SUNY
SCHENECTADY
COUNTY COMMUNITY COLLEGE

How to Access Your Student Records

Start at SUNY Schenectady's home page: **www.sunysccc.edu**

1. Click RECORDS & REGISTRATION
2. Click use Current Information, or update
3. For login, USERID = your 9-digit student ID number, it usually begins with 900
4. Enter your LOG-IN PIN to access your student records
   - Note: First time users your PIN will be birthdate in MMDDYY format. You will be asked to immediately change your PIN. Be sure to keep it in a safe place. PINs are case sensitive.
   - Be sure to set up a security question in case you need to reset your PIN.

You will then see the following menu:

Student Registration & Records

View Address(es) and Phone(s)
View your current address(es) and phone number(s). If an update is required, please contact the registrar's office.

Registration
Update your Educational Goal; Register for classes

Confirm Attendance and Accept Classes
You MUST Confirm your Attendance and Accept your Classes or you will be dropped prior to the start of the semester.

Student Records
View Holds, Mid-Term Warning, Final Grades, Student Schedule, Unofficial Transcript

Financial Aid
Review the status of your financial aid awards; Check the status of required documents.

Tuition Payment
View your Student Statement; Pay your Bill; Establish a Payment Plan

Bookstore Credit by Semester
View Bookstore Credit Available by Semester beginning two weeks before classes start.

Order Course Related Materials
Order your Course Related Materials directly from the College Store.
(Please note, you will not be able to return to Student Registration & Records without logging in again)

Student Tax Notification
View your Student Tax Notification Info (IRS 1098T)

After registering for classes, please review the highlighted items above.

Questions?
Contact Academic Advisement
518-381-1277
academicadvisement@sunysccc.edu