

## **9. COLLEGE ORIENTATION/REGISTRATION FOR THE FALL SEMESTER**

- Typically scheduled for early August (this may be subject to change)
- A Two– Day Process
- Students receive advisement/placement for Math courses.
- Freshmen are provided with “BLOCKS,” sets of pre-selected courses offered through the College’s award winning Freshman Year Initiative (F.Y.I.) program.

## **10. TUITION PAYMENT**

- You must pay (by financial aid or other means) your bill immediately after registering to ensure your enrollment in the classes chosen.
- Freshmen are guided through the registration process by SEEK staff and the Freshman Year Initiative program.
- Students must pay any outstanding tuition balances to ensure their enrollment in the classes chosen.
- Most SEEK students use TAP, PELL and SEEK aid to pay all or part of their tuition and fees.

## **CONGRATULATIONS!**

- At this point you’ll be officially registered as a Lehman College first year student.

### **College Directory**

Admission Office:  
(718) 960-8700 Shuster Hall; Room 159

Financial Aid Office:  
Alkida Shtembari, Financial Aid Counselor  
(718) 960-4030 Shuster Hall, 136

Freshman Year Initiative:  
(718) 960-8720 Carman Hall, 339

Math And Computer Science:  
(718) 960-8117 Gillet Hall, 211

Student Disability Services:  
(718) 960-8441 Shuster Hall, 238

Student Health Center:  
Office: (718) 960-8900 T-3 Bldg., 118  
Fax: (718) 960-8909

Testing And Scholarships:  
(718) 960-8156 Shuster Hall, 205

Testing And Scholarships:  
(718) 960-7777 Apex, 109

### **THE PERCY ELLIS SUTTON SEEK PROGRAM**

Lehman College, 250 Bedford Park Boulevard West  
Shuster Hall, Room 257  
Bronx, New York 10468  
Tel. # : (718) 960-7979  
Fax # : (718) 960-8504  
[seek.admissions@lehman.cuny.edu](mailto:seek.admissions@lehman.cuny.edu)

### **THE SEEK LEARNING CENTER**

Lehman College, 250 Bedford Park Boulevard West  
Old Gym, Room 212  
Bronx, New York 10468  
Tel. # : (718) 960-7705  
Fax # : (718) 960-8504  
[seek.learning@lehman.cuny.edu](mailto:seek.learning@lehman.cuny.edu)

### **SEEK OFFICE HOURS**

Mon - Thurs, 9:00am - 5:00pm; Fri, 9:00am - 3:00pm  
(The college offices are closed on select FRIDAYS during the summer)



## **Percy Ellis Sutton S.E.E.K Program**

### **10 STEPS TO SUCCESSFUL ENROLLMENT**

Welcome to Lehman College and the Percy Ellis Sutton SEEK Program!

### **WHAT IS THE SEEK PROGRAM?**

SEEK stands for **S**earch for **E**ducation, **E**levation and **K**nowledge. It is a CUNY educational opportunity program that allows senior colleges to admit students who demonstrate academic promise and economic need, but do not meet traditional admissions criteria. SEEK provides academic, personal and financial support to eligible students to assist them with the challenges of college study.

Once enrolled, SEEK students become full-fledged members of the Lehman College community. They have the same rights and maintain the same responsibilities as all Lehman College students.

In addition, SEEK students are required to maintain a full-time day schedule. SEEK Students utilize SEEK support services to enhance their opportunities for college success. Services include counseling, supplemental instruction and tutoring among others.

## **Follow the 10 Steps to a Successful Enrollment!**

This brochure describes the steps required for successful enrollment to Lehman College through the SEEK Program.

### **Special Note:**

Available seats for the entering freshman class are filled on a first-come, first-served basis. Students are urged to complete all required activities and procedures according to the schedules provided by the SEEK program.

### **1. ATTEND A SEEK READINESS MEETING**

- SEEK staff will introduce you to everything you need to know about SEEK; the policies, requirements, benefits, etc.
- The time and location will be indicated in a follow-up letter
- **If you cannot attend, send an EMAIL IMMEDIATELY to: [seek.admissions@lehman.cuny.edu](mailto:seek.admissions@lehman.cuny.edu) or call (718) 960-7979**

### **2. TAKE THE CUNY SKILLS TESTS**

- You are required to take the CUNY Skills Tests (reading, writing and mathematics)
- Test results do not affect initial eligibility for admission.
- Test scores are used to assess skills and determine the course(s) you will be taking during the summer and first semester of enrollment.
- Students admitted with one or more non-passing scores on the CUNY Skills Tests are required to pass within a year of their admission date to maintain enrollment in the college.
- You may receive a letter indicating a date for you to test.
- Contact Lehman's Office of Testing and Scholarships at (718) 960-8156 for the earliest test date.

