ONLINE STUDENT HANDBOOK

Your Guide to Succeeding in
Online Learning at Lehman!

PROVIDED BY THE OFFICE OF ONLINE EDUCATION

2022-2023

TABLE OF CONTENTS

WELCOME TO THE ONLINE LEARNING STUDENT PEER MENTORING PROGRAM

Supporting Online Learners

What is it?

The Online Learning Student Peer Mentoring Program supports online students and scaffolds online learning at Lehman College. Considering the evolving needs of CUNY students, the Online Learning Peer Student Mentoring Program provides assistance to students to ensure their success in online classes.

By collaborating with faculty, staff, and students across campus, we have identified several areas where we plan to support you in succeeding in your online classes at Lehman!

Mentor Responsibilities

Mentors will be responsible for sending out regular communication, offering direction on locating additional technical support, directing online students to resources on effective online study strategies, and providing direction for overcoming any obstacles students may encounter in an online setting.

Mentee Responsibilities

- Request appointments with Mentors as needed through the Lehman Navigate system.
- Several types of appointment options are available; select one based on needs for learning.

MAKE YOUR VOICE COUNT: ONLINE LEARNING SURVEY

In order to help the Office of Online Education get a better understanding of your experience with online classes, please fill out the **student intake survey** so that we can support you all in the most efficient way possible throughout the term. If you have questions regarding the mentoring program and how we can support you, do not hesitate to contact us at lehman.online@lehman.cuny.edu.
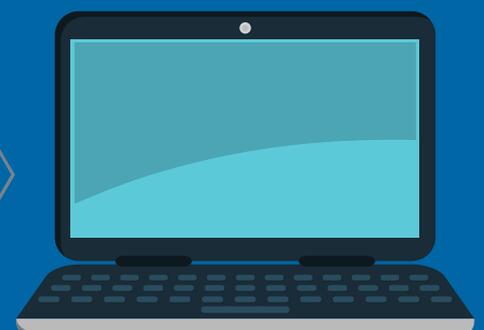
A WARM WELCOME FROM OUR LEADERS

Below are additional greetings from our leaders supporting the Online Student Mentoring Program at Lehman College.

As a leader in innovative pedagogy and instructional technology within the City University of New York system, we are proud to welcome you to the Online Learning Student Peer Mentoring Program at Lehman College. This program is designed to help our students navigate campus resources and to succeed in an online environment. Having the additional support for our students in online courses ensures their academic success and enhances their ability to make steady progress toward degree completion.

Peter O. Nwosu, Ph.D., Provost and Senior Vice President of Academic Affairs

As we continue to enhance the online learning experience at Lehman College, we would like to welcome you to the Online Learning Student Peer Mentoring Program! Peer-to-Peer Mentorship has proven to positively impact academic outcomes, student retention, and graduation rates. The online peer mentors serve as campus liaisons responsible for directing students to resources for succeeding online and embracing the college's culture at Lehman.

Victor M. Brown, Ph.D., M.B.A., Associate Provost for Academic Programs and Educational Effectiveness, and Accreditation Liaison Officer

Welcome to the Online Learning Student Peer Mentoring Program! Whether you are enrolled in a fully online program or taking your first online class at Lehman College, Online Learning Student Peer Mentors will serve as trusted counselors to answer any questions you might have about online learning to ensure your success. We are delighted to offer this program, founded by the Office of Online Education, where we are committed to creating accessible paths to your future!

Olena Zhadko, Ph.D., Director of the Office of Online Education

MEET YOUR MENTORS

Anthony Wheeler is a Learning Experience Designer and the founder of the Online Student Peer Mentoring Program. He is also a fellow CUNY student working on his Ph.D. in Urban Education + Digital Humanities at the CUNY Graduate Center and working with CUNY Central as a Professional Learning Research and Development Assistant with the Computing Integrated Teacher Education Initiative. His research includes focusing on digital pedagogical practices for integrating advanced digital literacies through culturally sustaining methods within education.

Anthony Wheeler
Online Student Peer Mentor & Program Coordinator
Learning Experience Designer
anthony.wheeler@lehman.cuny.edu

Fun fact: He loves video games and often uses them in his teaching!

