 11784-2899
(631) 451-4045
disabilityserv-ammr@sunysuffolk.edu

Michael J. Grant Campus

Suzanne Cook and
Andrea Vittorio
Office of Disability Services
Caumsett Hall, Lower Level 20
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6355
disabilityserv-west@sunysuffolk.edu

General Information

Eastern Campus

Christine Miceli and Daniel Lauterman
Office of Disability Services
Peconic Building 122
121 Speonk-Riverhead Road
Riverhead, NY 11901
(631) 548-2527
disabilityserv-east@sunysuffolk.edu

More information on the College [Office of Disability Services](#) is available on the College Website.

College-Wide ADA Coordinator

For all other inquiries and requests, including for auxiliary aids or services for effective communication with or regarding the general administration of the College, for a modification of policies or procedures regarding the general administration of the College administration, if you anticipate needing accommodation for a College event or program, or if you have questions about physical access, please contact:

Jennifer Forni

College Director of Disability Services
Suffolk County Community College
533 College Road – Ammerman Bldg. 202
Selden, New York 11784
(631) 451-4046
fornij@sunysuffolk.edu

The ADA does not require Suffolk County Community College to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Suffolk County Community College will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Complaints/Grievances

Complaints that a program, service, or activity of Suffolk County Community College is not accessible to persons with disabilities should be directed to the appropriate ADA Coordinator, as set forth above. In addition, Suffolk County Community College has a [discrimination complaint procedure](#), that may be utilized to file a complaint of unlawful discrimination on the basis of disability with the College Civil Rights Compliance.

Officers:

Christina Vargas

Chief Diversity Officer / Title IX Coordinator
Ammerman Campus, NFL Bldg. Ste. 230
533 College Road, Selden, New York 11784-2899
(631) 451-4950
vargasc@sunysuffolk.edu

General Information

Dr. Dionne Walker-Belgrave

Affirmative Action Officer / Deputy Title IX Coordinator

Ammerman Campus, NFL Bldg. Ste. 230

533 College Road, Selden, New York 11784-2899

(631) 451-4051

walkerd@sunysuffolk.edu

For more information, see: www.sunysuffolk.edu/nondiscrimination.

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 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 and field. Women's teams include basketball, bowling, cross-country, equestrian, soccer, softball, tennis, track and 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.

Fire and Public Safety

The [Office of Public Safety](#) 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.

Emergency Safe Havens, situated in designated building stairwells on campus, provide telephone access to Public Safety for reporting emergency or safety-related issues. 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.



General Information

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, Public Safety	(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 refer to the Annual Security Report. Crime statistics for SCCC, as well as other colleges throughout the United States, are also available on the [U.S. Department of Education's Website](#). 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 Website](#).

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 student portal (MySCCC) on the [College Website](#). 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 Website regularly for updates.

Shark Alert

Suffolk County Community College has partnered with School Messenger, an automated service, to provide text messaging communications to the college community. By providing the College with a cellphone number where you can be reached, the College will use text messaging to inform you of the following:

- Campus Notifications such as building or road closures and power outages
- Enrollment procedures like registration, grading, scholarships, and tuition reminders
- Events such as lecture series and athletic competitions

To receive these text messages you must identify the cellphone number you would like the College to use to send you text messages. You can do this in MySCCC by selecting the Update Phone link and following the steps to update or confirm your cellphone number(s).

Once you either confirm or update your cellphone number, you will automatically receive text messages. You must take the above actions as soon as possible in order to receive important information from the College via text message.

Note that NY Alert will remain the official emergency notification system of the College.

General Information

Crisis Manager App

Students, faculty and staff can download the Suffolk County Community College Emergency Response Guide app on their smartphones and other mobile devices, to know what to do during an emergency such as a hurricane, criminal activity, fire, severe weather or after a sexual assault. Crisis Manager is a free app designed to help keep you safe and well on the College campus by making emergency information and contacts mobile and accessible on Android and iOS devices.

Installing Crisis Manager

Go to your smartphone or mobile device App store and search for SchoolDude CrisisManager. Download and install Crisis Manager on your Android, tablet, iPhone, or iPad.

Accessing the Plan

Open the Crisis Manager app and touch Continue without logging in. Next, touch +Client Plans and then look for and select the Suffolk County Community College plan or search for "Suffolk County Community College" or "Suffolk College" to download. When finished, select the Emergency Response Guide, Suffolk County Community College. Content of the Emergency Response Guide will download to your mobile device.

Review the information in the app to be better prepared for personal and campus emergencies, and keep it installed to use as a handy resource.

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

College 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\(s\)](#) on the College Website 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.

General Information

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.

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

General Information

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

Center for Social Justice and Human Understanding, Inc. (CSJHU)

The Center for Social Justice and Human Understanding, Inc. (CSJHU) is a not-for-profit corporation created by Suffolk County Community College to manage an extensive collection of Holocaust, slavery, and civil rights materials which were donated to the College, and to assist in efforts to teach acceptance and human understanding. More recently, CSJHU's role has expanded to include programming that addresses a broader spectrum of contemporary issues of social justice. CSJHU facilitates several annual programs for our college community and the community at large. Some of these programs include: The SCCC Presidential Lecture Series which is an annual lecture from prominent keynote speakers on various topics of social justice and human rights. The Tunnel of Oppression is an interactive, educational experience that examines contemporary issues of race, class, domestic violence, religion, body image, gender identification, and discriminatory forms and processes. Participants are guided through a series of visual and audio presentations that aim to educate and challenge them to think more deeply about these issues. Additionally, CSJHU facilitates a variety of thought provoking, educational programs on a wide range of subjects for the College, local middle schools and high schools, and the local community.

CSJHU's mission is to educate the community on historical events, and to promote cultural understanding and respect for human dignity. The permanent exhibit, currently located on the second floor of the Huntington Library on the Ammerman Campus, includes rare artifacts, documents, and photographs on the Holocaust and on slavery.

CSJHU is governed by a Board of Directors representing both the College and the community.

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.

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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, even if absences are the result of late registration or add/drop activity at the beginning of a term as permitted by college policy. 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, or removal from, the course. Absences due to religious observance will be deemed an excused absence with no negative consequences.

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 be required to drop or withdraw from a course when, in the judgment of the instructor, absences have been excessive. A student may also be withdrawn from a course by the Associate Dean of Student Affairs or the Student Conduct Board following a disciplinary hearing for violating the Student Code of Conduct as described in the student handbook.

College Colors

The College colors are blue and white.

College Mascot

The College Mascot is named Finn.

College Team Name

The College team name is The Sharks.

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 Website

[SUNY Suffolk's website](#) provides access to College news, important information about programs and support services, online education, and campus activities. The Admissions, Financial Aid, Registrar and Cashier sites, provide general information about these services along with links to forms and other resources. The site also includes Counseling and Advising, Career Services and Cooperative Education, Disability Services, Health Services, Children's Learning Centers, Student Support Services, and information for student veterans.

On the College Website, 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, check the calendar of upcoming events, as well as find answer to your questions about immunizations, and learn about other special programs and services.

The Experience Student Life area includes Campus Activities, Athletics, Multicultural Affairs, as well as Theatre and the Arts. On the site, you will find a database of student organizations, along with athletic team schedules and results for our NJCAA Sharks.

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

Website Accessibility

Suffolk County Community College is committed to ensuring accessibility of its website for students, faculty, staff, and other members of the College community, as well as the general public, including individuals with disabilities. In accordance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, all persons are entitled to access the College Website and its content. The College is striving to meet Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content. If you have difficulty accessing information on the College Website due to a disability, please contact Michael Forte, the College Assistant Director of Web Services, at (631) 451-4248 or fortemj@sunysuffolk.edu, and provide the following information:

- The web address of the requested material;
- The nature of your accessibility problem;
- The preferred format to receive the requested material; and
- Your contact information (name, email address, and phone number).

The webmaster or other appropriate person will respond to you and will assist you with obtaining access to online information or functionality, or will provide equally effective alternative access.

For more information, please see the College [Accessibility webpage](#).

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.

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.

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

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- 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.

General Information

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 college-level 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, Mobile App, e-mail accounts, and Internet connectivity both from on-campus facilities and available via the College general purpose wireless network.

To provide these services, resources must be effectively and equitably managed. The following sections identify 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 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 Affairs Office or accessed on the College Website. 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, Mobile App, e-mail, on-campus Internet access and access to the wireless network are available to Suffolk County Community College students taking credit classes. Internet access is available from designated computers at the College and via the College wireless network.

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,

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see the MySCCC FAQs at the footer of the [College Website](#). 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 and the wireless network are subject to the acceptable use parameters listed in the College policy referenced above.

Registration

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 MYSCCC. 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.

Religious Observance

As provided for in New York State Education Law § 224-a, student absences from class necessitated by religious observance will be deemed an excused absence, with no academic consequences. Students must notify their professor in advance of their religious observance, via their College email accounts or otherwise in writing, of their intention to be absent from a particular class due to a religious observance; notification should occur at least one week prior to the religious observance. While not exhaustive, [this list of holidays](#) will provide notice to the faculty of the religious observance dates of many faiths practiced by our students. Observing students shall be granted reasonable arrangements and/or be permitted a reasonable amount of time to make up missed quizzes, tests, assignments, and activities covered in their absence. Please refer to the College [Religious Observance Policy and Procedures](#) for additional information. Religious Observance FAQs are also available on the [Academic Calendar](#) webpage.

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 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 Website. 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	North Cottage, Public Safety

Suffolk Community College Foundation, Inc.

