



LEHMAN
COLLEGE

LEHMAN COLLEGE VISITING STUDENT RESOURCE GUIDE

Dear Visiting Student,

Congratulations on your Admission to Lehman College as a Visiting Student!

Understanding that you have many choices when considering a college to study at, we are pleased that you chose us. The Office for Special Academic Sessions has already processed your application and will expedite your registration shortly. You will receive an email confirming your registration once it is complete. This guide has been developed to provide you with answers to the commonly asked question "What do I do next?". We hope you find this booklet to be helpful.

As always please do not hesitate to contact the Office for Special Academic Sessions at **(347) 577-4001** or **(347) 577-4022** with any questions or concerns.



Download the Lehman College App for iPhone on iTunes!

WHAT DO I DO NEXT?

1. Create Your CUNYfirst Account

- STEP 1** Log onto CUNYfirst site: <https://home.cunyfirst.cuny.edu>
- STEP 2** Click First Time User
- STEP 3** Enter information as requested
- STEP 4** Choose Security Questions
- STEP 5** Create Password

2. View Your Schedule and Bill

- STEP 1** Log onto CUNYfirst site: <https://home.cunyfirst.cuny.edu>
- STEP 2** Click Self Service
- STEP 3** Click Student Center
- STEP 4** View your schedule and any outstanding balances

3. Claim Your Lehman College Email

Takes 3 business days after you are registered to be established

- STEP 1** Log onto <http://www.lehman.edu/live/>
- STEP 2** Click Outlook Live Email Log-In
- STEP 3** Your Student Username should be your first name, last name @lc.cuny.edu
- STEP 4** Your default password is your Initials in UPPERCASE, Year of Birth, Month, and the 4th and 5th # of your EMPL ID.
For example: Joe Smith August 5, 1978 EMPLID#20154789
Default password: JS19780854
- STEP 5** Create Password

4. Create Your CUNY Portal Account

- STEP 1** Log onto www.cuny.edu
- STEP 2** Click on Log-In CUNY Portal
- STEP 3** Click Register for a New Account
- STEP 4** Select the option that best describes your current affiliation with the University (Student)
- STEP 5** On the user validation page you must enter your Last Name, Social Security Number and Date of Birth. Click 'Next' to confirm your entry.
- STEP 6** Click 'Confirm' to verify the information you entered in the previous page.
- STEP 7** Select and confirm your password and e-mail address. Then click the 'Save' button. Make sure to store a copy of your user name and password in a safe place for future reference.

5. Log into Blackboard

- STEP 1** Log onto CUNY Portal
- STEP 2** Click on Blackboard from the homepage menu
- STEP 3** Keep in mind that the only the classes that are web based/have online components will appear in Blackboard.