Asma (ahs-ma) A. Neblett (neb-lette) is a writer, digital humanist, and alumna of the Center for the Humanities and the Digital Humanities graduate program at the CUNY Graduate Center. Her graduate thesis examined Toni Morrison's "Recitatif" through text analysis to discuss the pedagogical utility of research methods that originate from distant reading, which included discussions on sound and consciousness. Her specializations include critical, feminist, and text analyses, feminist and continental philosophies, digital audio workstation production, and digital pedagogy. She offers discussions about her topics in other areas of the humanities such as Women's Studies, philosophy, and in publications such as Urban Omnibus.

Fun fact: She makes weekly music playlists, customizes keyboards, and is co-producing two academic audio projects which will be available for streaming in 2023.

Asma Neblett
Online Student Peer Mentor & Educational Technologist
asma.neblett@lehman.cuny.edu

Alexis Tenenbaum is the Online Student Support and Resource Specialist. Previously, she worked as an Academic Advisor at BMCC and the Student Support Program Specialist at QCC. In the Office for Online Education, she is the point of contact for prospective and enrolled online students. Alexis has a MA in Applied Linguistics and a BA in Criminal Justice.

Alexis Tenenbaum
Online Student Support & Resource Specialist
*alexis.tenenbaum@lehman.cuny.edu*

Fun fact: She loves yoga & meditation, and is training to begin teaching it!

These are the mentors who will be working with you! Learn a little bit about them, and reach out to them via Navigate. All mentors can meet in-person in Carman 249 or via Zoom.

The Office of Online Education

CONTACT YOUR MENTOR USING NAVIGATE

Welcome to
Lehman College

NAVIGATE

Login with your CUNYfirst Credentials ⧉

ⓘ Need help logging in?
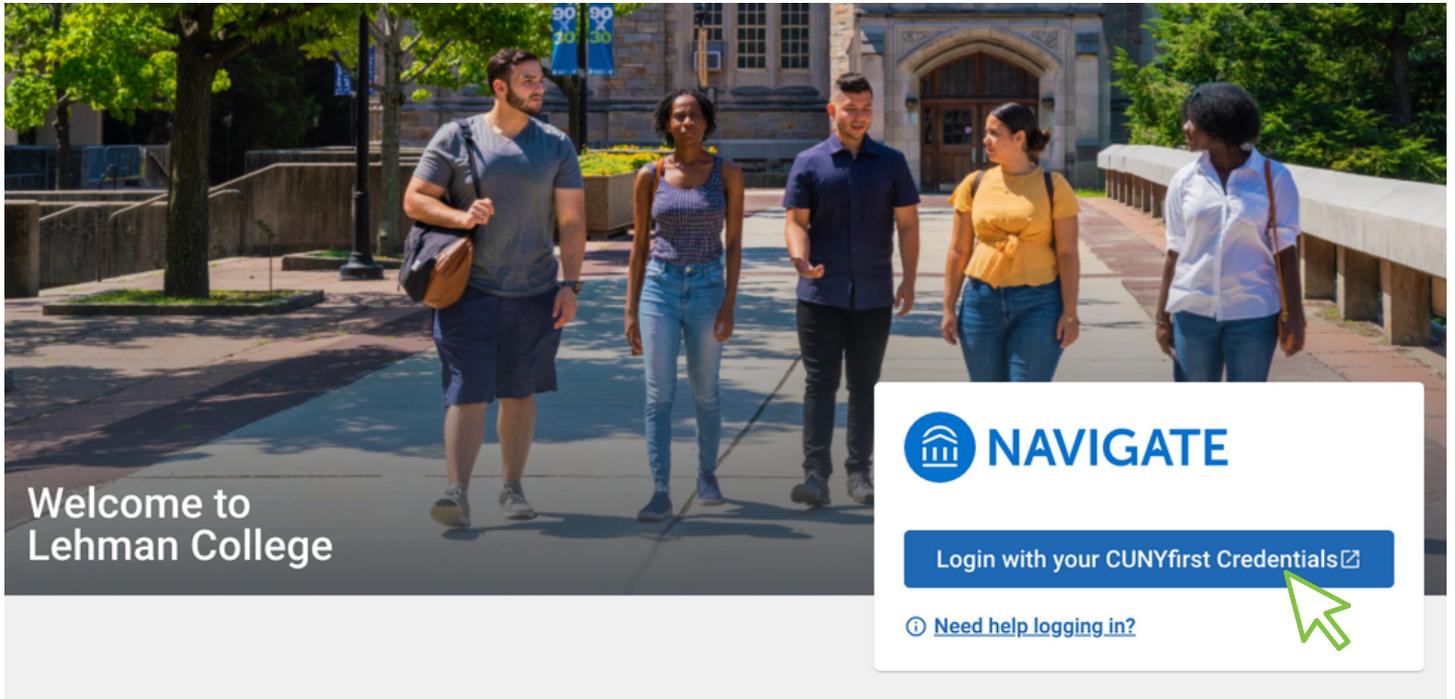
What is Navigate?