The Suffolk Community College Foundation is a 501(c)(3) non-profit corporation established to advance

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the mission of Suffolk County Community College through resource development, community outreach, event fundraising and keeping alumni connected. Its volunteer Board of Directors are leaders from throughout Suffolk County's diverse communities, businesses and industry sectors who develop additional resources to enable the College to provide quality educational experiences for its students. The Suffolk Community College Foundation awards over \$525,000 in scholarships annually and maintains student hardship funds providing critical financial support to students facing financial crisis. The Foundation hosts the Alumni Association- a collective of more than 135,000 alumni whose pathway to success started at Suffolk County Community College. The Alumni Association serves to enhance the well-being of students, alumni and the community by hosting various social, cultural and fund-raising events. Graduates of Suffolk County Community College are encouraged to maintain a relationship through the Online Alumni Directory and to support current students in achieving their dreams. For more information, call (631) 451-4941 or visit sunysuffolk.edu/alumni. To make a secure, convenient online donation or to learn more about the Foundation, please visit sunysuffolk.thankyou4caring.org.

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 on the Ammerman Campus.

Suffolk County Community College (SCCC) has appointed Credentials Inc. as the designated agent for processing and sending official electronic transcripts on behalf of Suffolk County Community College. The PDF transcript that is produced using this service contains the identical information as the printed transcript and can be certified as unaltered by uploading the file to the company's website that is provided during the delivery process. Credentials Inc. has been granted the authority to deliver all such electronic transcript requests on behalf of Suffolk County Community College and respond to any inquiries regarding the transactions.

For the most expedient service, order your [SCCC transcript online](#) through Credentials Inc. Transcripts Plus.

Note: Transcripts will not be released if you have any outstanding financial obligations to the college or if any restrictive holds have been placed on your student records.

Tuition and Fees

Suffolk County Community College 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 12-18 credits per semester. Students who take fewer than 12 credits or more than 18 credits are charged on a per credit basis.

The College has two tuition rates: resident tuition, charged to Suffolk County residents and non-resident tuition, charged to all non-Suffolk County residents. Non-resident tuition is currently double the resident tuition rate. To qualify for resident tuition, a student must have legal domicile of one year in New York State and six months in Suffolk County. The legal residency of unmarried students under the age 21 is that of their parents. Suffolk County permanent residents with valid Permanent Resident Cards ("green cards") are charged resident tuition as long as they meet the residency requirements indicated above.

New York State residents who live in other counties may be eligible for the resident tuition rate. To qualify, they must submit a Certificate of Residence from their home county prior to registration. Applications are available at the College business office and also on the [College student portal](#). Students must file their applications with their home county's Chief Financial Officer/Treasurer no more than two months before the start date of the semester (no later than 30 days after the start of classes for some counties). A Certificate of Residence is valid for no more than one year and must be renewed every year. The Certificate of Residence must be returned to the College in person or by mail to any campus business/cashier's office, or to the

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College Office of Business and Financial Services (Room 232, NFL Building, Ammerman Campus, 533 College Road, Selden, NY 11784) or by fax to (631) 451-4444.

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 responsible for the full non-resident tuition.

For terms that begin after July 1, 2017, under the GI Bill, a veteran who enrolls at the College within three years of discharge from a period of active duty service of 90 days or more will pay resident tuition. There are no longer any residency requirements, or non-resident tuition charges for veterans or their eligible dependents using the covered GI Bill programs.

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 12-18 credit hours of course work in a semester. Special permission must be obtained from Academic Affairs in order to register for more than 18 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 \$228.00 per credit for Suffolk residents and \$456.00 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 2021 and applies to all campuses and extension sites of the College.

Tuition and fees must be paid according to established payment dates and at the time of registration when daily descheduling is in effect. In the event a course is canceled, tuition and fees for that course are refunded in full. Tuition is refundable according to the College refund schedule.

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 2020-2021 academic year:

Tuition and Fees Full-time Students — 2020/2021

Tuition, Residents	\$2,735	per semester
Tuition, Non-Residents	5,470	per semester
Tuition Deposit (Applied to tuition but non-refundable)	100	
Tuition Payment Plan Fee	50	per semester
Administrative Collection Fee	100	
Application Fee (non-refundable)	40	
Applied Music Fee	450	per semester
Challenge Examination Fee	100	per course
College-Level Examination Program (CLEP) Fee	40	
College-Level Examination Program (CLEP) Late Fee	20	
Culinary Arts Program Fee	65	per credit

(Applicable courses will be indicated in the current catalog)

Tuition and Fees continued...

General Information

Distance Education Fee (Applicable courses will be indicated in the current catalog)	75	per course
Failure to obtain College ID card	25	
Laboratory/Equipment/Special Program Fees (Applicable courses will be indicated in the current catalog)	75	per course
Late Payment Fee	30	
Late Registration Fee (begins 1 week prior to 1st day of session)	30	per semester
Liability Insurance Fee	50	per course
Littering College Campus	50	
Meal Plan (Ammerman/Grant) only - enrolled 9 credits or more)	100	per semester – Fall, Spring
Music Performance Lab Fee	35	per course
Physical Education Fee (Applicable courses will be indicated in the current catalog)	75	per course
Prior Learning Assessment		
Basic Fee for Portfolio Evaluation	100	
Supplementary Fee		1/3 tuition of credits requested
Records Maintenance Fee	3	/credit - max. \$36/semester
Replacement of Lost ID Card Fee	12	
Returned Check Fee	30	each
Smoking Policy Violation	20	
Student Activity Fee	10	/credit-max. \$105/semester
Technology Fee	150	per semester
Transcript Fee	15	
Web Access Fee (applied to charges \$50 and over)	20	
Vehicle Fees:		
Vehicle Registration Fee	\$15	/sem.- Fall, Spring
Driving or Parking on Restricted Roads or Areas	100	
Excessive Speed on Campus	100	
Failure to Register/Renew Vehicle with College	30	
Failure to stop, to obey signs or security personnel	100	
Failure to yield to pedestrians	100	
Obstruction of a trash container/ crosswalk	75	
Parking in a fire Zone/lane or 15 ft of fire hydrant	150	
Parking in Handicapped Area	280	
Parking in other than Designated Area	50	
Replacement of Lost Parking Sticker	12	
English as a Second Language (ESL) Non-credit Tuition		
Cat. #s ELL001, ELL010	410	per semester
Cat. #s ELL003, ELL005, ELL007, ELL008	205	per semester

Tuition and Fees continued...

General Information

Cat. #s ELL002, ELL004, ELL006, ELL009	\$205	per semester
Cat. #s ELW001, ELW002, ELW003, ELW004, ELW005, ELW006, ELW007, ELW008, ELW009, ELW016	175	per semester
Cat. #s IEP074, IEP084	2,055	per semester
Cat. #s IEP094 and either IEP092 or IEP093	2,055	per semester
Cat. #s IEP092, IEP093	240	per semester
Estimated Books and Supplies	750	per semester

Tuition and Fees Part-time Students — 2020/2021

Tuition, Residents	\$228	per credit
Tuition, Non-Residents	456	per credit
Tuition Payment Plan Fee	50	per semester
Administrative Collection Fee	100	
Application Fee (non-refundable)	40	
Applied Music Fee	450	per semester
Challenge Examination Fee	100	per course
College-Level Examination Program (CLEP) Fee	40	
College-Level Examination Program (CLEP) Late Fee	20	
Culinary Arts Program Fee	65	per credit
Distance Education Fee	75	per course
(Applicable courses will be indicated in the current catalog)		
Failure to obtain College ID card	25	
Laboratory/Equipment/Special Program Fees	\$75	per course
(Applicable courses will be indicated in the current catalog)		
Late Payment Fee	30	
Late Registration Fee (begins 1 week prior to 1st day of session)	20	per semester
Liability Insurance Fee	50	per course
Littering College Campus	50	
Meal Plan (Ammerman/Michael J. Grant) only - enrolled 9 credits)	100	per semester – Fall, Spring
Music Performance Lab Fee	35	per course
Physical Education Fee	75	per course
(Applicable courses will be indicated in the current catalog)		
Prior Learning Assessment		
Basic Fee for Portfolio Evaluation	100	
Supplementary Fee		1/3 tuition of credits requested
Records Maintenance Fee	3	/credit - max. \$36/semester
Replacement of Lost ID Card Fee	12	
Returned Check Fee	30	each

Tuition and Fees continued...

General Information

Smoking Policy Violation	20	
Student Activity Fee	10	/credit-max \$105/semester
Technology Fee (Fall, Spring, Summer)	75	per semester
Per Winter Session	20	
Transcript Fee	15	
Web Access Fee (applied to charges \$50 and over)	20	
Vehicle Fees:		
Vehicle Registration Fee	15	/sem.- Fall, Spring
Driving or Parking on Restricted Roads or Areas	100	
Excessive Speed on Campus	100	
Failure to Register/Renew Vehicle with College	30	
Failure to stop, to obey signs or security personnel	100	
Failure to yield to pedestrians	100	
Obstruction of a trash container/ crosswalk	75	
Parking in a fire Zone/lane or 15 ft of fire hydrant	150	
Parking in Handicapped Area	280	
Parking in other than Designated Area	50	
Replacement of Lost Parking Sticker	12	
English as a Second Language (ESL) Non-credit Tuition		
Cat. #s ELL001, ELL010	410	per semester
Cat. #s ELL003, ELL005, ELL007, ELL008	205	per semester
Cat. #s ELL002, ELL004, ELL006, ELL009	205	per semester
Cat. #s ELW001, ELW002, ELW003, ELW004, ELW005, ELW006, ELW007, ELW008, ELW009, ELW016	\$175	per semester
Cat. #s IEP074, IEP084	2,055	per semester
Cat. #s IEP094 and either IEP092 or IEP093	2,055	per semester
Cat. #s IEP092, IEP093	240	per semester
Estimated Books and Supplies	480	per semester

General Education Requirements

SUNY-GER AND CORE EDUCATION REQUIREMENTS

State University of New York General Education Requirement (SUNY-GER)

All students enrolled in programs leading to A.A., A.S., and baccalaureate degrees are required by the State University of New York to complete 30 credits of [SUNY-GER General Education](#) in a minimum of 7 of 10 areas. Students must take at least one course each in both Mathematics and Basic Communication and in 5 of the following 8 areas:

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

Students who are planning to transfer to SUNY baccalaureate programs are strongly encouraged to take 3 of the 5 courses in Natural Science, Social Science, and the Humanities, as these areas are required in nearly all bachelor's degree programs. In addition to the 7 of 10 course requirements, students must also demonstrate the following competencies, which are infused throughout the General Education program:

1. Critical Thinking (Reasoning)
2. Information Management

***NOTE: See the [College Catalog](#) to determine which Suffolk County Community College courses fulfill the SUNY General Education Requirements.**

Suffolk County Community College Core Education Graduation Requirement

As a condition of graduation, students in all Suffolk County Community College degree programs must satisfy core education requirements.

