

## ATTENTION NON-DEGREE STUDENTS

### Registration Policy Regarding Prerequisites

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

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

If a course requires writing, reading, or mathematics as a prerequisite, and you cannot verify your level of skill in any of these areas through transcripts or test scores, you may opt to take SCCC's college placement test (CPT).

If you have documentation which shows that a prerequisite was met, you can present this documentation, along with a prerequisite waiver request form (available on MySCCC), either in person or via email or fax to an academic dean. Please select the dean who is associated with the campus on which the desired course is offered (from the choices below). **Note:** Decisions on prerequisite approval may be emailed to your college email account, so be sure you have activated your email on MySCCC. If you have questions concerning this policy or its procedures, please call the appropriate office number.

- Ammerman Campus: Office of the Associate Dean  
Ammerman Building — 200A  
Phone: (631) 451-4528  
Fax: (631) 451-4962  
[prereqsa@sunysuffolk.edu](mailto:prereqsa@sunysuffolk.edu)
  
- Eastern Campus: Office of the Associate Dean  
Peconic Building — 224  
Phone: (631) 548-2562  
Fax: (631) 548-3611  
[prereqse@sunysuffolk.edu](mailto:prereqse@sunysuffolk.edu)
  
- Michael J. Grant Campus: Office of the Associate Dean  
Caumsett Hall – H100  
Phone: (631) 851-6750  
Fax: (631) 851-6532  
[prereqsg@sunysuffolk.edu](mailto:prereqsg@sunysuffolk.edu)

Additional information on this new policy and its procedures, including the prerequisite waiver request form, is posted to the student portal at [my.sunysuffolk.edu](http://my.sunysuffolk.edu) and on the College home page at [www.sunysuffolk.edu](http://www.sunysuffolk.edu) in the Quick Links search.