A GUIDE TO THE LEHMAN CAMPUS



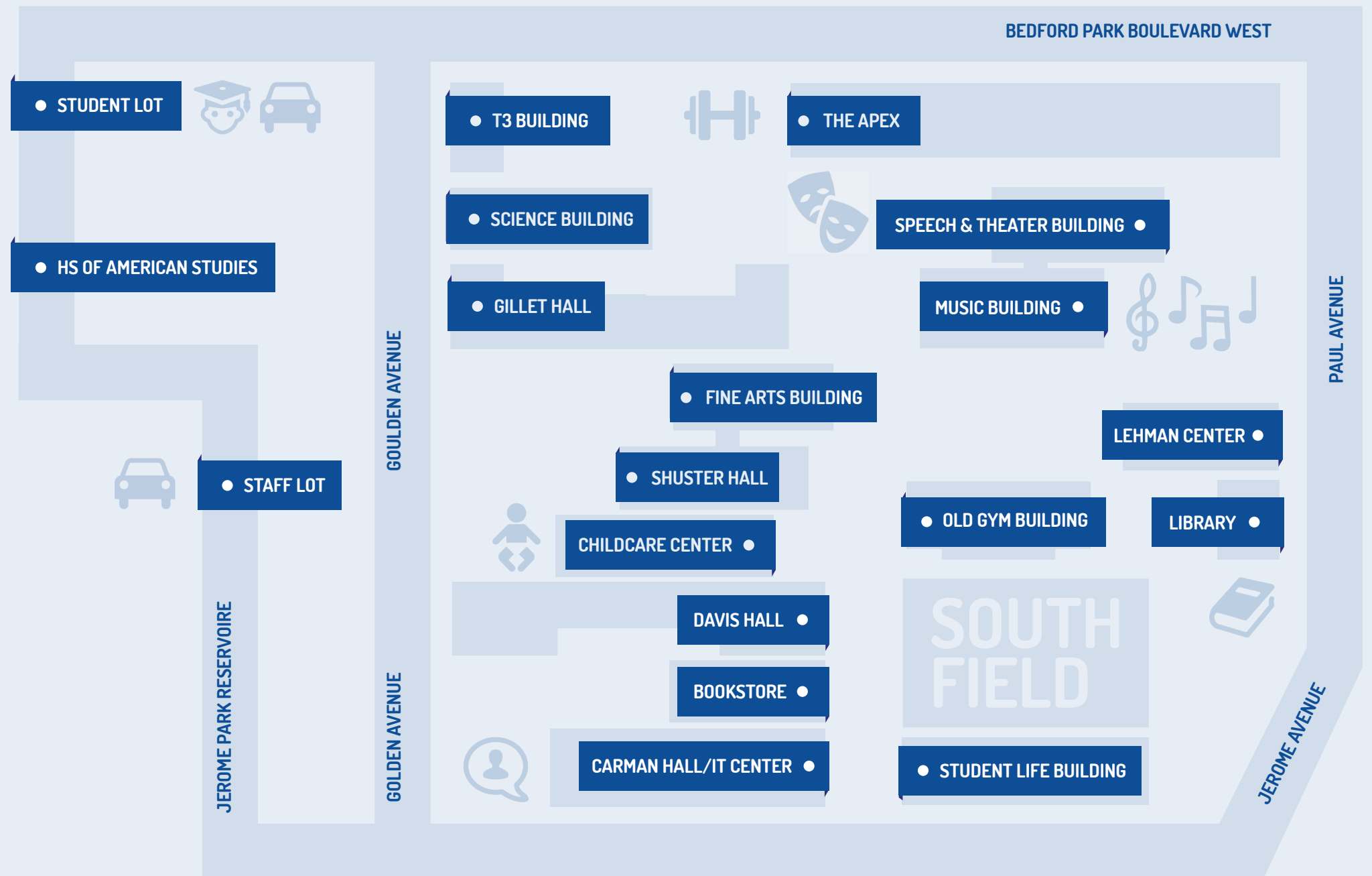
PAUL AVENUE ▶

◀ GOLDEN AVENUE

4

D

▶ BEDFORD PARK STATIONS, 4 & D LINES





LEHMAN COLLEGE

CAMPUS FACILITIES

Bookstore

The college bookstore sells materials for all Lehman College courses. Hours of operation and shop online services may be found at www.lehmanbookstore.com.

Parking

Parking permits are required to park in all student lots. Parking permits may be purchased in **Shuster 078**.

The APEX

The APEX is Lehman College's \$60 million Athletics facility. Visiting Students are entitled to use the facility free of charge. Lehman ID required to enter the facility.

Leonard Leaf Library

A full service library facility providing access to book collections, print /electronic journals, online databases, intercampus borrowing, research support, etc.

Art Gallery

Located in the Fine Arts Building the Art Gallery presents exhibitions, gallery talks & artists' talks throughout the year.

ID Cards

ID Cards are available in the Old Gym Building room 001. Student must have payment arrangements in place prior to being issued an ID card.

Undergraduate Admissions

Students interested in becoming a degree-seeking student should either visit or call the Undergraduate Admission Office in **Shuster Hall Room 161** at **(718) 960-8713**.

Graduate Admissions

Students interested in becoming a degree-seeking student should either visit or call the Graduate Admission Office in **Shuster Hall Room 150** at **(718) 960-8702**.

QUICK LINKS



Lehman College
HOMEPAGE



Lehman College
ADMISSIONS



Lehman College
CALENDAR



Lehman College
ADMIN. HOURS



CUNYFirst
LOG-IN



CUNY Portal
LOG-IN



Lehman College
STUDENT EMAIL



Lehman College
COURSE SEARCH



Lehman College
TUITION