Students in A.A. 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)
Social Sciences:	6 credits
History Elective:	3 credits
Mathematics Elective:	3-4 credits
Laboratory Science Elective:	4 credits
Physical Education:	2 credits
College Seminar:	1 credit

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

ENG101:	Standard Freshman Composition
English Elective:	3 credits
Humanities Elective:	3 credits (other than English)
History Elective:	3 credits

General Education Requirements

Social Sciences Elective:	3 credits (other than History)
Mathematics Elective:	3-4 credits
Laboratory Science Elective:	4 credits
Physical Education:	1-2 credits
College Seminar:	1 credit

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

ENG101:	Standard Freshman Composition
English Elective:	3 credits
Humanities Elective:	3 credits (other than English)
Social Sciences Elective:	3 credits
Mathematics Elective:	3-4 credits
Laboratory Science Elective:	4 credits
Physical Education:	1-2 credits
College Seminar:	1 credit

*Currently some programs exist with exceptions to one or more of these requirements.

SUNY Transfer Paths

The State University of New York (SUNY) has implemented the Seamless Transfer Initiative to assist students, who have obtained an A.A. or A.S. degree at Suffolk County Community College, to transfer to a SUNY four-year institution with junior status.

Seamless transfer is achieved by completing 7 of the 10 SUNY General Education Requirements and passing the required Transfer Path courses within the intended major with a minimum of a "C."

Transfer Paths include lower division course requirements that are common to all SUNY campuses with the similar major. Transfer Paths exist for many degrees at Suffolk County Community College. Review a list of the existing [Transfer Paths](#) to determine the courses that should be completed before transferring to the SUNY four-year institution.

Student Codes and College Policies

Accommodations for Pregnant and Parenting Students

Suffolk County Community College is committed to creating an accessible and inclusive environment for pregnant and parenting students.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities including academic, educational, extracurricular, athletic, and other programs or activities of schools. This prohibition includes discrimination against pregnant and parenting students. Pregnant and parenting students at the College will not be excluded from any class, activity, or program (including career and technical education) on the basis of sex, pregnancy, childbirth, false pregnancy, termination or pregnancy or recovery therefrom.

What types of accommodations may I request?

Pregnant or parenting students may request reasonable accommodations when necessary because of pregnancy or parenting status, which, depending on the student's individual needs and circumstances, may include:

- A larger desk
- Breaks during class, as needed
- Permitting temporary access to elevators
- Rescheduling tests or exams
- Excusing absences due to pregnancy or related conditions
- Submitting work after a deadline missed due to pregnancy or childbirth
- Providing alternatives to make up missed work
- Allowing excused absences for parenting students (both male and female) who need to take their children to doctors' appointments or to take care of their sick children

How do I request accommodations?

Accommodation requests should be directed to one of the College Title IX Coordinators. The Title IX Coordinator will discuss the pregnant or parenting individual's needs, and will ask for documentation that supports the requested accommodations.

Requests from students should be directed to the Associate Deans of Student Services/Deputy Title IX Coordinators:

Ammerman Campus or Sayville Center	Phone: (631) 451-4176
Michael J. Grant Campus	Phone: (631) 851-6521
Eastern Campus	Phone: (631) 548-2515

Request from faculty and staff should be directed to:

Civil Rights Compliance Officer

Christina Vargas

Chief Diversity Officer/Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, New York 11784
vargasc@sunysuffolk.edu
(631) 451-4950

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.

Student Codes and College Policies

The College 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 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. These courses will not appear on a student's official transcript.

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.

All Gender Restrooms



The College has installed single stall, all-gender restrooms on each campus with appropriate signage on each campus. These restrooms are available to all individuals regardless of their gender expression and gender identity.

All Gender Restroom locations include:

Ammerman

Babylon Student Center- 2nd Floor Outside Mildred Green Room
Riverhead Bldg. - Ground Floor; Plaza Level
Southampton Bldg. - Lowest Level Outside of the Music Dept.
William J. Lindsay Building - Atrium
SAYVILLE CENTER - Faculty/Staff Lounge, Room 130

Eastern

Peconic Bldg., Room 121
Woodlands Bldg., Entrance to the Bldg.
CULINARY ARTS AND HOSPITALITY CENTER - Baker's Workshop Atrium, Room 116

Michael J. Grant

Caumsett Hall - Main Floor, Dean's Wing
Health, Sports and Education Center - 2nd Floor, Pool Wing
Learning Resource Center: 2nd floor, Executive Suite
Sagtikos Arts and Sciences Bldg. - Outside of Room 111

Additional information on [College-wide LGBTQ+](#) educational programs, student organizations, policies and initiatives.

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

Student Codes and College Policies

the rights and welfare of others. The College [Anti-Bullying Policy](#) seeks to educate the college community about bullying, and to promote civility and respect among all its members, including the College trustees, administration, faculty, staff, students, contractors, consultants and vendors. The policy includes definitions and the procedures for reporting bullying.

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. 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 to qualify for F-1 non-immigrant student status in the United States. Information regarding Suffolk's [international admissions](#) application process and deadlines is available online.

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.

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.

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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 15:

- Nursing
- 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.

Matriculation Status

Matriculated status is granted to every student who is admitted into a degree or certificate program at Suffolk County Community College. Matriculation assures a student that the requirements for a particular program which are in effect at the time of matriculation will remain in effect until that student graduates.

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, weekends, or online on any of the three campuses. **To be eligible for financial aid, students must be matriculated and taking courses required for or applicable to their current degree program.**

Loss of matriculation occurs if the student:

- applied and was accepted to the College, but never attended.
- was matriculated in a program with limited seat availability (e.g., Automotive Service Specialist, Automotive Business, Automotive Maintenance and Light Repair, Emergency Medical Technician: Paramedic, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Toyota T-TEN Automotive Service, and Veterinary Science Technology) and did not attend during the semester of acceptance (excluding wintersession and summer session).
- did not enroll in credit-bearing courses at the College for two or more consecutive semesters (excluding wintersession and summer session).
- was academically dismissed or if the student's matriculation status was rescinded for academic reasons.
- graduated from Suffolk and is not subsequently pursuing an additional degree or certificate.

Non-Matriculated Status

Non-matriculated status is assigned to any student who wishes to take classes at Suffolk County Community College but who has not been admitted into a degree or certificate program or for a student who has lost matriculation status. Non-matriculated students can register for 1 through 11.5 credits per semester and are not eligible for financial aid.

Non-matriculated students in good academic standing must apply for admission or readmission to continue in a program and are required to follow the curriculum requirements for the term of application. Students who have previously attended Suffolk, but are not in good academic standing, must see a Campus Associate Dean of Academic Affairs for evaluation of readmitting into a program.

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 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

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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 Affairs.

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 Affairs.

Victims of a bias crime or bias incidents can avail themselves of counseling and support services from the campus Counseling Center. In an emergency, contact Public Safety to make a report 24 hours a day/7 days a week by calling (631) 451-4242 or dialing 311 from any College phone.

For information about bias-related crimes, including up-to-date statistics, can be found in the [Annual Security Report](#) or from the College Director of Public and Fire Safety.

Chosen Name Policy

The College seeks to create an environment respectful of personal and social expression in the spirit of representing our diverse community. Students may wish to be accurately represented and identified by a first name that differs from their legal name because this is an important part of their identity and expression. The College values and supports students' decisions to wish to be addressed by their chosen first name. In June 2019, the College Board of Trustees adopted a [Chosen Name Policy](#), which provides students an option to identify their chosen name as their preferred first name. Unless the use of the individual's legal name is required, the chosen name will be utilized when reasonably possible, including in the following areas: Blackboard, College email, degree audit, identification cards, student roster, and locations within MySCCC where one's name appears, as technology becomes available to support chosen names. Contact the Registrar's office to identify and use your chosen name.

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;

Student Codes and College Policies

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 Affairs 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 Student Affairs or the Office of the Campus Executive Dean.

Course Grade Grievance Procedure

A [Course Grade Grievance Procedure](#) is available to resolve student grade grievances regarding a grade recorded on the transcript. This procedure shall apply when a student believes that there has been a violation of a specific policy or procedure as stated in the college catalog or course syllabus which adversely affects the student's final grade.

To begin this procedure, the student must obtain a Course Grade Grievance Form.

Procedure

First

The student should first discuss the grievance with the faculty member involved in an attempt to resolve the grievance within the first three (3) weeks of the following semester.

