

## ADMINISTRATIVE OFFICES

Office hours below are for Spring 2017 (January 30, 2017 – May 26, 2017)

The College will be **CLOSED** January 16<sup>th</sup>, February 13<sup>th</sup> and February 20<sup>th</sup>. Spring Recess: April 10<sup>th</sup> to 18<sup>th</sup>.

Note: An Asterisk (\*) denotes evening hours on days when classes are in session.

(^) = Evening Hours on January 17<sup>th</sup>, 18<sup>th</sup>, 24<sup>th</sup> and 25<sup>th</sup>.

OFFICE	LOCATION	DAYS	OFFICE HOURS	
<b>Academic Advisement – Undergraduate</b> (718) 960-8104	Shuster Hall 280	M,Th,F <b>T*, W*</b>	9:00 am – 5:00 pm <b>9:00 am – 6:30 pm ^</b>	To schedule your advisement session, Please go to <a href="http://www.lehman.edu/advisingappointment">www.lehman.edu/advisingappointment</a>
<b>Academic Standards and Evaluations</b> (718) 960-8104	Shuster Hall 280	M,Th,F <b>T*, W*</b>	9:00 am – 5:00 pm	
<b>Academic IT Center</b>	Carman Hall 108	Please call (718) 960-7333, option 1, for schedule or visit <a href="http://www.lehman.edu/itr/schedule">www.lehman.edu/itr/schedule</a>		
<b>Admissions - Undergraduate</b> (718) 960-8713	Shuster Hall 161	M,Th,F <b>T*, W*</b>	9:00 am – 5:00 pm <b>9:00 am – 6:30 pm ^</b>	
<b>Admissions - Graduate</b> (718) 960-8702	Shuster Hall 150	M,Th,F <b>T*, W*</b>	9:00 am – 5:00 pm <b>9:00 am – 6:30 pm ^</b>	
<b>Adult Degree Program</b> (718) 960-8666	Carman Hall 128	M-Th Friday	9:00 am – 6:00 pm 9:00 am – 4:30 pm	
<b>Bookstore</b> (718) 960-8144 (718) 220-3059 <a href="http://www.lehmancollege.bkstr.com">www.lehmancollege.bkstr.com</a>	Between Carman Hall & Davis Hall	M-Th Friday	8:00 am – 7:00 pm 9:00 am – 3:00 pm	
<b>Bursar</b> (718) 960-8573	Shuster Hall 031	M-F <b>T*, W*</b>	9:00 am – 4:00 pm <b>5:00 pm – 6:30 pm ^</b>	Students can pay tuition bills via CUNYfirst 24 hours/day, 7 days/week.
<b>Campus Activities</b> (parking permits, payment for lost ID cards) (718) 960-8123	Shuster Hall 078	M-F	9:00 am – 4:45 pm	
<b>Campus Information Services</b> (718) 960-1100	Shuster Hall 176	M,Th,F <b>T*, W*</b>	10:00 am – 5:00 pm <b>10:00 am – 6:30 pm</b>	
<b>Campus Life</b> (718) 960-8535	Old Gym 302	M-Th F	9:00 am – 9:00 pm 9:00 am – 5:00 pm	
<b>Career Services</b> (718) 960-8366	Shuster Hall 254	M,Th,F <b>T*, W*</b>	9:00 am – 5:00 pm <b>9:00 am – 6:30 pm</b>	
<b>Counseling Center</b> (718) 960-8761	Old Gym 114	M,Th,F <b>T*, W*</b> Sa*	9:00 am – 5:00 pm <b>9:00 am – 7:00 pm</b> <b>10:00 am – 2:00 pm</b>	*Evening & Saturday schedule might change when there are no classes scheduled or when the academic calendar changes. Please call to inquire about evening and Saturday availability.
<b>Financial Aid</b> (718) 960-8545	Shuster Hall 136	M-F <b>T*,W*</b>	9:00 am – 4:00 pm <b>5:00 pm – 6:30 pm ^</b>	
<b>Graduate Studies</b> (718) 960-8972	Shuster Hall 279	M,W,Th,F <b>T*</b>	9:00 am – 5:00 pm <b>9:00 am – 6:30 pm ^</b>	For questions, comments or to arrange advisement after posted business hours, please call <b>718-960-8972</b>
