

# Suffolk County Community College

## BEACON PROGRAM FAQ

### FREQUENTLY ASKED QUESTIONS

[beacon.sunysuffolk.edu](http://beacon.sunysuffolk.edu)

### What is the Beacon Program?

**Suffolk County Community College's (SCCC) Beacon Program** is an opportunity for high school sophomores, juniors, and seniors who attend our partnering high schools, to take Suffolk's credentialed college courses that are offered at their high school through the Beacon Program, on their high school campus during their regular school hours, while simultaneously working toward high school graduation. We expect that participating students are able to handle college level responsibility including following directions and adhering to deadlines.

**Fall registration begins in September for half year Fall and Full year courses.**

**Spring registration begins in February for half year courses beginning in the Spring semester.**

Beacon 2024-25 tuition = \$65/cr.

### How do I create an account?

- Login at [beacon.sunysuffolk.edu](http://beacon.sunysuffolk.edu).
- Enter student name and information CAREFULLY and proofread before you save or enter.
- An SCCC student ID # will be automatically assigned by the college within 24-48 hours of creating your account. **Payment can be made once your Suffolk ID# is issued and visible in the Beacon portal.**

### Username (user.email)

- Choose a *personal email address* NOT a high school provided email address.

### Password (keep in a safe place)

- passwords must be 8 characters long (**they are case-sensitive**)
- must be unique
- must be distinctly different from your username
- include at least one uppercase letter, one lowercase letter and one number

If you have already created a Beacon account **DO NOT** create a 2<sup>nd</sup> account!

- If you cannot remember your username/user. email:

**Contact IT Help Desk at (631)451-4357 OR IT-Help@sunysuffolk.edu**

- If you cannot remember your password:

**Select “Forgot Password”**

- Date of birth must be entered as MM/DD/YYYY.
- Students are encouraged to enter their **Social Security #** for tax purposes and to prevent duplicate accounts. Can be left blank if student has no SS #.

\*If a student does not answer the question regarding race, in the enrollment section, they will receive an error message. Students may select more than one box for race, if applicable.

**PLEASE CONTACT YOUR CHILD’S BEACON TEACHER** if any errors were made during account set up (wrong DOB, email address, parent registered self instead of student...). Students can only view and correct errors to parent email/phone# in “My Profile” during registration.

- **DO NOT** create a new account if you cannot remember your username (contact our IT Help Desk) or forgot password (Select “Forgot Password”).

**For technical issues or corrections to your Beacon profile:**

**Contact our IT Help desk at**

**631-451-4357**

Or

**IT-Help@sunysuffolk.edu**

**IMPORTANT:** Check the Beacon portal after registration ends to be sure the courses you applied for are listed in your Beacon account.

## **How do I know which courses my child registered for?**

- **Login to the Beacon portal** (using student's login info) at: [beacon.sunysuffolk.edu](http://beacon.sunysuffolk.edu) and **select the "My Classes and Grades" tile** on the Home screen **OR Select the "Tuition Payment" tile**. Courses will be visible.
- **If you chose the wrong course or teacher you may select to remove it before payment is made, and status = Applied, by using the dropdown box in "Tuition Payment" next to the course. Select "Remove".**
- **If the courses you applied to during registration do NOT appear in your Beacon account, notify your child's teacher immediately. Your high school teacher will need to contact the Beacon office.**
- **If you miss registration, the college does not permit courses to be added from prior semesters and previous calendar years.**

### **Course status key**

- **"Applied"** = Course has been applied to but not paid for.
- **"Paid"** = Course has been paid for and will be uploaded to "Registered" within 7 days.
- **"Registered"** = Course application has been processed and college credit will be issued upon completion of the course.

## **How do I pay?**

**Your Suffolk ID# must appear in the Beacon portal before payment can be made.**

**Beacon courses are \$65 per credit (a 3-credit course = \$195).**

***Parent Consent*** is no longer required. Payment = Parent Consent

**Incorrect course or teacher selections** can be removed before payment is made (status = Applied) by using the dropdown box in "Tuition Payment" next to the course and selecting **"Remove"**.

Payment for Beacon Program college credits can be made in three ways:

1. **\*ONLINE (Recommended - with a credit/debit card).** *There are no fees for online Beacon Program payments.*
  - Login to Beacon at [beacon.sunysuffolk.edu](http://beacon.sunysuffolk.edu)
  - **Select** "Tuition Payment"
  - **Select** "Pay Now" and follow instructions.
  