Second

If the student and faculty member cannot reach an agreement regarding the grievance, the student must then meet with Academic chair of the particular department before the end of the fifth week of the semester in which they are grieving the grade. 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 (10) calendar days of meeting with the student and faculty member.

If the department chair is the party against whom the grievance is brought, the student should move to the third step of the procedure.

Third

If no agreement is reached at the second stage, the student must present his or her case in writing to the appropriate Associate Dean of Academic Affairs within seven (7) calendar days of receiving the recommendation from the Academic Chair.

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The student's written grievance statement should include:

- A completed copy of the Course Grade Grievance Form.
- The name of the faculty member and the course number.
- A copy of the course syllabus.
- A description of the alleged action(s) that led to the grievance.
- Any supporting documentation related to the grievance.
- A statement of a desired outcome by the student.
- The grievance has to be dated and include the student's signature along with the student's identification number.

Within ten (10) business days of receiving the written formal grievance, the Office of the Associate Dean of Academic Affairs will contact the student to schedule a meeting with the student to discuss the grievance. Within ten (10) 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, faculty member, and academic chair within ten (10) calendar days of the meeting between the faculty member, the Academic Chair and the Associate Dean.

Fourth

If the student, the faculty member, the academic chair and the associate dean are unable to resolve the grievance in stage three, the student may present his or her case to the Executive Dean. This shall be done in writing within seven (7) calendar days of receiving the recommendation of the Associate Dean of Academic Affairs. The student's written request must include a copy of the Course Grade Grievance Form, a copy of their written grievance from stage three, as well the recommendations of the Academic Chair and the Associate Dean; and reasons why the student is dissatisfied.

Within ten (10) calendar days of the receipt of the student's written request, the Executive Dean may convene a committee to hear the grievance. The Grade Grievance Committee will be composed of two faculty members (one chosen by the Executive Dean and one chosen by the Associate Dean of Student Affairs), 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 Affairs. 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. Within ten (10) calendar days of 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.

Please note that 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.

A written record of the grievance process shall be kept on file in the Office of the Executive Dean for a period of six (6) years. All documents submitted concerning the grievance and all deliberations of the Grade Grievance Committee will remain confidential.

DEADLINES

For a grade received during the Fall semester or Winter Intersession, the "following semester" is considered the following Spring semester. For a grade received during the Spring semester or Summer sessions, the "following semester" is considered the following Fall semester.

Failure by the student to adhere to the procedural deadlines will result in a withdrawal of the grievance.

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CIVIL RIGHT VIOLATIONS

It is not the function of the Grade Grievance procedure to evaluate claims of civil rights violations. If the basis of a student's grade grievance is that their civil rights have been violated, such as sexual harassment or discrimination, then contact the Office of Legal Affairs.

INSTRUCTOR ABSENCE

In situations where the grieved instructor of record is unavailable, then contact the Academic Chair of the particular department.

Deferred Action for Childhood Arrivals (DACA), Temporary Protective Status (TPS)

[Resources and policies](#) pertaining to students with DACA, TPS or undocumented status are located on the College website.

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, equal pay compensation-sex, national origin, military or veteran status, domestic violence victim status, criminal conviction or disability in its admissions, programs and activities, or employment. This applies to all employees, students, applicants or other members of the College community (including, but not limited to, vendors and visitors). [Grievance procedures](#) are available to interested persons by contacting either of the Civil Rights Compliance Officers/Coordinators listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited. The [Equal Opportunity and Anti-Discrimination Policy](#) and the [Discrimination/Harassment/Retaliation Complaint form](#) are located on the College Website.

The following persons have been designated to handle inquiries regarding the College non-discrimination policies:

Civil Rights Compliance Officers

Christina Vargas

Chief Diversity Officer/Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, New York 11784
vargasc@sunysuffolk.edu
(631) 451-4950

or

Dr. Dionne Walker-Belgrave

Affirmative Action Officer/Deputy Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, New York 11784
walkerd@sunysuffolk.edu
(631) 451-4051

In an emergency, contact Public Safety to make a report 24 hours a day/7 days a week by calling (631) 451-4242 or dialing 311 from any College phone. The [Equal Opportunity and Anti-Discrimination Policies](#) and procedures are located on the College Website.

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Inquiries or complaints concerning alleged civil rights violations may also be directed to:

Office for Civil Rights (OCR) – Enforcement Office

U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800
Fax: (646) 428-3843
TDD: (877) 521-2172 Email: OCR.NewYork@ed.gov
Additional information is available on the [U.S. Department of Education website](#).

NYS Division of Human Rights

Long Island (Suffolk)
New York State Office Building
250 Veterans Memorial Highway, Suite 2B-49
Hauppauge, NY 11788
Telephone: (631) 952-6434
TDD: (718) 741-8300
Email: InfoLongIsland@dhr.ny.gov
NYS Division of Human Rights–[File a complaint](#)

Inquiries or complaints concerning discrimination in employment practices may also be directed to:

U.S. Equal Employment Opportunity Commission (EEOC)

New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
Telephone: (800) 669-4000
Fax: (212) 336-3790
TTY: (800) 669-6820
ASL Video Phone: (844) 234-5122
Additional information is available on the [EEOC website](#).

NYS Division of Human Rights

Long Island (Suffolk)
New York State Office Building
250 Veterans Memorial Highway, Suite 2B-49
Hauppauge, NY 11788
Telephone: (631) 952-6434
TDD: (718) 741-8300
Email: InfoLongIsland@dhr.ny.gov
NYS Division of Human Rights–[File a complaint](#)

Suffolk County Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal opportunity and non-discrimination in employment, education, access to services, programs, and activities, including career and technical education opportunities.

A copy of the postsecondary career and technical education courses offered by the College is available in the [College Catalog](#) or by calling the Office of Admissions at 631-451-4000 to request a mailing.

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If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: Suffolk County Community College Civil Rights Compliance Officers listed above or with: The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the [CRC website](#).

If you file your complaint with Suffolk County Community College, you must wait either until the college issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the college does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the college).

If the college does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

E-mail and Portal Official Policy for Students

Suffolk County Community College 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.

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

Students receiving grades of U/UN/R/INC/F/FN or a W (withdrawal) may affect a student's academic progress and can result in a student being placed on probation, dismissal, and/or losing financial aid. Students will be deregistered from courses where a prerequisite was not successfully completed due to a U/UN/R/INC/F/FN/W, or other grade as required by the course.

FN = FAILURE DUE TO ATTENDANCE

The FN grade is given at the discretion of faculty and indicates a failing grade due to lack of attendance. The FN is equivalent to an F in grade point average computations.

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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 or will become a U for students in a remedial course.

S = SATISFACTORY

This grade is given only for developmental courses, which do not satisfy degree requirements: RDG096, RDG098, RDG099, ENG009, ENG010, ENG011, ENG012, ESL011, ESL012, ESL013, ESL014, ESL015, ESL016, ESL017, ESL018, MAT001 and MAT001L. The S grade indicates successful completion of the course, but is not used in grade point average computation.

U = UNSATISFACTORY

This grade is given only for developmental courses, which do not satisfy degree requirements: MAT001, MAT001L, MAT006, MAT007, MAT007L, MAT009, RDG096, RDG098, RDG099, ENG009, ENG010, ENG011, ENG012, ESL011, ESL012, ESL013, ESL014, ESL015, ESL016, ESL017, and ESL018. The U grade indicates the course was not successfully completed and is not used in grade point average computations.

UN = UNSATISFACTORY DUE TO ATTENDANCE

This grade is given only for developmental courses, which do not satisfy degree requirements: MAT001, MAT001L, MAT006, MAT007, MAT007L, MAT009, RDG096, RDG098, RDG099, ENG009, ENG010, ENG011, ENG012, ESL011, ESL012, ESL013, ESL014, ESL015, ESL016, ESL017, and ESL018. The UN grade is given at the discretion of faculty and indicates an unsatisfactory grade due to lack of attendance for a developmental course. The UN grade indicates the course was not successfully completed and is not used in grade point average computations.

R = REPEAT

This grade is given only for developmental courses, which do not satisfy degree requirements: MAT001, MAT001L, MAT006, MAT007, MAT007L, MAT009, RDG096, RDG098, RDG099, ENG009, ENG010, ENG011, ENG012, ESL011, ESL012, ESL013, ESL014, ESL015, ESL016, ESL017, and 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. The R grade is 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 withdrawal deadline, which occurs at the end of two-thirds of the semester. After the withdrawal deadline, a student may request to withdraw from a class only at the discretion of the instructor. The W is not considered a grade and is not used in grade point average computations.

AUD = AUDIT

To audit a course, a student must notify the Campus Registrar while registering and paying for that course in accord 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.

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NOTE: *Audited courses are not eligible for financial aid.* Seniors: Suffolk County residents 60 years of age or older pay fees, but 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:

- 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.
- 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.

Withdrawal Policy

A student may withdraw from a course and receive a W any time between the end of the drop-course period and the withdrawal deadline, which occurs at the end of two-thirds of the semester. After this date, a student may request a withdrawal using a Course Withdrawal form, but is required to obtain the signature of the instructor.

Official withdrawal from the College means that a student voluntarily separates himself or herself from the College by withdrawing from all courses at any time during the academic term.

[Withdrawal Forms](#) are submitted to any Campus Registrar's Office.

If a student drops a course or courses prior to the end of the drop-course period, the student's academic record will not reflect these courses. If a student officially withdraws from the College after the drop-course period ends but before the withdrawal date specified in the academic calendar, the student's academic record will show all courses for which he or she registered along with a [Delete: grade of] W notation for each course. The official withdrawal will be noted on the student's academic record. In addition, withdrawal from a course is considered a non-successful course attempt for purposes of financial aid satisfactory progress requirements. Excessive withdrawals may result in academic probation or academic dismissal.