The Navigate system enables students to connect with staff and faculty. You can use it to schedule and track appointments and get info on campus services. Use your CUNYfirst username and password to log in, Access Navigate via desktop, phone, or mobile app.

Schedule a Mentoring Appointment in 3 Easy Steps

1. Sign in to Navigate using your CUNYfirst login, or access Navigate via the App Store, Google Play, or the Lehman College mobile app.

2. Go to "Schedule an Appointment." In the mobile app version, click "Appointments" and then "Schedule an Appointment." In the web browser version, just click "Schedule an Appointment."

3. Select your appointment type/service. Choose from available days/times & schedule.

Campaign Events

You may receive an email notifying you that you are invited to participate in a campaign. These are special events that your mentor (or other members of your success team) will be hosting for specific dates/times. To reserve a spot, click the unique link in the email sent to you, or login to Navigate and click the Campaign button, which should have a notification number hovering over it.

AREAS & TYPES OF MENTOR SUPPORT

3 FORMATS OF MENTORING APPOINTMENTS

ONE-ON-ONE

One-on-one sessions are designed for mentees to receive direct assistance with specific challenges.

GROUP SESSION

For group sessions, up to 10 students are able to work directly with the mentor and each other in a collaborative space to identify and adress specific questions related to online learning.

PRESENTATION

Presentation sessions entail a mentor giving a brief (15 minutes or so) overview on a specific topic, leaving the remaining time for students to ask questions.
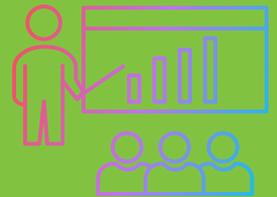
AREAS OF SUPPORT FOR MENTORING

ORIENTATION TO ONLINE LEARNING

The assigned mentor will provide an overview of essential resources for successfully completing online coursework at Lehman College. Topics can include navigating a Blackboard course shell, understanding various course modalities, accessing library resources remotely, etc.

TIPS FOR SUCCEEDING IN ONLINE CLASSES

Mentors will assist students with more adept topics relating to strategies for succeeding within online learning environments, such as time management, establishing a productive learning space, interacting/connecting with peers, navigating campus resources, etc.

ASSISTANCE WITH EDUCATIONAL TOOLS AND TECHNOLOGIES

Mentors will assist students with troubleshooting and mastering institutionally supported educational technology. This can include (but not limited to) submitting an assignment in Blackboard, creating a VoiceThread, reviewing originality report on TurnItIn, using accessibility features in Microsoft Office and/or Acrobat Adobe, and more.

YOUR PREPARATION CHECKLIST ONCE ENROLLED

Before Classes Start, Be Sure To...

✓ CLAIM YOUR CUNYFIRST ACCOUNT

You will need to claim CUNYfirst account in order to search for classes, register, swap courses, view your financial aid package, pay your bill, view your transcripts, apply for graduation and much more!

Step 1: With your preferred browser, go to: https://home.cunyfirst.cuny.edu.
Step 2: Select "New Users"
Step 3: Follow the on-screen prompts and enter the required information.

When you have successfully claimed your CUNYfirst account, you will see a message with your CUNYfirst Username. Your Username looks like this: Jean.Doe11

Please be sure to write down your Username and EMPLID. Do not share your password.
If you have any issues claiming your CUNYfirst account, you may reach out to the Help Desk at
helpdesk@lehman.cuny.edu or call 718-960-1111.

✓ REGISTER FOR CLASSES

To register for classes, please follow the instructions on the Office of the Registrar webpage. Students may utilize Schedule Builder, a real-time class scheduling tool, that enables students to plan and register for courses that meet their individualized needs.

Student's may refer to the Schedule Builder Student Manual for detailed instructions on how to:
- Search for available classes
- Enroll in classes
- Build preferred schedules that work for you!

Additional resources such as FAQs and video tutorials may be found on the Schedule Builder webpage.