2. **BY MAIL** (IF UNABLE TO PAY ONLINE) send check payable to Suffolk County Community College.

Suffolk County Community College  
 Attn: Academic Affairs/Beacon  
 533 College Road  
 NFL Bldg., Rm. 127C  
 Selden, NY 11784

3. **IN-PERSON** (IF UNABLE TO PAY ONLINE) at an SCCC campus cashier's office. *For cash, check, or money order payments ONLY.*
  - **Payment is required** for students to be officially registered and to receive college credit from SCCC.
  - Tuition bills will not be mailed by the college.
  - Email reminders will be sent if payment is not made.

\*Beacon tuition is non-refundable.

## Where can I find Course Grades?

1. **In the Beacon portal.** Always check for grades here first. If they do not appear in your Beacon account they will not be on your Suffolk transcript. **Contact your high school teacher if you paid for a course and did not receive a grade.**

Login at [beacon.sunysuffolk.edu](http://beacon.sunysuffolk.edu)

- Select **"My Classes and Grades"** tile
  
- 2. **In \*\*MySCCC** on Suffolk's website; [www.sunysuffolk.edu](http://www.sunysuffolk.edu). Directions on next page.
  
- Students must use their **Suffolk ID #** or **Social Security #** to access grades through the student portal, **MySCCC**.

**\*\*To access Suffolk's Beacon Program course grades through the MySCCC student portal:**

1. Go to: [www.sunysuffolk.edu](http://www.sunysuffolk.edu).
2. Select: Login
3. Under the MySCCC log-in box, is a box for New Students, select “**Create a username and password**” and follow the directions.

\*Beacon course grades must appear on your unofficial transcript in MySCCC in order to appear on your “Official Transcript”.

## **DROP/WITHDRAWALS**

\***Contact your high school teacher immediately** to drop or withdraw from a course.

If your high school class schedule changed or you have decided not to take a course for college credit **please contact your teacher** immediately. Drops/Withdrawals must be submitted by your teacher in the Beacon portal by:

Dec. 1<sup>st</sup> (Fall Semester, ½ Year courses Only)

May 1<sup>st</sup> (Full Year courses and Spring Semester Only)

**Please note: Courses cannot be added or dropped from a prior academic year.**

**\*Beacon tuition is non-refundable.**

## **How do I order a transcript?**

**IMPORTANT:** Check your MySCCC account for grades before ordering. Grades will be visible in the Beacon portal before they appear on transcripts. **If grades do not appear on your transcript in MySCCC but are in your Beacon account, \*\*select request to Hold the transcript until the grades for the college Beacon courses for high school students are officially uploaded (in mid-July).**

To request an **Official Suffolk County Community College Transcript:**  
(to transfer Beacon credits to a college or university)

- Go to [www.sunysuffolk.edu](http://www.sunysuffolk.edu).
- Select **QUICK LINKS** (very top).
- Select **Request Transcript** and follow the directions on the **parchment** logo. Use your Beacon/Suffolk ID #.

To obtain an **Unofficial Transcript** (to view courses and grades to share with the attending college/university for advising purposes only):

Go to: [www.sunysuffolk.edu](http://www.sunysuffolk.edu).

- Select: Login (Next to Quick Links) and create a MySCCC account.
- Select: **Students** then **Student Information**.
- Go to **Self Service Banner**.
- Select: **Students Record Menu** and **Unofficial Transcript**.

**The college does not permit courses to be added from prior semesters and previous calendar years.**

**\*The Beacon office cannot order student transcripts or waive transcript fees.**

For further assistance with transcripts contact:

Central Records Office (631) 451-4011  
[central\\_records@sunysuffolk.edu](mailto:central_records@sunysuffolk.edu)

## **Who should I contact?**

- **Contact your high school Beacon teacher for all course changes or to have a Drop Request submitted in the Beacon portal.**
- **Contact the IT Help Desk for login, password, user email corrections and technical issues.**  
**IT-Help@sunysuffolk.edu or call 631-451-4357**
- **Teachers can contact the Beacon office for corrections to their students Beacon account profiles and payment issues.**  
Lisa Calla [callal@sunysuffolk.edu](mailto:callal@sunysuffolk.edu)  
Alison Kudla [kudlaa@sunysuffolk.edu](mailto:kudlaa@sunysuffolk.edu)