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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 course is scheduled to hold its first class meeting. Exceptions to this policy may only be approved by the College Chief Academic Officer or designee.

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 Affairs. 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 Affairs 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). Such a leave maintains the date of matriculation and, if a seat is available, gives the student preference for readmission into the program ahead of any new student
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 Website.

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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.

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 classes online](#) 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. 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.

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) and may be committed by or against any individual, regardless of gender, sexual orientation or gender identity.

The College is committed to providing options, support and assistance to victims/survivors to ensure

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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. Review the "[Student's Bill of Rights](#)".

Sexual and Romantic Relationships Policy

The College is committed to providing a learning and working environment for its faculty, staff, and students that is free of discrimination, harassment, exploitation, favoritism, and conflicts of interest. To fulfill this obligation and commitment, it is vital that College employees maintain appropriate professional boundaries with students and with employees over whom there is or will be a supervisory relationship or other imbalance of authority, power or influence. In October 2018, SUNY mandated that each SUNY institution adopt a Sexual and Romantic Relationships Policy that prohibits sexual or romantic relationships between faculty or staff members and students if there is an existing supervisory, evaluative, or instructional relationship, unless the relationship is disclosed and supervision, evaluation, or instruction is terminated in accordance with the policy. The College adopted a Sexual and Romantic Relationships Policy in June 2019 to support all members of the College community in maintaining a learning and working environment that is characterized by professional and ethical conduct. Pursuant to that policy, College employees are prohibited from soliciting, entering into, or engaging in a sexual or romantic relationship with any student:

- Over whom the employee has current supervisory, evaluative, academic, or other professional authority, whether direct or indirect, inclusive of the period during which grade grievances or other appeals may be filed/adjudicated
- Over whom the employee should reasonably expect to have future supervisory, evaluative, academic or other professional authority, whether direct or indirect
- Where the employee works in Athletics or serves as a coach, and the student is a student-athlete or is known by the coach to be seeking to become a student athlete
- Whom the employee advises, counsels, or mentors at the College
- Where the employee works in a student support capacity, such as in Admissions, Counseling, Registrar, Financial Aid, Public Safety, Student Health Services, Campus Activities, Tutoring, Testing, Career Services, Student Affairs, Academic Affairs; and
- Where the employee is otherwise in a capacity to make decisions or recommendations as to the student in connection with the student's education or opportunities at the College.

Any College employee who has, or has had, a sexual or romantic relationship with a student is prohibited from exercising supervisory, evaluative, academic, or other professional authority over that student.

Pre-existing relationships are not prohibited by the policy, but employees are expected to disclose the existence of the relationship to one of the College Civil Rights Compliance Officers, and appropriate mitigating measures must be in place.

Suffolk County Community College [Sexual and Romantic Relationships Policy](#)

Options for reporting sexual violence/sexual harassment

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/Campus Sexual Assault Victims Unit](#) 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

Student Codes and College Policies

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 at 631-451-4950. The Title IX Coordinator oversees the complaint process, answers questions, and offers assistance and services to anyone experiencing harassment, discrimination or sexual violence. [Sexual Harassment, TIX and Discrimination Policies and Procedures](#) apply to students, faculty, staff, visitors and guests.

[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. Review the College "[Sexual Violence Response Policy](#)" and the "[Policy for Options for Confidentially Disclosing Sexual Violence](#)".

Reporting Incident

If you are: Student, Faculty, Employee, Administrator, Trustee, Vendor, Contractor, or Visitor and the person committing the incident is a Student

Report your incident to: Office of the Associate Dean of Student Affairs/Deputy Title IX Coordinators on the campus where the alleged harassment or discrimination occurred.

Ammerman Campus or Sayville Center

Dr. Edward Martinez

Campus Associate Dean of Student Affairs
Deputy Title IX Coordinator
Ammerman Building room 200C
Selden, NY 11784
martineze@sunysuffolk.edu
631-451-4176

Eastern Campus or Culinary Arts and Hospitality Center

Dr. Mary Reese

Campus Associate Dean of Student Affairs
Deputy Title IX Coordinators
Peconic Building room 228E
Riverhead, NY 11901
reesem@sunysuffolk.edu
631-548-2515

Michael J. Grant Campus

Dr. Meryl S. Rogers

Campus Associate Dean of Student Affairs
Deputy Title IX Coordinator
Caumsett Hall room 106
Brentwood, NY 11717
rogersm@sunysuffolk.edu
631-851-6521

If you are: Student, Faculty, Employee, Administrator, Trustee, Vendor, Contractor, or Visitor and the person committing the incident is an Employee, Trustee, Vendor, Contractor or Visitor

Report your incident to: Civil Rights Compliance Officers

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

or

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Dr. Dionne Walker-Belgrave

Affirmative Action Officer/ Deputy Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, NY 11784
walkerd@sunysuffolk.edu
(631) 451-4051

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 Sexual Assault Forensic Examination (SAFE) center. SAFE 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 Annual Security Report is updated annually according to federal law and lists important definitions related to these and other crimes. To review them, refer to the Annual Security Report and review Appendix II and III.

There are significant differences between the College disciplinary process and the criminal justice process. A plain language explanation of [distinctions between the New York State Penal Law and the College Disciplinary Processes](#).

Smoke-Tobacco-Vape Free Policy

A Smoke-Tobacco-Vape Free environment is an essential element in creating and maintaining a culture of health and safety at the college. The College is committed to promoting, health, wellness and prevention with its community, as well as providing a healthy learning and working environment for students, administration, faculty, staff, visitors, contractors and vendors.

While the use of a tobacco product (Cigarette, Cigar, Hookah, e-cigarette, Vaping device) is a personal choice research findings show the health hazards related to use of tobacco products and breathing secondhand smoke and third hand smoke are well documented.

The [Smoke-Tobacco-Vape Free Policy](#) will:

- Encourage and support students, faculty, staff and visitors to make beneficial health decisions.
- Protect Suffolk students, faculty, staff and visitors from unwanted and involuntary exposure to 2nd hand smoke from any tobacco product;
- Prohibit use of any tobacco and/or any nicotine product everywhere with the parameter of all SCCC

Student Codes and College Policies

property both indoors and outdoors as well as in College owned vehicles and in any vehicle parked on the college property;

- Provide education support services as well as resources for users who are interested in quitting; We encourage all individuals who use tobacco products (Cigarette, Cigar, Hookah, e-cigarette, Vaping device) to access smoking cessations programs that will be held on the Michael J Grant campus, by the Addiction Studies Prevention Program Coordinator email address: flynnk@sunysuffolk.edu. We invite users to review the Smoke-Tobacco-Vape Free policy and explore the resources available both on and off campus for example the Suffolk County Department of Health [Smoking Cessation Program](#) 631-853-3162, and 1-866-NY-Quits. Non-compliance of this policy will subject the person or persons to conduct procedures outlined in the Student Code of Conduct.

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.

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](#) can be reviewed on the College Website.

Student Complaint Resolution Policy

To fully support the success of all students, Suffolk County Community College is committed to resolving complaints brought forth by students. Through the [student complaint resolution](#) policy a student can bring their concerns to the attention of college officials through a variety of communication methods.

Students with Felony Convictions

State University of New York (SUNY) policy prohibits Suffolk County Community College admission applications from inquiring into an applicant's prior criminal history. After acceptance, the College shall inquire if the student previously has been convicted of a felony if such individual seeks participation in clinical or field experiences, internships or study abroad programs. The information required to be disclosed under SUNY policy regarding such felony convictions shall be reviewed by a standing College committee consistent with the legal standards articulated in the New York State Correction Law.

Students who have previously been convicted of a felony are advised that their prior criminal history may impede their ability to complete the requirements of certain academic programs and/or to meet licensure requirements for certain professions, including, but not limited to:

- Sitting for the National Physical Therapy Examination (NPTE) required for certification and employment as a physical therapist assistant in New York State;
- Becoming certified in New York as a physical therapist assistant;
- Sitting for the national certification examination for occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT);

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- Attaining licensure in New York State as an occupational therapy assistant;
- Taking the licensing examination for licensure as a practical nurse or registered nurse;
- Obtaining New York State licensure as a practical nurse or registered nurse.
- Obtaining certification as a pharmacy technician from the national Pharmacy Technician Certification Board (PTCB);
- Obtaining certification from the American Board of Opticianry and National Contact Lens Examiners (ABO-NCLE); and
- Obtaining certification as an ophthalmic assistant technician or ophthalmic technician from the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO).

Students who have concerns about such matters are advised to contact the department chair of their intended academic program. Applicants and students with criminal convictions who are interested in pursuing a program leading to professional licensure or certification are also encouraged to consult with the appropriate licensing/certification authority. Students with criminal convictions who are considering transfer to or subsequent enrollment in a program at another institution that will lead to professional licensure or certification are also encouraged to consult with the appropriate licensing/certification authority.