✓ FILE FOR FINANCIAL AID

Filling out an online FAFSA. This allows the transmission of your information directly to the federal government and eliminates the need for a paper FAFSA. In order to file an online FAFSA, you must use your FSA ID. If you are a dependent student, required to submit parent information on your FAFSA, one of your parents will need a FSA ID also.

Be sure to enter the Lehman College Federal Title IV code, 007022, in the appropriate boxes. Lehman College will not receive your application information unless you indicate it on your FAFSA.

About two weeks after filing, contact the Lehman's Financial Aid Office for information about your award status. Then, pay your tuition! For more information contact Lehman's Bursar Office at 718-960-8573. In order to not be dropped from your course, you need to have a payment plan in place.

REMOTE RESOURCE TIP!

The G.P.S Program (Go. Persist. Succeed) at Lehman is dedicated to serving all first-time, full-time students from their first year through the finish line. As part of the GPS program, students can receive services in academic advising, career development, financial aid planning, academic support, and personal counseling. Click to see more!

WHAT TO EXPECT WHEN TAKING CLASSES ONLINE

Breakdown of Learning Modalities - Effective Spring 2023

Lehman College, a senior college of the City University of New York, provides an affordable, flexible and accessible path to your success! Choose from our many online programs or online courses offered. Additionally, explore our online non-credit courses and certificates.

Hybrid Asynchronous (HA)

Hybrid classes offer a **combination of in-person and online instruction/contact hours.** Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). **Online portions of the course are offered asynchronously.**

Hybrid Synchronous (HS)

Hybrid classes offer a combination of in-person and online instruction/contact hours. Contact includes instruction, learning activities, and interactions (both student-student and/or student-instructor). **Online portions of the course are offered synchronously.**

HyField (HF)

HyField classes offer a combination of in-person instruction hours that occur off campus doing field-based experiential learning (e.g., primary research, museum visits, local or international team-based projects for a nonprofit or company). **HyField classes do not require classroom access—all in-person instruction occurs off-campus**

Online Asynchronous (OA)

Online Asynchronous classes **require all contact hours to be held online asynchronously.**

Online Synchronous (OS)

Online Synchronous courses resemble on-campus In-Person ones in that students must be (virtually) present at the same time. **All required instructional hours are online.**

Online Mix (OM)

Online Mix classes offer a **combination of online synchronous meetings and asynchronous online work.** It is recommended that at least 25% and at most 75% of classes in Online Mix courses are scheduled to meet at a set time online. **All required instructional hours are online**

In-Person (P)

In-person classes require all contact hours to take place **on campus or at a designated location during scheduled times.**

HyFlex (HX)

A HyFlex course provides students multiple learning paths and is distinguished from other mixed modality courses by relying on student choice from session to session, rather than having the instructor determine the modality for any given lesson. **The number of formats available to students will vary from course to course.**

Synchronous V.S. Asynchronous

Synchronous Online are 100% of instruction delivered online, with required scheduled dates and times for real time online class meetings.

Asynchronous Online are 100% of instruction delivered online, with no required real time meetings.

UNIVERSITY POLICIES TO KNOW

(Before the Semester Begins)

STATEMENT OF ACCESSIBILITY

At the college level, students with disabilities must self-identify in order to receive accommodations. (Prior to college, the school district is responsible for identifying and evaluating students.) The Office of Student Disability Services asks that all faculty include the disability access statement below, as well as announce it to the class on the first day. In this way, faculty can help facilitate success for students by increasing awareness of a vital campus resource.

Lehman College is committed to providing access to all programs and curricula to all students. Students with disabilities who may need classroom accommodations are encouraged to register with the Office of Student Disability Services. For more information, please contact the Office of Student Disability Services, Shuster Hall, Room 238, at 718-960-8441.

ACADEMIC STANDARDS

Students are expected to achieve and maintain a minimum GPA requirement during their enrollment at Lehman College. In order to remain in good academic standing, students must attain a minimum GPA of 1.5 for the first 12 attempted credits, 1.75 for the first 24 attempted credits, and a 2.0 cumulative index thereafter.

Total number of credits attempted include Lehman College Fs, FINs, Ws, WFs, WUs, Ps, NCs, Rs, WDs, WNs, or their equivalents, and all transfer credits.

