



January 15, 2021

Dear Student,

On behalf of the entire SDS team we want to welcome you to the Spring 21 semester! Again, we find ourselves in a completely remote environment with all classes being taught online, and the entire college staff working from home. The office staff is committed to helping you to achieve your goals and have included some suggestions to foster your success.

To get a head start on the semester we urge you to reach out to your professors and request a copy of your syllabus. Most professor's email addresses can be found on the college directory located on the Lehman main web page. Inquire which learning platform your professor will be using. If you are not familiar with the platform, we can provide training prior to the semester start.

You can find forms for: Accommodations Requests, appointments, textbooks in alternate format, and Reader's Aid application by visiting our website, www.lehman.edu/student-disability-services.

If you are receiving accommodations, please forward your "Accommodation Request" forms to disability.services@Lehman.cuny.edu as soon as possible. Accommodation letters will be sent directly to your professors with copies to your Lehman email. If you do not have a Lehman email, please contact us immediately.

If you add/drop a class or if the professor is changed please let us know in order to update our records. Please let us know if you change your phone number as well.

All students should continue to check their [CUNYfirst](#) Student Center "To Do" list to see if you have any missing documents. You should also check the financial aid website and Lehman email for campus updates as well as announcements of events to help support your academic success and other important issues.

Student supports including LEADS, academic coaching (PEP), peer mentoring, advisement, and writing assistance with Sandy Holy will continue during the Spring.

If you have technology issues, do not wait until the first day of classes to reach out to Pedro Laureano (pedro.laureano@Lehman.cuny.edu). It's much easier to start the semester off with tech issues resolved. He can help with Lehman email, the CUNY portal, Blackboard, books in an alternate format, and specialized software.

If you are new to the SDS you will be invited to an orientation for new students via Zoom during early February. Anyone is welcome to join this meeting to learn more about our services and programs and to meet the staff. More information will follow.

If you have not registered for classes yet and are still planning on attending for the Spring semester, we urge you to register as soon as possible.



If you are registered for the Spring term and decide not to attend in order to obtain a 100% refund you must withdraw **prior** to the first day of classes which is January 28th. This is a CUNY policy and there are no exceptions.

It is unknown whether the “special” grading policies that were in effect during the Fall 2020 semester will continue for the Spring 2021 semester.

Finally, if you have difficulty in the online environment you might want to consider reducing your course load. All students registered with our office who meet eligibility for TAP but enroll in less than 12 credits should be eligible for ADA TAP. This is a unique program for students with disabilities who are enrolled part time. If you are registered with our office, you are already coded for this program.

The best way to get in contact with us is via email, disability.services@Lehman.cuny.edu. You can also complete a form on our [website](#). We strongly recommend using your Lehman email rather than a personal email when contacting us or any Lehman office. Some academic programs will not respond to private emails.

Please let us know how we can help. We are always looking to improve our services and are open to suggestions. On behalf of the Office of Student Disability Services we want to wish you the best of luck for the upcoming semester.

All the best,
The Student Disability Services Team

Merrill Parra, Director
Gabriella Kohler, Associate Director
Pedro Laureano, Technology Specialist
Doreen Patrick, Office Manager
Sebastian Portalatin, CUNY CAP
Martha Rivera, Titanium Specialist
Lucero Hernandez, Peer Educator