Student Rights Notification under the Family Educational Rights and Privacy Act:

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Suffolk County Community College receives a request for access. A student should submit to the Chief Campus Student Affairs Officer on their home campus (the Associate Dean of Student Affairs) a written request that identifies the record(s) the student wishes to inspect. A meeting will be scheduled within a reasonable period of time, at which time the records may be reviewed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the College to amend a record should first bring this request to the Chief Campus Student Affairs Officer on their home campus (the Associate Dean of Student Affairs), who will discuss the matter with the student and attempt to arrive at a mutually acceptable resolution. If an agreement cannot be reached, the student will be notified of the decision and their right to a hearing. The student may then request a hearing to challenge the contents of the record. Additional information regarding the hearing procedures is outlined in the College Student Records Policy and will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student’s education records, except to the extent FERPA authorizes disclosure without consent. The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position; a person retained as a contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions authorized by, or under contract to the College, to perform a special task, such as an attorney or auditor; a person serving on the Board of Trustees; or a student serving in an official capacity, such as membership on a disciplinary or grievance committee. A school official has a legitimate educational interest in reviewing or assessing a student’s education records if the school official is: performing a task that is specified in his/her position description or contract; performing a task directly related to a student’s education; performing a task related to student discipline; providing a service or benefit relating to the

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student or student's family; and/or maintaining the safety and security of the campus. Upon request, the College also discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administered FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

College policy explains in detail the procedures used by the College for compliance with FERPA. Copies of the College Student Records Policy may be found in the following offices: Campus Registrar and Associate Dean of Student Affairs on the Ammerman, Eastern and Grant campuses, as well as the offices of the College Registrar, Vice President for Student Affairs, and the Office of Legal Affairs in the Norman F. Lehtrecker Building on the Ammerman Campus. The Student Records Policy is also posted on the College website.

Questions concerning FERPA may be referred to the Associate Dean of Student Affairs on each campus or the College Registrar or the Vice President for Student Affairs in the Norman F. Lehtrecker Building on the Ammerman Campus.

Directory Information Notice

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Suffolk County Community College, with certain exceptions, require your written consent prior to the disclosure of personally identifiable information from your education records. However, the College may disclose appropriately designated "Directory Information" without written consent if considered appropriate by College officials, unless you have advised the College to the contrary in accordance with College procedures.

The College hereby designates the following items 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. The College specifically excludes lists or compilations of data on all students or categories of students from its designation of Directory Information under FERPA, even if such list or compilation of data consists only of information which, if related to an individual student, would otherwise constitute Directory Information. Release will generally be restricted to information on individual students only, and each request will be considered on an individual basis by the Vice President of Student Affairs, the College Registrar, the Campus Associate Dean of Student Affairs, or the Office of Legal Affairs.

- Name
- Address (Permanent, local and email)
- Telephone Number (permanent and local)
- Photograph
- Dates and status of enrollment
- Major Field of Study
- Honors, awards or special recognition
- Weight and height, if a member of an athletic team
- Prior schools attended and degrees awarded
- Participation in officially recognized sports and activities

Currently enrolled students may withhold disclosure of this information under FERPA. To withhold disclosure, a student must complete the "Request to Prevent Disclosure of Directory Information" form. This form must be submitted to the campus Registrar's Office, and will be in effect until the student revokes the request in writing. The College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Campus Services

Academic Computing Centers

The College provides access to computers, printers and scanners for all students, with a valid ID card, on each of the three campuses. Internet access, necessary curriculum software, and the technological means to accommodate and complete all class-related assignments are provided in the computing spaces. Some computer labs have open lab hours. Professional staff is available to assist students and faculty with computer use. Students accessing the Internet should refer to the College 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, 1st floor

Phone: (631) 451-4211

Eastern

Orient Building, 2nd floor

Phone: (631) 548-2612

Michael J. Grant

LRC – Information Commons
Nesconset Hall N11A

Phone: (631) 851-6556

Phone: (631) 851-6348

[Academic Computing Centers](#) information.

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

Academic Literacy Center, Islip Arts Building 116

Phone: (631) 451-4162

weinstm@sunysuffolk.edu

Foreign Language/ ESL Lab, Islip Arts Building 114

Phone: (631) 451-4161

languagelab-ammr@sunysuffolk.edu

Math Learning Center, Riverhead Building 235

Phone: (631) 451-4002

Physical Science Learning Center, Smithtown Building 210

Phone: (631) 451-4301

Writing Center, Islip Arts Building 101

Phone: (631) 451-4150

mccormel@sunysuffolk.edu

Eastern

Academic Skills Center, MLRC, 224

Phone: (631) 548-2594

Writing Center, Orient Building, 217

Phone: (631) 548-1714

writingeast@sunysuffolk.edu

Math and Science Learning Center, Shinnecock 125

Phone: (631) 548-2625

mslceast@sunysuffolk.edu

Campus Services

Michael J. Grant

Academic Tutoring Center - Learning Resource Center Rooms 141-160

Skills/Tutoring Center:

Foreign Language/ESL, Reading Tutoring

Math, Business and Science Tutoring

Writing Center

Phone: (631) 851-6369

tutoringcenterwest@sunysuffolk.edu

Phone: (631) 851-6501

tutoringcenterwest@sunysuffolk.edu

Phone: (631) 851-6245

gwt@sunysuffolk.edu

Sayville

General Information

Phone: (631) 851-6972

Admissions

Students who are interested in enrolling in a restricted 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 and 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. During the first few weeks of a term, for eligible students we accept Financial Aid Book Advances. This can be arranged with the Financial Aid office. Books can be ordered and shipped through the online website.

The Bookstore is located on each campus at:

Ammerman

Babylon Student Center, lower level

Phone: (631) 451-4379

[Ammerman Bookstore](#)

Eastern

Peconic Building, 1st floor lobby

Phone: (631) 548-2554

[Eastern Bookstore](#)

Michael J. Grant

Captree Commons, 111

Phone: (631) 851-6768

[Michael J. Grant Bookstore](#)

Campus Services

Sayville ([Online Bookstore](#))

Culinary Arts [Eastern Bookstore](#) or visit the Eastern Campus location

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.

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 north of the Sayville Center)
Riverhead	LIRR (station located on Osbourne Ave., 4.7 miles from campus)

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 lower level	Phone: (631) 451-4086
Eastern	Peconic Building, 2nd floor	Phone: (631) 548-2500
Michael J. Grant	Caumsett Hall 113	Phone: (631) 851-6730

Calendar of Events

Each campus posts a [Calendar of Events](#) on the College Website. 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

The Career Services office supports the mission, academic programs, and the advancement of Suffolk County Community College. Through collaboration with internal and external constituents, the office of Career Services assists students and alumni in understanding the career development process. It offers opportunities for students to enhance their educational and career goals through advisement. Students are provided with assistance to understand themselves, educational opportunities and the world of work for the ultimate purpose of pursuing meaningful careers..

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) 548-2572
Michael J. Grant	Caumsett Hall, Suite 220	Phone: (631) 851-6876

Children's Learning Centers

The Ammerman and Michael J. Grant campuses have on-site child care centers that provide quality early childhood education for children of students, faculty, and staff.

The Ammerman Campus Kids Children's Learning Center, located next to the Brookhaven Gymnasium, is open from 7:30a.m. to 4:30p.m., Monday through Friday when school is in session during the fall and spring semesters. Child care is available for children ages six weeks through five years of age. For more information, contact Campus Kids at (631) 451-4388.

The Michael J. Grant Kids' Cottage is located east of the Caumsett Hall parking lot. The Center is open from 7:30a.m. to 5:30p.m., Monday through Thursday and Fridays from 7:30a.m. to 4:00p.m. when school is in session during the fall and spring semesters. Child care is available for children ages six weeks through five years of age. For more information, contact Suffolk Kids' Cottage at (631) 851-6517.

Campus Services

Child care grant funding is available for students. Applications are available at the Children's Learning Centers.

The Eastern Campus maintains a list of local child care providers, available in the Admissions Office and Associate Dean of Students Office.

Copy Machines

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

Ammerman Huntington Library
Michael J. Grant Learning Resource Center

Counseling Center and/or Student Success Center

The Centers on each campus offer the following services:

Academic Advising

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

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) 548-2500
Michael J. Grant	Caumsett Hall 20	Phone: (631) 851-6250

Dining Services

The College and Aramark Higher Education are partners in creating and providing students and visitors to the Ammerman and Michael J. Grant campuses with enhanced dining experiences by offering a mix of national and proprietary restaurant brands, providing knowledgeable chefs, fresh food, as well as healthy and vegan options. To provide this service, the College implements a \$100 meal plan charge per semester for students taking nine credits or more on the Ammerman and Michael J. Grant campuses. These funds

Campus Services

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 [Campus Dish](#) website has additional information. Aramark Dining Services also handles all catering requests for events taking place on campus.

The Eastern Campus food service is an independently, Student Association funded operation, offering fresh, healthy vegan and vegetarian options as well as quick, grab and go items.

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

Ammerman	Babylon Student Center Southampton Building	Phone: (631) 732-1838
Eastern	Peconic Building	Phone: (631) 548-2534
Michael J. Grant	Captree Commons Health, Sports and Education Center	Phone: (631) 273-4374

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. Products are developed by students from the learning laboratories. Students receive a discount when presenting their Student ID Card.

Disability Services

The Office of Disability Services provides services and accommodations to students with disabilities so they can participate in all aspects of college life. Requesting academic adjustments at the college level is the student's responsibility and students are required to self-disclose a disability to the College in order to receive accommodations. Reasonable accommodations are adjustments to policies, practices and procedures that "level the playing field" for students with disabilities as long as such adjustments do not lessen academic or programmatic requirements. Accommodations are determined on a case-by-case basis based on both the student's needs as described in their disability documentation and the technical academic standards of their course or program. Students who need accommodations must submit written documentation of their disability to their home campus' [Office of Disability Services](#).

Under the direction of the College Director of Disability Services, counselors are available on each campus at the following locations:

Ammerman	Ammerman Building 202	Phone: (631) 451-4045
Eastern	Peconic Building 2nd floor	Phone: (631) 548-2500
Michael J. Grant	Caumsett Hall 20	Phone: (631) 851-6355

Educational Opportunity Program (EOP)

The Educational Opportunity Program (EOP) provides access, and 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 Educational Opportunity Program are eligible to apply as an EOP transfer student to other opportunity programs in New York State. The opportunity programs are College Discovery, HEOP (Higher Education Opportunity Program), SEEK (Search for Education, Elevation and Knowledge), or a similar program.

