

ADMINISTRATIVE OFFICES

Office hours below are for **SPRING 2018 (January 27, 2018 – May 24, 2018)**
The College will be CLOSED February 12th and 19th . Spring Recess: March 30th – April 8th
Note: An Asterisk (*) denotes evening hours on days when classes are in session.
(^) = Evening Hours on January 2nd, 9th, 16th, 23rd and 24th.

OFFICE	LOCATION	DAYS	OFFICE HOURS	
Academic Advisement – Undergraduate (718) 960-8104	Shuster Hall 280	M,Th,F T*, W*	9:00 am – 5:00 pm 9:00 am – 6:30 pm ^	To schedule your advisement session, Please go to www.lehman.edu/advisingappointment
Academic Standards and Evaluations (718) 960-8375	Shuster Hall 116	M,Th,F T*, W*	9:00 am – 5:00 pm	
Academic IT Center	Carman Hall 108	Please call (718) 960-7333, option 1, for schedule or visit www.lehman.edu/itr/schedule		
Admissions - Undergraduate (718) 960-8713	Shuster Hall 161	M,Th,F T*, W*	9:00 am – 5:00 pm 9:00 am – 6:30 pm ^	
Admissions - Graduate (718) 960-8702	Shuster Hall 150	M,Th,F T*, W*	9:00 am – 5:00 pm 9:00 am – 6:30 pm ^	
Adult Degree Program (718) 960-8666	Carman Hall 128	M-Th Friday	9:00 am – 6:00 pm 9:00 am – 4:30 pm	
Bookstore (718) 960-8144 (718) 220-3059	Between Carman Hall & Davis Hall	M-Th Friday	8:00 am – 7:00 pm 9:00 am – 3:00 pm	www.lehmancollege.bkstr.com
Bursar (718) 960-8573	Shuster Hall 031	M-F T*, W*	9:00 am – 4:00 pm 5:00 pm – 6:30 pm ^	Students can pay tuition bills via CUNYfirst 24 hours/day, 7 days/week.
Campus Activities (718) 960-8123	Shuster Hall 078	M-F	9:00 am – 4:45 pm	Purchase parking permits, payment for lost ID cards.
Campus Information Services (718) 960-1100	Shuster Hall 176	M,Th,F T*, W*	10:00 am – 5:00 pm 10:00 am – 6:30 pm	
Campus Life (718) 960-8535	Old Gym 302	M-Th F	9:00 am – 9:00 pm 9:00 am – 5:00 pm	
Career Services (718) 960-8366	Shuster Hall 254	M,Th,F T*, W*	9:00 am – 5:00 pm 9:00 am – 6:30 pm	
Counseling Center (718) 960-8761	Old Gym 114	M,Th,F T*, W* Sa*	9:00 am – 5:00 pm 9:00 am – 7:00 pm 10:00 am – 2:00 pm	*Evening & Saturday schedule might change when there are no classes scheduled or when the academic calendar changes.
Financial Aid (718) 960-8545	Shuster Hall 136	M-F T*,W*	9:00 am – 4:00 pm 5:00 pm – 6:30 pm ^	
Freshman Year Initiative	Carman Hall 341	M-F	9:00am – 5:00pm	
Graduate Studies (718) 960-8972	Shuster Hall 279	M,W,Th,F T*	9:00 am – 5:00 pm 9:00 am – 6:30 pm ^	For questions, comments or to arrange advisement after posted business hours, please call 718-960-8972
Instructional Support Services Programs: - 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.
Lehman College I.D. Cards (718) 960-8228 or 8593	Shuster Hall 079	For an updated schedule, please visit www.lehman.edu , then go to the Shortcuts pull down menu and scroll down to “Get Your Lehman ID”.		
Library (718) 960-7766		M-F	9:00 am – 5:00 pm	Call for a detailed schedule of Library hours.
Media Technology Services (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 call 718-960-7898 or email us at media.services@lehman.cuny.edu
Multimedia Center (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.
Prestigious Scholarships (718) 960-8481	Carman Hall 188	M-F	10:00am – 6:00pm	
Public Safety (718) 960-8593 (718) 960-8228 or -7777	Apex 109 Gate 5	M-Th F 7 days/week	9:00 am – 8:00 pm 9:00 am – 6:00 pm 24 hours/day	Gate 5 is open 24 hours/day, 7 days/week
Registrar: (718) 960-8255 DegreeWorks/FACTS Registrar Services	Shuster Hall 103 Shuster Hall 102	M,Th,F T*, W*	9:00 am – 5:00 pm 9:00 am – 6:30 pm	For general inquiries, please call 718-960-8255 or email Registrar.office@lehman.cuny.edu
SEEK (718) 960-7979	Shuster Hall 257	M-F	9:00 am – 5:00 pm	
Special Academic Sessions (347) 577-4001	Shuster Hall 178	M,T,Th,F W*	9:00 am – 5:00 pm 9:00 am – 6:30 pm ^	
Student Disability Services (718) 960-8441	Shuster Hall 238	M,W,Th,F Tuesday*	9:00 am – 5:00 pm 9:00 am – 6:30 pm	Additional hours arranged by appointment.
Student Health Center (718) 960-8900	Old Gym 008	M,Th,F T, W	9:00 am – 5:00 pm 9:00 am – 6:30 pm	
Academic Testing, Scholarships and Awards (718) 960-8156	Shuster Hall 205	M, Th, F T*, W*	9:00 am – 5:00 pm 9:00 am – 6:30 pm ^	
Undergraduate Studies and Study Abroad (718) 960-8345	Carman Hall 337	M-Th Friday	10:00 am – 7:00 pm 10:00 am – 6:00 pm	
Veterans and Military Affairs (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.