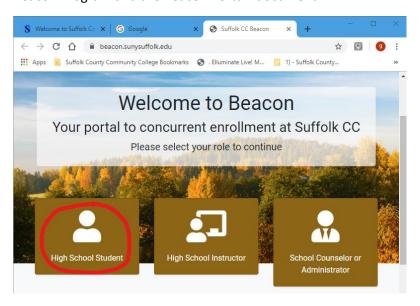
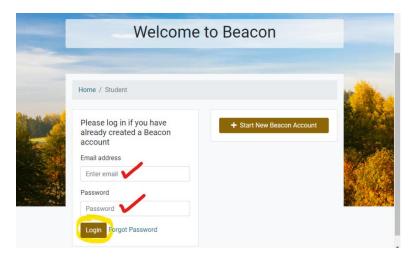
Apply for Classes

The process for applying for classes starts with class selection and requires the consent of your parent or guardian and the approval of your high school class teacher.

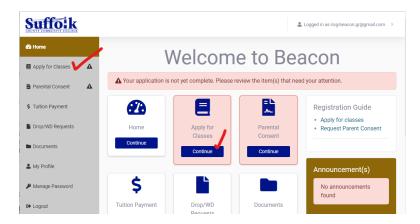
Here is how this works:

Access the Beacon Portal at https://beacon.sunysuffolk.edu/, click on the High School Student Icon and enter the email address and password you provided as part of the account creation process. If you have not yet created a Beacon Portal Account, please see the "Welcome to The Beacon Program and the Beacon Portal" document.

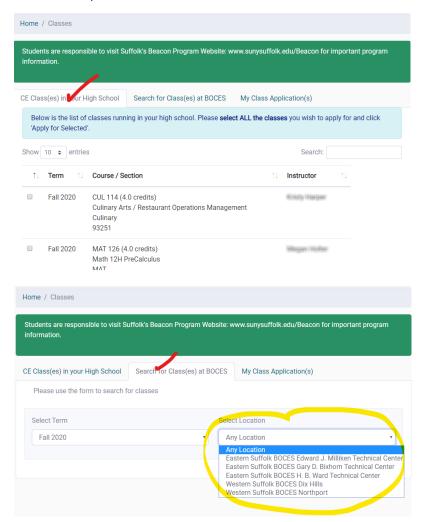




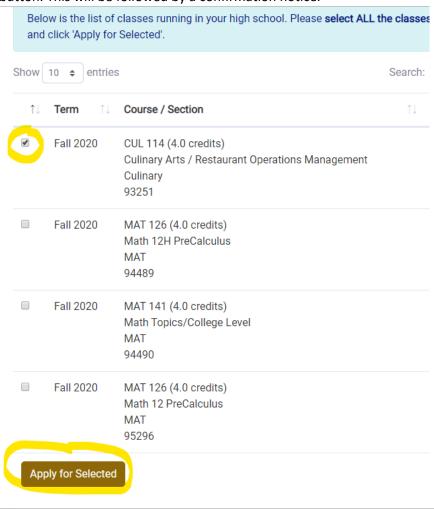
• From the Home Screen click on the "Apply for Classes" link in either the left side menu or from the available icons.

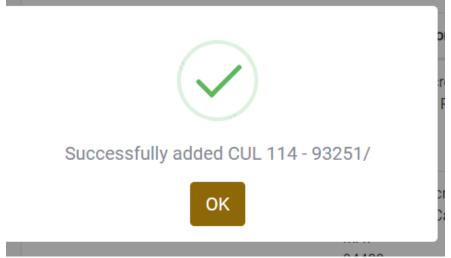


• In the first tab you will see classes certified in your high school by term. If you are taking a certified class at one of the BOCES facilities, click the second tab and select the term and facility from the dropdown.

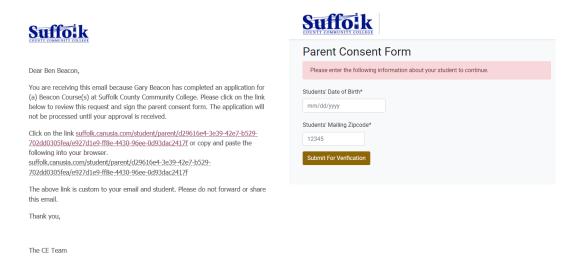


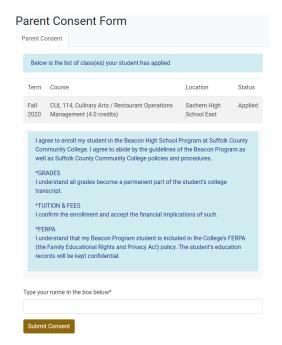
• To apply for the course you are taking, click the check box and click the "Apply for Selected" button. This will be followed by a confirmation notice.





At this point a request has been entered in the system for this course and an email will be sent
to your parent or guardian for consent to take the course. The email will provide a link to a
consent form.







• Your teacher will also need to confirm that you are taking the course and then your request will be sent to Suffolk for processing. The status of your request can be seen under the My class applications tab. It will stay APPLIED until you are officially registered by Suffolk