Campus Services

EOP Program Benefits:

- Pre-freshman summer program
- Academic advisement
- Holistic counseling
- Personal mentoring
- Tutoring services
- Supplement Instruction
- Financial assistance
- Priority registration
- Eligibility for membership in Chi Alpha Epsilon National Honor Society

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 of 3.0 Its motto is: “The tassel is worth the hassle.”

The EOP Offices are located at:

Ammerman	Huntington Library Building, B-22	Phone: (631) 451-4356
Eastern	Peconic Building, 2nd floor	Phone: (631) 548-3646
Michael J. Grant	HSEC Building, A-129	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, state, and institutional 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 Excelsior Scholarship, 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 \(FAFSA\)](#). Our knowledgeable staff is available for individual assistance regarding [financial aid programs](#) and eligibility guidelines and also to assist with the application process, including electronic filing.

Services are available in the following campus locations:

Ammerman	Ammerman Building - A16	Phone: (631) 451-4072
Eastern	Peconic Building, 2nd floor	Phone: (631) 548-2500
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
- 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:

- Free immunization clinics

Campus Services

- An annual health fair and blood drive
- Substance Abuse Education workshops and programs
- Wellness programs which include HIV and STD testing and smoking cessation classes.

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 College wireless network for free. New students must first create an account by going to the College [homepage](#) > MySCCC > New Students

Libraries/Learning Resource Centers



The [library homepage](#) is the information portal to the extensive academic library collections and services available at Suffolk County Community College. The three campus libraries, at the Ammerman, Eastern and Michael J. Grant campuses, offer a combined collection of more than 230,000 print and electronic books, and subscriptions and access to thousands of periodicals and newspapers online. General and discipline-specific online databases connect to numerous scholarly full-text sources. Selected databases include EBSCO Academic Search Complete, PsycARTICLES, CINAHL, ARTstor, ScienceDirect to name a few. In addition, the library offers videos and streaming media for instruction, including Films on Demand, Kanopy, Swank and other streaming services.

Library faculty are available to assist students in using information resources by offering one-on-one reference assistance. The library also offers virtual Chat and email reference services to assist students remotely. The library offers instruction in information literacy in

collaboration with discipline faculty. The library also offers a 1-credit course LIB101, Introduction to College Research face-to-face and online.

Computers are available for research in each library to access library resources, create documents and use other software for select courses, e.g. AutoCAD. College policies on network access and acceptable use apply. Library resources for currently enrolled students can be accessed from off-campus using MySCCC credentials.

Students can borrow a laptop for up to 2 hours to use in the library and can be checked out at the circulation desk. Students must provide their SCCC student ID card in order to borrow materials. Please check the website for circulation policies and procedures and for library hours.

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	Learning Resource Center	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, 119	Phone: (631) 451-4242
Michael J. Grant	North Cottage, Public Safety	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 publishes a monthly newsletter highlighting the programs, activities and events planned and provided by Multicultural Affairs.

The organizational structure on each campus includes an Assistant Director of Campus Activities and Multicultural Programming who is responsible for initiating multicultural activities and programs. Along with the Offices of Campus Activities and Student Leadership Development, Multicultural Affairs conducts diversity workshops and training, facilitates peer support programs, and teaches cultural blending, cross-cultural communication, as well as encouraging community involvement and community service.

The Multicultural Affairs Offices are located at:

Ammerman	Babylon Student Center, Suite 100	Phone: (631) 451-4459
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 Affairs

The Office of the Associate Dean of Student Affairs 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 exceptions to the refund policy, the medical withdrawal 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 Affairs 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

Campus Services

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 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 Building, 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
- Academic Coaching
- 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
- Workshops and Informational sessions

Applications to the Student Support Services (SSS) program will be considered on a first-come, first-served basis. Students must be in their first semester in the fall and full time (12 or more credits) in order to be considered. The program acceptance deadline is October 25th of each year. Please note that we are unable to accept students in the spring. Therefore, interested students should apply as early as possible. If you are interested in applying or would like to learn more about the SSS program on your campus, please contact your campus Student Support Services office.

Campus Services

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	Sagtikos Arts and Sciences Center 100A, 100B	Phone: (631) 851-6778

Veterans Services

(631) 451-4456 • veterans@sunysuffolk.edu

You Served, We Honor. At Suffolk County Community College we have a long-standing history of assisting veterans with maximizing their benefits and achieving their educational goals. With established centers on each of our three campuses, the Veterans Resource Center (VRC) proudly serves more than 700 military – connected students each year. We know that balancing college with military, career, family, and personal responsibilities can be extremely challenging. The VRC staff are available to assist student veterans and active duty military with understanding their benefits and ensuring that they will receive everything they are eligible for. The VRC is staffed with Professional Assistants and veteran work study students that are trained in providing referrals and accessing resources for veterans on campus as well as within the community. Students will receive a bi-weekly newsletter with information regarding benefits eligibility, community events for veterans, and news about various organizations serving veterans. Each campus also hosts a variety of events to increase awareness on campus and to assist with outreach to student veterans. Noted as a “Military Friendly” institution with Military Times, we take great pride in providing exemplary services to our student veterans, military service members and their families, so please stop by and visit one of our Veterans Resource Centers.

Veterans Resource Centers are located at the following locations:

Ammerman	Southampton Building, Room 126
Eastern	Peconic Building, Room 221A
Michael J. Grant	Sagtikos Arts and Sciences Center, Room 100

Ammerman Campus Student Life

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, including exhibitions by notable emerging and mid-career artists, as well as annual faculty and student exhibitions. For a full schedule of 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 co-curricular offerings at the College. 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 and field. Women's teams include basketball, bowling, cross-country, equestrian, lacrosse, soccer, softball, tennis, track and 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 website.

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. The mission of the Ammerman Campus Food Pantry is to provide temporary, supplemental food relief to students at no cost. In addition to helping alleviate hunger within our student community, the Ammerman Campus Food Pantry aims to reduce the impact that food insecurity has on the academic success of our students, and provide community referrals to assist with meeting other unmet basic needs. The Ammerman Campus Food Pantry aims to alleviate the barriers associated with food insecurity to support student success at SCCC, and to ensure that no student goes hungry because of lack of income or access to food.

Ammerman Campus Student Life

Alcave Game Room, Lower Level 23

The Game Room is located on the lower level of the Babylon Student Center. Students with a valid ID can play ping pong, or video games.

Information Booth Main Lobby (631) 451-4377

The Information Booth is located in the Main Lobby. Publicity concerning College and campus programs are all distributed from this location. Community announcements and bus schedules are also available.

Interfaith/Meditation Room, Room 36

This space is for individuals of all religious faiths and non-religious beliefs to experience a place for peace, prayer, and meditation. This is not a reservable space and is available for all individuals to use when it is open.

Meeting Rooms

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

Study Lounge Upper Level

A quiet space to catch up on studying.

Calendar of Events

A bi-weekly publication prepared by the Office of Campus Activities and Student Leadership Development lists their programs as well as club programs. Copies can be obtained at the Information Booth.

The [Calendar of Events](#) is available online.

Campus Activities and Student Leadership Development

Babylon Student Center 100, (631) 451-4376

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.

Ammerman Campus Student Life

The Nook

A rotating exhibit displays engaging, educational materials, celebrating or commemorating a variety of historical or cultural experiences.

Honor Societies

Alpha Beta Gamma is an international honor society for business majors.

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.

Psi Beta is a scholastic honor society at two-year colleges that recognizes academic achievements of students in the field of psychology.

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.

SALUTE is a National Honor Society for Veterans, Active Duty personnel, Reservists and Guardsmen. SALUTE stands for Service, Academics, Leadership, Unity, Tribute, and Excellence. SALUTE members have excellent records of academic success, earning a 3.0 or better cumulative GPA as well as showing a record of service to their school and/or community while completing their coursework.

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.

Sigma Kappa Delta is a collegiate honor society for students at two-year colleges. Members are eligible for scholarships and awards.

Sociedad Honoraria De La Lengua Española recognizes students at a two-year college who excel in the study of the Spanish language and Hispanic Culture.

Ammerman Campus Student Life

Music

**Southampton Room 18,
(631) 451-4346**

Any Suffolk County Community College student is allowed to participate in one or more of the College music ensembles. Available ensembles are the College Choir, Suffolk Singers, 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 32, 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.

The Student Government Association consists of an executive board of four officers (president, vice president, secretary, treasurer) and ten senators. 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 are an important part of the college experience as they can impact the student experience in a positive way. Through involvement in clubs and organizations, students are able to meet new friends and participate in fun and creative activities and trips while focusing on their academics studies. The Ammerman campus has a wide variety of organizations that welcome new members.

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 Website. 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. You can [search for a club or organization](#) on the College Website. 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.

Ammerman Campus Student Life

Student Publications

Two 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 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



Perspectives

Babylon Student Center 21, Lower Level (631) 451-4396

PRSPVTS, 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.

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.