ACADEMIC INTEGRITY

While honest scholarship is time-consuming and often requires hard work, it is also the primary process by which students learn to think for themselves. Faculty members must teach respect for methods of inquiry within the various disciplines and make assignments that will encourage honest scholarship; students in turn must uphold a standard of honesty within the College, thereby affirming the value and integrity of their Lehman degree. The following definitions and procedures govern cases involving undergraduate student work.

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

REMOTE RESOURCE TIP!

The Office of Student Disability Services's (SDS) mission is to offer students with disabilities equal access to all Lehman programs and activities in a climate that is welcoming and conducive to individual growth. Their philosophy promotes independence, self-awareness, self-determination, and self-advocacy. Click here to learn more about how they can aid you in your remote learning experience.

HOW TO PREPARE

The Week Before Classes

We suggest giving yourself ample time to become comfortable with the set of platforms you will be utlizing regularly as a member of the Lehman community. See our documents and video walkthroughs linked below to help become familiar with routine processes:

GETTING STARTED: HOW TO BE SUCCESSFUL ONLINE

1. Watch the Blackboard Walk-through Video
2. Watch the Tips for Online Student Success Video
3. Complete the "Are You Ready?" one-hour online student orientation
4. Review Student FAQs for commonly asked questions about Online Learning

ACCESSING MATERIALS AND SUPPORT

Check your CUNY email for updates from your professors
- If you are having trouble check out: What is my CUNY Email?

Understand how your professors plan to deliver course information and content. Popular platforms for this include Blackboard, Zoom, WebEx, campus platforms like ePortfolios, blogs, the Academic Commons and more. Some professors might be emailing you a lot. And for some courses, a professor might try one method and then change if it's not working out as expected.
- Make sure you know how to contact your professor
  - If you don't know your professor's email, look in the campus directory. If that doesn't work, try contacting the department.
- Make yourself a document with quick links to each of your courses and/or bookmark them in your browser.
  - Make sure you know how to log in to each course.

LEONARD LIEF LIBRARY

Information regarding accessing library resources from off-campus can be found here.

See the full list of library resources/databases at end of the handbook.

REMOTE RESOURCE TIP!

You can find a robust list of links to various library collections, remote research guides, video tutorials, and a chatbot to contact a librarian instantaneously at the end of this handbook! Click here to see more information.

LIBRARY
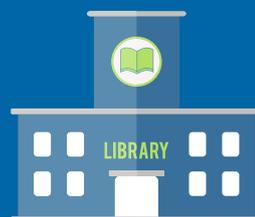
TECHNOLOGY: LEHMAN COLLEGE SYSTEMS

INTERNET ACCESS

Some area service providers are offering free or reduced-cost internet access for qualified households. If you do not have reliable access to the Internet, please make sure your instructors know that. Your professors should make arrangements for you to complete work.

- CUNY Continuity for Students has information about free and reduced-price internet and mobile plans
- Comcast
- Spectrum
- Optimum

SET UP YOUR LEHMAN COLLEGE EMAIL

Students are expected to check their email regularly to stay informed. All official communications from Lehman College are sent to your Lehman email. It is important for students to check their Lehman College email frequently for time-sensitive information.

1. Set up your Lehman College Student E-Mail by going to lehman.edu/live
2. Enter Your Username: FirstName.LastName@lc.cuny.edu*
3. Next, enter your Default Password. Default passwords follow this format: Your initials in capital letters, followed by your four-digit birth year, two-digit month of birth and fourth and fifth digits of your EMPLID. Example JS19940392. Once you successfully log in, you will be prompted to change your password.
4. You will be prompted to change your email password every 180 days.

Note: In cases of duplicates, usernames may have a number added to the name.

ACCESS LEHMAN 360

Use Lehman 360 for a quick view of all your student information in one place from several Lehman systems. You can receive personalized notifications or messages so you can take appropriate action. Also, Lehman360 holds a digital copy of your Lehman Student ID, in case you need it.

- **On your mobile device**, download the Lehman 360 app from the App Store or on Google Play. You will find L360 under "My Lehman."
- **On your computer**, go to the Lehman home page and find Lehman 360 under "Login" at the top of the page.

To log in: Use your Lehman email account information, your Lehman firstname.lastname and your email password.

ASSISTIVE TECHNOLOGY SERVICES

Assistive technology (AT) makes it possible for individuals with disabilities to perform functions that might otherwise be difficult or impossible. It can range in nature from hardware devices such as wheelchairs to computer software and hardware. The Office of Student Disability Services supports and maintains accessible computer workstations with state-of-the art AT for all of the office's registered students in Shuster Hall, rooms 181 and 238, in its Access and Technology Center (ATC) in Leonard Lief Library, room 146, and in classroom labs on an as-needed basis.