<b>Instructional Support Services Programs:</b> - Tutoring in the Humanities, Social Sciences & Writing (718) 960-8175 - Tutoring in the Natural Sciences (718) 960-7707	Old Gym 205  Gillet Hall 133	M-Th Sa M-Th Sa	10:00 am – 7:00 pm 10:00 am – 2:00 pm 10:00 am – 7:00 pm 10:00 am – 2:00 pm	Tutoring is not available when classes are not in session.
<b>Lehman College I.D. Cards</b> (718) 960-8228 or 8593	For an updated schedule, please visit <a href="http://www.lehman.edu">www.lehman.edu</a> , then go to the Shortcuts pull down menu and scroll down to "Get Your Lehman ID".			
<b>Library</b> – Call (718) 960-7766 for a detailed schedule of Library hours.		M-F	9:00 am – 5:00 pm	
<b>Media Technology Services</b> (718) 960-7898	Carman Hall B74	M-Th F Sa	8:00 am – 9:15 pm 8:00 am – 6:00 pm 9:00 am – 1:00 pm	For questions, comments, or to make a reservation, please contact MTS at <b>718-960-7898</b> or email us at <a href="mailto:media.services@lehman.cuny.edu">media.services@lehman.cuny.edu</a>
<b>Multimedia Center</b> (718) 960-1115	Carman Hall C39	M-Th F Sa	9:00 am – 10:00 pm 9:00 am – 6:00 pm 9:00 am – 2:00 pm	Hours listed apply when classes are in session. Additional hours may be scheduled for special events.
<b>Public Safety</b> (718) 960-8593 (718) 960-8228 or -7777	Apex 109  <b>Gate 5</b>	M-Th F <b>7 days/week</b>	9:00 am – 8:00 pm 9:00 am – 6:00 pm <b>24 hours/day</b>	<b>Gate 5 is open 24 hours/day, 7 days/week</b>
<b>Registrar:</b> (718) 960-8255 or 8021 Graduation Audit Records/Transcripts DegreeWorks/FACTS Semester Information Services	Shuster Hall 057 Shuster Hall 106 Shuster Hall 103 Shuster Hall 175	M-F M-F M-F M,Th,F <b>T*, W*</b>	9:00 am – 5:00 pm 9:00 am – 5:00 pm 9:00 am – 5:00 pm 9:00 am – 5:00 pm <b>9:00 am – 6:30 pm ^</b>	For general inquiries, please call <b>718-960-8021</b> or email <a href="mailto:Registrar.office@lehman.cuny.edu">Registrar.office@lehman.cuny.edu</a>
<b>SEEK</b> (718) 960-7979	Shuster Hall 257	M-F	9:00 am – 5:00 pm	
<b>Special Academic Sessions</b> (347) 577-4001	Shuster Hall 178	M,T,Th,F W*	9:00 am – 5:00 pm <b>9:00 am – 6:30 pm ^</b>	
<b>Student Disability Services</b> (718) 960-8441	Shuster Hall 238	M,W,Th,F <b>Tuesday*</b>	9:00 am – 5:00 pm <b>9:00 am – 6:30 pm</b>	Additional hours arranged by appointment.
<b>Student Health Center</b> (718) 960-8900	Old Gym 008	M,Th,F T, W	9:00 am – 5:00 pm 9:00 am – 6:30 pm	
<b>Academic Testing, Scholarships and Awards</b> (718) 960-8156	Shuster Hall 205	M, Th, F <b>T*, W*</b>	9:00 am – 5:00 pm <b>9:00 am – 6:30 pm ^</b>	
<b>Undergraduate Studies and Study Abroad</b> (718) 960-8345	Carman Hall 337	M-Th Friday	10:00 am – 7:00 pm 10:00 am – 6:00 pm	
<b>Veterans and Military Affairs</b> (718) 960-7188	Shuster Hall 201	M-Th Tuesday*	9:00 am – 5:00 pm 9:00 am – 6:30 pm	Friday 9 AM – 3:00 PM. Additional hours arranged by appointment.