Ammerman Campus Student Life

AMMERMAN CAMPUS MAP



- ① Parking Lots 1-8
- ☎ Emergency Blue Phones
- ♿ Handicap Drop-Off Zones
- ♿ Handicap Accessible Parking
- 🚑 Public Safety Offices
- 🏥 Student Health Services

BUILDINGS & FACILITIES:

AM	Ammerman Building
AU	Automotive Technology Building
BA	Babylon Student Center
BR	Brookhaven Gymnasium
CA	Campus Kids Childrens Learning Center
CO	The Cottage
HU	Huntington Library
IS	Islip Arts Building
KN	Kreiling Hall
NFL	Norman F. Lehtrecker Building
NO	North Building
PO	Plant Operations
RI	Riverhead Technology Building
SH	Shea Theatre
SM	Smithtown Science Building
SO	Southampton Building
WJL	William J. Lindsay Life Sciences Building

Directions: Take Long Island Expressway (I-495) to Exit 62. Proceed north on Nicolls Road (CR97) about 2 miles to first traffic light. Turn right at the main campus entrance.

Bus Routes: The Ammerman Campus is served by the following Suffolk County Transit bus routes: S-58, S-63, S-71, 6A, 6B.



SAYVILLE CENTER

30 Greene Ave., Sayville, NY 11782

Suffolk
COUNTY COMMUNITY COLLEGE

Ammerman Campus

533 College Road
Selden, NY 11784
(631) 451-4110
www.sunysuffolk.edu



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 schedule 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 Coordinator of Intramurals in the Health and Wellness Center, Room 107, 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 Website. The [Calendar of Events](#) is available online.

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, Peconic Building, 2nd floor for more information.

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.

Campus Food Pantry

The Eastern Campus Food Pantry is available to any student who is experiencing food insecurity. The Food Pantry is supported and maintained by Faculty, Staff, Students, and Student Organizations of the Eastern Campus Community. A variety of initiatives keep the pantry stocked and fresh throughout the academic year, led by the Campus Activities Board and community service organizations. Accessing the Pantry is easy by visiting the Office of Campus Activities and Student Leadership Development in the Peconic Building, Room 122.

Eastern Campus Student Life

Honor Societies

Alpha Beta Gamma is an international honor society for business and accounting 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 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 and lounge 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 in the Peconic Building, Room 122. Call (631) 548-2634.

Eastern Campus Student Life

Minority to Majority Leadership Academy

Designed to develop leadership skills, the Minority to Majority Leadership Academy is a semester long series of workshops sponsored by the Office of Multicultural Affairs. Students participate in activities and conversations that will develop a greater sense of confidence, professionalism, global understanding, and workplace readiness. For more information please visit the Office of Multicultural Affairs in Peconic 122.

Peer Mentor Program

Peer Mentors serve as support resources for students of the Eastern Campus. They are currently enrolled student leaders, employed by the Office of Campus Activities and Student Leadership Development that support students as they successfully navigate their studies at SCCC. Becoming involved as a Peer Mentor provides great benefits for both personal and professional development. Students interested in becoming a Peer Mentor can visit the Office of Campus Activities and Student Leadership Development in Peconic 122.

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, health and well being, and stress management. For information about these and other sessions, check the online [Calendar of Events](#).

Recreational Sports and Wellness Programs

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 video game systems as well as the new Health and Wellness Center (HWC). The 11,500 square-foot gymnasium is located on the southwestern corner of the campus. It has a resilient sports floor that can accommodate a regulation basketball court which can be divided into six practice courts. The space can also accommodate two volleyball courts or six badminton courts. The gymnasium features a three-lane running/walking track around the perimeter of the gym. On the north side of the lobby, opposite the gym is an elevated open 2,200 square-foot area containing strength and weight training equipment with a floor to ceiling rock climbing wall. Directly off the main lobby and backing up to the rock climbing wall, is a corridor leading to two multi-purpose classrooms separated by a movable partition; the rooms can accommodate up to 48 students.

Along the eastern side of the facility is a corridor leading to the pool area. The pool is an 8 lane competition and diving pool, featuring both a 1 meter and 3 meter diving board. Spectator seating will accommodate over 150 people and includes floor-level spaces for wheelchairs. Access to the locker room area is located directly off the pool deck.

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. Watch for information on special recreation nights at community facilities.

Major events include the annual Wellness Fair, blood drives, and programs for National Collegiate Alcohol Awareness Week. Each academic year a comprehensive wellness program is developed using the Eight Dimensions of Wellness as the focus. Programming in the areas of Emotional, Environmental, Financial, Intellectual, Occupational, Physical, Social, and Spiritual Wellness are offered to students.

Eastern Campus Student Life

Student Government

Peconic 110, (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 122, (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 Student Organization Handbook. Information about each organization and the name of the contact person for the group can be found on the College [Student Life](#) website or by inquiry in the Office of Campus Activities and Student Leadership Development, Peconic Building 122.

Student Publications

East End Elements

Peconic 111/112

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.

The Lighthouse News

Peconic 111/112

The Eastern Campus is home to the Lighthouse Newspaper, a student-run publication sharing happenings on the Eastern Campus and at the College. The newspaper actively reports on student successes, athletic and artistic events, and other activities that make SCCC special. We are always looking for contributors to write articles, share cartoons, and take pictures, so find out how to get involved today by asking for us in the Office of Campus Activities and Student Leadership Development, Peconic 122.

Eastern Campus Student Life

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 Student Life

EASTERN CAMPUS MAP



Eastern Campus
 121 Speonk-Riverhead Road
 Riverhead, NY 11901
 (631) 548-2500
www.sunysuffolk.edu

- Parking Lots 1-7
- Emergency Blue Phones
- Handicap Drop-Off Zones
- Handicap Accessible Parking
- Public Safety Office
- Student Health Services

BUILDINGS & FACILITIES:

CO	Corchaug Building
GH	Greenhouse
LIU	LIU Building
HW	Health and Wellness Center
MO	Montaukett Learning Resource Center
OR	Orient Building
PE	Peconic Building
PO	Plant Operations
SH	Shinnecock Building
WD	Woodlands Building

Directions: Take the Long Island Expressway (I-495) to Exit 70. Take County Road 111 four miles to Riverhead-Moriches Road (CR51). Turn left toward Riverhead and go north on 51. After 3 1/2 miles, turn right onto Speonk-Riverhead Road to campus entrance on right-hand side.

Bus Routes: The Eastern Campus is served by the following Suffolk County Transit bus routes: S-66 and 8A; by transfer at Riverhead: S-58, S-62, S-90, S-92.



CULINARY ARTS AND HOSPITALITY CENTER

20 East Main Street, Riverhead, NY 11901

Michael J. Grant Campus Student Life

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.

Campus Activities and Student Leadership Development

Captree Commons 110, (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! Do not 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 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.

Michael J. Grant Campus Student Life

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.

Alpha Sigma Lambda, Alpha Sigma Lambda's aim is to recognize the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. Alpha Sigma Lambda is dedicated to the advancement of scholarship and recognizes high scholastic achievement in an adult student's career. By so doing, this Society encourages many students to continue toward and to earn associate and baccalaureate degrees.

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

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.

SALUTE, the National Honor Society for Veterans, Active Duty personnel, Reservists and Guardsmen. SALUTE was founded in 2009 at Colorado State University, and has since grown to include chapters at almost 200 2-year and 4-year Colleges and Universities. SALUTE stands for Service, Academics, Leadership, Unity, Tribute, and Excellence. Students who become members at 2-year schools can transfer their membership to any 4-year school which has a chapter.

Sigma Chi Eta, is the official community college honor society of the National Communication Association (NCA). The goals of Sigma Chi Eta are to: Recognize, foster, and reward outstanding scholastic achievement; Stimulate interest in the field of communication; Promote and encourage professional development among communication majors; Provide an opportunity to discuss and exchange ideas about the field; Establish and maintain close relationships and understanding between faculty and students; Explore options for further undergraduate/graduate studies.

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 exhibits 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 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

Michael J. Grant Campus Student Life

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 and 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, and 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 Affairs. Student organizations are governed by a set of approved policies

Michael J. Grant Campus Student Life

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 Website.

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.

Volunteer Activities

The Office of Campus Activities and 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, blood drives, and alternative spring break. The Rotaract Club also participates and initiates volunteer activities. For more details, visit Campus Activities and Student Leadership Development Office, Captree Commons 110.

Wellness and Recreational Programs

The Office of Campus Activities and 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 Latin Dance Club, Fitness Club, and Step Up Dance Club. The Athletic Department, in Health Sports and 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, foosball, and checkers. Equipment for the outdoor games can be checked out with Student I.D. from the student lounge.

Michael J. Grant Campus Student Life



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.

Michael J. Grant Campus Student Life

MICHAEL J. GRANT CAMPUS MAP

- ① Parking Lots 1-5
- ☎ Emergency Blue Phones
- ♿ Handicap Drop-Off Zones
- ♿ Handicap Accessible Parking
- 🚓 Public Safety Offices
- 🏥 Student Health Services



BUILDINGS & FACILITIES:

AH	Asharoken Hall
CC	Center Cottage
CH	Caumsett Hall
CP	Captree Commons
KC	Suffolk Kids Cottage
LIU	Long Island University
LRC	Learning Resource Center
NC	North Cottage/Public Safety
NH	Nesconset Hall
PH	Paumanok Hall
PO	Plant Operations
SA	Sagtikos Arts and Sciences Building
SC	South Cottage
SF	Suffolk Federal Credit Union Arena
ST	Sally Ann Slacke Corporate Training Center
VN	Van Nostrand Theatre
WD	Workforce Development Technology Center

Michael J. Grant Campus

Crooked Hill Road
 Brentwood, NY 11717
 (631) 851-6700
www.sunysuffolk.edu



Directions: Take the Long Island Expressway (I-495) to Exit 53 (Sagtikos Parkway/Wicks Road). Follow signs to Wicks Road. Go south 1/2 mile on Wicks Road to campus entrance on right.

Bus Routes: The Grant Campus is served by the following Suffolk County Transit bus routes: S-33, S-41, 3A.



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 27 East):

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.