-on-one, personalized training on general technology software and on assistive technology hardware/software is provided by our in-house, assistive technology specialist. The type and amount of training provided is determined on a case-by-case basis. (For some equipment, training is required prior to use or equipment loan.) The SDS also hosts group AT demonstrations and workshops in the ATC. For more information on assistive technology programming, please contact Pedro Laureano, our Access and Technology Specialist, either by phone at 718-960-1167 or by e-mail at pedro.laureano@lehman.cuny.edu.

GETTING COZY WITH BLACKBOARD

Online courses at Lehman College are delivered via the Learning Management System, Blackboard. Students will register for courses, and then log in to Blackboard to participate. It's important that students log in the first day of class. You can view the start date of your course in CUNYfirst. You can also view semester start dates on the College Calendar.

Steps to Accessing Blackboard

1. Go to the Lehman College homepage at lehman.edu
2. Underneath the login tab at the top right of the page, choose Blackboard
3. The credentials are the same as the CUNYfirst Username and Password, however, the Username is followed by @login.cuny.edu (ex. Doe11@login.cuny.edu)
4. Visit our Blackboard Support page for additional help
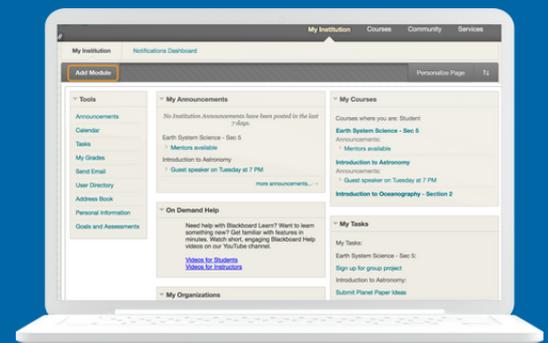
Blackboard Has An App!

Students may access Blackboard on their mobile device by downloading the Bb Student App. It's a great way to see what happened in your online course since you last logged in. However, we do not recommend that students use it to post coursework or take tests because not all Blackboard functions are available through the Bb Student App.
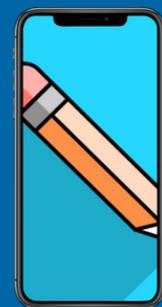
Remote Resources Tip!
FEELING OVERWHELMED BY TECHNOLOGY?
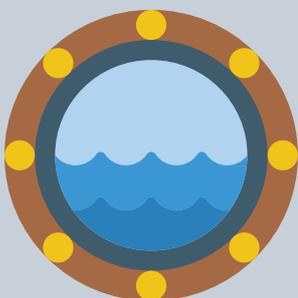
Try contacting the Academic IT Center! The Academic IT Center is a place for the entire College community. Their goal is to assist students in becoming more efficient and effective learners. They are open to all who want to enhance their academic IT skills!

If you have any technical issues logging in or once you are in your Blackboard course, or issues with Lehman technologies in general, visit the Lehman Help Desk website. You can also email the Help Desk (help.desk@lehman.cuny.edu) or call 718-960-1111.

TIPS FROM OUR ONLINE STUDENTS

In Summer 2021, 11 students participated in the CUNY Recovery Corps program by interning with the Office of Online Education. At the end of the internship, the students shared their tips for success in an online class. Below are a few highlights, but more can be heard on our website. The diversity of the students enables us to have transcripts and audios in English, French, Italian, and Spanish.

PHILOMINA OFOSU

Freshman, Biology

Hi everyone, Philomina Ofosu is my name, a student from Lehman college. One major tip for success during our remote learning is about **managing one's time effectively.** I think this will help because it will make one comfortable and be able to stay focused. One has to spend some time to get familiar with their online courses, understand what is expected of them, map out key due dates, and plan study time. Block out study time in a physical or digital planner, such as an Outlook calendar. A consistent routine will help one stay on track such as waking up at 7 a.m., studying from 8 a.m. to 12 p.m., taking a break, then resuming your studies from 2 p.m. to 6 p.m. Also, have time to go over your notes before classes start to be able to ask the right questions. At the end of the week, reflect on how you did, and adjust your routine as required. Research shows that learners retain more information if they spread their study over multiple days or sessions therefore putting pressure on yourself to learn everything in a day will do more harm than good. Make sure your routine works with your other commitments so you're more likely to stick to it. Always remember that time management is a key factor every student has to implement in their studies to be able to achieve their set goals.