### **3. SUBMIT COMMITMENT FORM & PROOF OF IN-COME**

- SEEK freshman must submit a commitment form confirming their intent to attend Lehman College.
- SEEK freshmen must provide proof / documentation of last year's (2015) household income for admission to Lehman College through the SEEK Program.
- Students will not be allowed to enroll at Lehman College if economic eligibility is not met. Alternative options will be provided.

### **SEEK Economic Eligibility will be verified by submitting one or more of the following documents as proof of total household family income**

- *Student Earned Income* (wages, salaries or tips): Signed copies of your 2015 Federal Tax Returns (1040, 1040A or 1040EZ).

- *Parental Earned Income* (wages, salaries or tips): Signed copies of your Parents' 2015 Federal Tax Returns (1040, 1040A or 1040EZ).
- *Public Assistance or SSI*: Official letter (i.e., on letterhead) or document from Public Assistance, SSI, WIC, Food Stamps, or Lunch Program, showing that you or your family had an open case for at least one day during the 2015 tax year.
- *Social Security*: Official letter or document from the Social Security Administration, stating the total benefits paid during the previous calendar year.
- *Other Income*: Official letter or document from awarding agency, organization or business, stating the total benefits, funds or income paid during the 2015 calendar year.

### **4. FILE YOUR FINANCIAL AID (FAFSA/TAP)**

- Upon acceptance to Lehman, the College's Financial Aid Office will mail you a financial aid package, including information about required filing of the FAFSA (Free Application for Federal Student Aid / Pell Grant) and TAP (Tuition Assistance Program) application
- OR visit the **FAFSA** website [fafsa.ed.gov](http://fafsa.ed.gov) and TAP website at [Hesc.ny.gov](http://Hesc.ny.gov), and follow the instructions provided online. All Questions should be directed to the Financial Aid Office, located in Shuster Hall, Room 136 (718-960-8545).
- [Fafsa.ed.gov](http://fafsa.ed.gov) Lehman College FAFSA code **007022**
- [Hesc.ny.gov](http://Hesc.ny.gov) Lehman College TAP code **1412**

### **5. SUBMIT PROOF OF IMMUNIZATION AND MENINGITIS RESPONSE FORM**

- You must submit this information by the deadline indicated by the SEEK Office
- You may fax (718) 960-8909, mail, or bring your immunization requirements in to the Student Health Center. The Student Health Center is located in the T-3 Building, Room 118.
- Otherwise, call the College's Student Health Center at (718) 960-8900

### **6. SUBMIT PROOF OF HIGH SCHOOL GRADUATION**

- No later than **June 30, 2016**.
- The Admissions Office will need proof of your high school graduation as soon as possible. Bring your original diploma or GED to the Office of Admissions, Shuster Hall, Room 159.
- All Students must present proof of graduation before the first day of Summer Program classes.
- Those who have not received their high school diploma by the deadline must bring an official high school letter certifying completion of all high school requirements for graduation.

### **7. SEEK SUMMER PROGRAM ORIENTATION**

- The SEEK Summer Program Orientation will occur at the end of June. (The SEEK Program will send you notification of all pertinent dates).

### **8. ATTEND THE FRESHMAN SUMMER PROGRAM**

- All new SEEK freshmen are **REQUIRED** to participate in the SEEK Freshman Summer Program that starts at the end of June.
- The SEEK Program will send you notification of all registration dates.
- Students will receive assistance with books, supplies and stipend if budget allows.

### **The Freshman Summer Program consists of three programs:**

1. CUNY Skills Test workshops
2. Enrichment Program (specialized workshops for students who have passed all three CUNY Skills Test)
3. Bridge Program (preparatory workshops in math and science offered in August)

### **There are only two exceptions to the summer program requirement:**

- Students scheduled to attend a high school summer class as a requirement for high school graduation. Students in this situation must contact the SEEK Office immediately at (718) 960-7979; OR send an email to: [seek.admissions@lehman.cuny.edu](mailto:seek.admissions@lehman.cuny.edu)
- Students recommended to attend a summer CLIP (CUNY Language Immersion Program).