Welcome to Lehman College!

We are so happy you are joining the Lehman College community and want your experiences to be positive. Use the check list below to assist you in keeping organized and on task as you go through the enrollment process. *****

CHECKLIST:

APPLY FOR FINANCIAL AID if you haven't already**.**

SCHEDULE A GENERAL EDUCATION ADVISING APPOINTMENT.

MEET WITH A FACULTY ADVISOR from your chosen major.

DECLARE MAJOR if we've accepted 45 to 60 or more credits.

SUBMIT COMMITMENT DEPOSIT.

SUBMIT IMMUNIZATION INFORMATION to the Student Health Center, T3 Building, Room 118.
http://www.lehman.edu/student-health-center

INTERNATIONAL STUDENTS APPLY FOR STUDENT VISA.

REGISTER. Please follow the instructions on the next page.

VALIDATE in the Bursar's Office.

If you need assistance or this information in an alternative format, please contact the Office of Student Disability Services at 718-960-8441.

FINANCIAL AID:

If you've already applied for financial aid and need to add Lehman's school code, add the following to your on-line FAFSA application – 007022

If you haven't applied for financial aid, you must first obtain a Federal Student Aid PIN at www.pin.ed.gov

Collect the documents needed to apply: income tax return(s), Social Security number(s), W-2 form(s), and other records of income and assets (if under 24, you may need parents' information also)

Complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov (school code-007022)

If you're a New York State resident, link to TAP (school code-1412) from your FAFSA application

Receive a Student Aid Report (SAR)

Verify your data

Receive your financial aid award letter.

ADVISEMENT:

Review your Transfer Credit Evaluation (TCE). S**chedule a general education advising appointment**:

> www.lehman.cuny.edu
> Click on "Current Students"
> Click on "Academic Advising"
> Click on "Schedule Now"

If we are unable to evaluate a college course you've taken at a previous school, you must go to the appropriate Lehman academic department for a faculty advisor's signature. **Please remember to provide faculty with a description of the course(s) taken from previous schools.** (see enclosed form for location of departments). Once you've acquired all of the required signatures, please return the TCE to the Transfer Evaluation Office in Shuster Hall, Room 161.

Lehman may accept up to 32 transfer credits from an **unaccredited college** after you have completed 30 credits at Lehman with a G.P.A. of 2.0 or better. Courses evaluated as equivalent to **specific** Lehman courses by the departmental advisors will transfer. Courses evaluated as elective courses will not transfer. It is your responsibility to inform the Office of Transfer Evaluations in Shuster 152 of your status once you have completed 30 credits at Lehman College.

Students who are receiving a second Bachelor's Degree should: Pick up a 'second degree' contract from the Academic Advising Office (Shuster 280) and see a faculty advisor for your chosen major.

Contact the Testing Office, Shuster Hall, Room 205 to verify if testing is needed.

DECLARATION OF MAJOR:

If we have accepted 45 to 60 or more credits, <u>within the first two weeks of class</u> you must declare a major in the department of your chosen major and file the declaration in the Registrar's office, Shuster Hall, Room 106.

COMMITMENT DEPOSIT:

Submit the **non-refundable $100.00 commitment deposit** to Lehman College's Bursar's office. This deposit will be applied toward your tuition when you enroll at Lehman College (this is not an additional fee).

Those whose Estimated Family Contribution (EFC) is $3,000.00 or less are exempt from paying the $100.00 deposit. **The sooner you file your FAFSA the faster you will find out if you are exempt**.

This deposit indicates your intention to enroll at Lehman, reserves your space in the entering class, allows the college to review your transfer credits, and schedule you for registration.

SUBMIT DOCUMENTS:

Submit Immunization information to the Student Health Center, T3 Building, Room 118.
www.lehman.edu/student-health-center/

Also bring any other document(s) the Office of Admissions has notified you to submit, for example:
        proof of residency
        proof of degree

Any documents missing from your application file will result in a "STOP" or hold on your academic record.

STUDENT VISA for INTERNATIONAL STUDENTS:

For the issuance of an I-20 contact the International Student Coordinator, Ms. Ann O'Sullivan at (718) 960-7274 or ann.o-sullivan@lehman.cuny.edu.

REGISTRATION:

Go to the CUNY Portal web site: http://www.cuny.edu CLICK ON *"Portal log-in"* and enter your CUNY Portal Username and Password to gain access.

If you do not have an account, CLICK ON *"Register for a New Account!"*, then follow the on-screen instructions. If you forgot your username and/or password CLICK ON *"Account & Password Reset?"* or **"E-mail a New Password."** Follow the instructions on how to access your username and/or password. If you encounter any other problems, contact the IT Help Desk Center at (718) 960 – 1111.

Once on the CUNY Portal, make sure your profile depicts Lehman as your primary college and STUDENT as your primary role. To change your college profile, click **on "My Profile",** then modify and save the changes.

CLICK ON the eSIMS link located under *"SSO Applications for Students"*

To view the schedule of classes CLICK ON *"Open Sections"* on the eSIMS menu. Here you will be able to search for classes based on certain criteria. For example, by department, days, times, etc…

To register for classes, position the cursor over *"Registration"* on the eSIMS menu. **Do Not Click!** There will be one or more semesters listed on the pop out menu to the right of *"Registration"*. CLICK ON the appropriate semester.

Once on the registration screen, you may enter up to five 4-digit registration codes at one time (one in each box). CLICK ON *"Submit"* to register your selected classes. Any problems incurred will be displayed at the top of the screen. The classes for which you have successfully registered will be displayed below any error messages.

Continue to add, drop, and replace classes until you are satisfied with your schedule.

VERIFY THAT THE COURSE(S) AND SECTION(S) THAT APPEAR ON YOUR SCREEN ARE THE COURSE(S) AND SECTION(S) FOR WHICH YOU SHOULD BE REGISTERED.

Once you are satisfied with your schedule, logout of eSIMS.

NOTE: All students must validate their registration by the required deadline otherwise their courses will be dropped. *If you've paid your tuition bill in full*, you can validate your courses either at the Bursar's Office in Shuster Hall room 031 or on eSIMS under Semester Bill.

VALIDATION:
Validation is the final step that all students must take in order to secure their registration. There are two methods of validation:
        In person validation: Students' bursar's receipt will be stamped in the Bursar's office.

        On line Validation: Students who choose to pay in full on line (only MasterCard and Discover are accepted) may print out their validated receipt.