EMILE ZOUNON

Senior, Computer Information Sciences

"Can you hear me? You are on mute. I can't see you. my internet is so bad." Online classes. We all have stressed about that style of learning—so many technical difficulties. I am Emile Giovannie Zounon, a senior student. Like you, I have been taking online classes despite all those technical difficulties. And so far, I have kept my 3.9 GPA since Spring 2020. How did I do when I have had those difficulties? Recording. I carved out a time to watch the recording of the class over and over. The advantage of a recorded class is that you can rewind the explanation until you understand the concept. Please do not skip the class and say I am going to watch the recording later. I skipped one intensive stat class, and I was lost during the recording. So, attend the class, then watch the recording. The more you watch, the better you understand. So obsess over the recording until each word of your instructor resonates with you. This is my best tip to succeed in an online class: **Obsess over the recording.**

MIRABEL ASHLEY

First-Year Graduate Student, Special Education Teacher for Adolescents

Hello, my name is Mirabel Ashley, and I am a current Lehman College student. I'm sure at some point in our lives, we have all been stressed out waiting for hours or days for instructors to respond to emails regarding online tasks, and most of the time, when they reply, the guidelines are unclear. Well, Discussion boards are the main focus for online interactions and an effective way to get students involved in online learning. **Discussion boards** are one of the most significant tips I utilized for successful online learning. I used discussion forums as a reminder to stay on track with my tasks. When I was stuck on a project or assignment and couldn't reach out to my professor for assistance, discussion boards were a fantastic way to break down the project. This is so that I can see what my classmates have written and have a better understanding of the assignment discussion boards help students feel more united and guarantee that everyone is communicating with one another. discussion boards are a great tool for students to improve their critical thinking skills while also promoting social interaction. One can also benefit from the opinions and ideas of others engaging in discussion boards. I strongly advise new students to constantly engage or be active on the discussion boards.

REMOTE CAMPUS CATALOGUE

COMMUNITY RESOURCES

Office of Campus Life
Division of Student Affairs

What We Do: Student Government, Leadership Center, Clubs Rooms (Study Rooms), Game Room, Food Bank, Meridian Student Newspaper, Career Closet, Radio Station, Conference Rooms, Multipurpose Rooms, Retreats/Trips. We also offer Laptop loans in which students are able to use while in the SLB, along with free wifi.

A Message from Us: We can not stress this enough but check your student email daily and Blackboard as well! There is so much information and communication that happens through those platforms and if a student is not checking daily - they are bound to miss some vital information pertaining to their classes!

Website
Contact: Suzette Ramsundar, Associate Director of Campus Life, suzette.ramsundar@lehman.cuny.edu
Hours: Monday through Friday, 9:00 AM – 5:00 PM

The GPS Program (Go. Persist. Succeed.)

What We Do: The GPS Program (Go. Persist. Succeed.) at Lehman is dedicated to serving all first-time, full-time students from their first year through the finish line. As part of the GPS program, our students receive services in academic advising, career development, financial aid planning, academic support, and personal counseling.

Schedule an advisement appointment with your GPS Academic Advisor via the Navigate system!

Website
Contact: gps.program@lehman.cuny.edu
Hours: Monday through Friday, 9:00 AM – 5:00 PM

The Percy Ellis Sutton SEEK Program

What We Do: SEEK (Search for Education, Elevation, and Knowledge) is a state-funded educational opportunity program of the City University of New York. The SEEK Program provides access to the University's senior colleges under non-traditional admissions criteria for talented and motivated high school graduates who need academic and financial support.

SEEK at Lehman College provides supportive services to all incoming pre-freshman, transfer, and continuing students enrolled in the program. Supportive services include academic, career, financial aid, and social services counseling, tutorial services, specialized academic workshops, and a pre-freshman summer program.

Website
Contact: seek.office@lehman.cuny.edu
Hours: Monday through Friday, 9:00 AM – 5:00 PM

REMOTE CAMPUS CATALOGUE

(Continued)

COMMUNITY RESOURCES

Leonard Lief Library

What We Do: The Library supports Lehman's educational mission and is committed to providing staff, facilities, resources, technology, and services that meet the information and scholarly requisites of the College community, help foster personal and professional development, and inspire lifelong learning.

General Resources
- Library Website
- Research Guides
- FAQs
- Remote Resources Research Guide
- Instructional Videos

List of Library Liaisons and their subjects.

Ask a Librarian -- includes options to chat online (this has been most popular during the pandemic), email the library, make a research consultation with a subject specialist, email, or call us.

Collections
- OneSearch (searches all library books + ebooks, as well as many electronic resources like journals, magazines, etc). It can be accessed via the big search box on this page.
- Databases (newspapers, magazines, journals – this page also has options to sort via subject and type.
- E-Reserves: https://libguides.lehman.edu/er.php?b=c

**Schedule Study Space (also works for IT Center)**: https://libcal.lehman.edu/

Receive updates through the Library's Social Media:
Instagram
Twitter
Facebook

Website
Contact: 24/7 chat available HERE
Hours: Monday through Friday, 9:00 AM – 5:00 PM
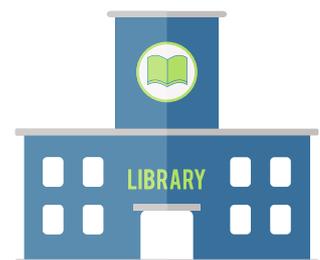
Career Exploration & Development Center (CEDC)
Division of Student Affairs

What We Do: The Career Exploration & Development Center (CEDC) assists Lehman students and alumni with all phases of their career development, to help them transition from college to career. This includes career exploration and counseling, deciding on a major, employer connections and internships. We strive to provide the highest standards of comprehensive and specialized services so that students may successfully meet the challenges of a globally competitive job market.

Website
Contact: career.services@lehman.cuny.edu
Hours: Monday through Friday, 9:00 AM – 5:00 PM

REMOTE CAMPUS CATALOGUE

ACADEMIC SUPPORT

Instructional Support Services Program (ISSP)

What We Do: The Instructional Support Services Program (ISSP) is the home of the Lehman Tutoring Center (LTC) and the Science Learning Center (SLC). The Lehman Tutoring Center offers writing tutoring (any subject) as well as tutoring focused on mastering course content in humanities and social science subject areas. Additionally, an academic coaching program based at the Lehman Tutoring Center provides individualized support for students who seek to improve their study skills, time management, online learning strategies, and overall academic performance. At the Science Learning Center, tutoring is available in the natural sciences (Biology, Chemistry, Physics, select Nursing courses, and more).

While our tutors typically help students with the content of a particular subject, academic coaches focus on helping the student with study skills applicable to a variety of subjects and strategies that allow the student to be successful in college, in their workplace, and in life in general. Some of the areas that are focused on during coaching sessions are: time management; goal setting; study strategies; test preparation strategies; test-taking strategies; motivation; organization; planning; note-taking; reading strategies; and critical thinking.

A Message from Us: Whether you are learning online or face-to-face, our academic coaches and tutors can help students develop a plan for academic success.

Website
Contact: issp.program@lehman.cuny.edu
Hours: Monday-Thursday from 10 AM-7 PM, and Saturday 10 AM-2 PM

Student Disability Services (SDS)

What We Do: The mission of the Office of Student Disability Services (SDS) is to offer students with disabilities equal access to all Lehman programs and activities in a climate that is welcoming and conducive to individual growth. Our philosophy promotes independence, self-awareness, self-determination, and self-advocacy, by way of the following objectives:
- To provide appropriate, reasonable accommodations and support services to students with disabilities.
- To provide resources, advocacy, collaborative services, and outreach throughout the Lehman College community.
- To promote an open and hospitable environment campus-wide for students with disabilities.
- To educate staff, faculty, and students on disability issues.
- To provide sensitivity workshops to increase success and achievement among students with disabilities.
- Assistive Technology Services

The SDS also provides referrals to both on-campus offices and outside agencies. On-campus offices include, but are not limited to:
- Academic Standards and Evaluation
- Career Services Center
- Counseling Center
- Student Health Center
- Instructional Support Services Program/Tutoring
- Search for Education, Elevation, and Knowledge (SEEK)
- Veterans and Military Affairs

Website
Contact: Gabriella Kohler, Associate Director/LEADS Advisor, Gabriella.Kohler@Lehman.cuny.edu
**Hours**: Monday through Friday, 9:00 AM – 5:00 PM