

# ADULT DEGREE PROGRAM

## Fall 2009 Newsletter

### PLEASE READ VERY CAREFULLY AND KEEP REGISTRATION AND ACADEMIC INFORMATION FOR FUTURE REFERENCE

#### ALL GENERAL AND REGISTRATION INFORMATION IS NOW ONLINE!

#### REGISTRATION INFORMATION

To register for classes you must go to CUNY Portal account. This account will allow you to access the e-Sims web registration link and your Lehman email account. Information about spring registration should be online **in late April; Fall registration information should be available in May. Your assigned registration date** will be on the e-Sims link.

**Students are strongly encouraged to see an ADP advisor early in the Spring for Summer and Fall advisement.**

**Registration on your assigned date will increase your chances of getting the classes you want.**

#### VALIDATION OF REGISTRATION

Payments and validation can be made online or in person in the Bursar's Office, Shuster Hall 031. All bills – even those with a zero balance – must be validated by the published deadlines to avoid having your classes cancelled. To obtain a copy of your bill, download it from the e-Sims link and follow the payment options or pick up the bill at the Bursar's Office and follow their instructions regarding validation and payment.

**The College will accept cash, check or money order for payment in person. Students paying on line may use only Master Card and Discover Card.**

#### CHANGE OF ADDRESS

If you have moved you must report your new address to the Registrar's Office, Shuster Hall 114, and to the Adult Degree Program, Carman Hall 128.

#### PC's AND INTERNET ACCESS ON LEHMAN CAMPUS

**-CARMAN HALL:** INFORMATION TECHNOLOGY CENTER (ID card required).

**-SHUSTER HALL:** Student computer Lounge 1<sup>st</sup> floor off the elevator lobby when classes are in session.

**-STUDENT LIFE BUILDING,** Room 222E for PC's. Laptops available on loan to currently enrolled students for use on premises/ID required. See information desk.

#### COURSE REPEATS

Please be very careful not to register for courses for which you have already received passing grades or transfer credits. Transfer students should check the evaluation of transfer credits prior to registration to be sure that they do not repeat a course. This does not apply where particular departments require a repetition of a course.

## WITHDRAWALS

ADP students are subject to the same rules as all other students regarding course withdrawals. After you have registered, you must follow set college procedures if you wish to withdraw without penalty. To receive an official withdrawal from a course go to Shuster Hall, Room 114, with your bursar's receipt. Failure to withdraw officially from a course by the deadline will result in a grade of "WU" which is then computed as an "F" in your index. The deadline for withdrawals is **Wednesday, October 28, 2009**. If you are receiving financial aid, you may incur penalties for withdrawing. Call the Financial Aid Office (718 960-8545) for advice.

## INCOMPLETE GRADES

The deadline for making up "INC" grades from Spring 2009 is **Friday, November 13, 2009**. If not made up, the "INC" turns into an "F." Get in touch **now** with the instructor who gave you the "INC" to arrange completion of the course work.

## "F" GRADE POLICY

Courses taken in Fall 1984 or later in which a grade of "F" (or "FInc" or "WU" was received) may be repeated ; if the new grade is "C" or better, the new grade is computed in the index and the "F" grade is no longer computed into the index though it remains on the transcript (it is marked with a "#" sign to indicate that it has been repeated and that the new grade is used for index computation). If you received an "F" grade in an IBA course, make an appointment to see an ADP advisor so that the appropriate information can be sent to the Registrar to ensure the change in the index computation.

## INDEPENDENT STUDY IBA 481

Students who wish to do *Independent Study* must submit a proposal to the ADP office signed by the faculty member who has agreed to mentor the project as well as the Chair of the department. Mentors must be full-time Lehman faculty members. If you plan to enroll for *Independent Study* (IBA 481) in Summer or Fall 2009, start working on your proposal now and contact a faculty member to supervise the project. *Independent Study* forms with instructions on how to apply are available in the ADP office, Carman Hall 128.

## LIMIT ON IBA SEMINARS

Please note that you may not take more than 10(ten) IBA seminars, **excluding** IBA 155, 156 and 481 – Independent Study / Fieldwork

## LIFE EXPERIENCE CREDIT

Students who wish to apply for *Life Experience Credit* must have completed 45 credits (at least 12 credits at Lehman), completed the required courses in Composition and Literature, and filed a Declaration of Major form with the Registrar in Shuster 106. (Students who are pursuing an individualized major do not file the Declaration of Major form; they must, however, have a study plan on file in the ADP office.) To apply for *Life Experience Credit* in **Fall 2009**, you must attend a workshop in August 2009. Workshop information will be sent later this semester.

**Please note:** You must apply for Life Experience Credit prior to your last semester.

You **may not** submit applications during your final semester at the College.

## CUNY PROFICIENCY EXAM

All students are now required to take the CUNY Proficiency Exam (CPE). You will be notified by the Testing Office about this exam. Although students will have three opportunities to pass the test, you are urged to take it at the first date scheduled for you by the Testing Office. If you have questions or to sign up for the exam, go to the Testing Office in Shuster Hall 205.

## TAP RECIPIENTS

All students receiving New York State TAP awards were advised in the Fall 2003 semester of new academic requirements. These requirements are still in effect. We urge all ADP students who have TAP awards (especially those with 45 credits or more) to see an ADP advisor to be certain they are in compliance with state requirements. If you have any questions please call Financial Aid (718 960-8545).

## FREQUENTLY ASKED QUESTIONS

On the registrar's homepage access the frequently asked questions (*FAQ*) link for assistance regarding registration, web access, graduation audit, name/address changes, program changes, academic records, declaration of major, transcript requests, and more.

## FILING FOR GRADUATION IN SHUSTER HALL – ROOM 105 And Requesting a Graduation Check from the ADP Office

Lehman College students must complete *120 credits* to earn their degree; for ADP students these must include a major, skills courses, and 36 credits of liberal arts courses outside their major department.

**The deadline for filing for January 31, 2010 graduation is Friday, October 9, 2009**

After you file for graduation with the Office of the Registrar,  
you *must* also call our office to request an ADP graduation check.

## AWARDS, PRIZES AND SCHOLARSHIPS

Lehman offers prizes and awards to graduating seniors planning to pursue graduate study. Interested students should inquire at the Office of Testing, Awards and Scholarships in Shuster Hall, 205.

ADP wants to congratulate the following current and former ADP students:  
Josefina Martinez-Terry, recipient of the 2009 Women's Forum Educational Award.

## HONORS AT GRADUATION

Students who complete individualized majors must complete at least 3 credits of independent study, have a cumulative GPA of 3.3 and a 3.5 GPA in the courses included in the individualized major in order to be eligible for departmental honors. Students completing regular majors should consult their major department about requirements for departmental honors.

## NEW YORK STATE CERTIFICATION REQUIREMENTS

Are you interested in finding out requirements to become a provisionally certified teacher in New York State? If so, see an advisor in the appropriate education division: Department of Elementary and Childhood Education, Carman Hall B-32; or the Department of Middle and High School Education, Carman Hall B-29.

## GENERAL INFORMATION

### INSTRUCTIONAL SUPPORT SERVICES

**THE ACE LEARNING CENTER** located in the Old Gym 205, (718 960-8175), provides instructional support for the CUNY Proficiency Exam as well as tutoring for the reading and writing parts of the ACT skills test. General tutoring in arts, humanities, and social sciences is also available for all students.

**THE SCIENCE LEARNING CENTER** in Gillet Hall 133 (718 960-7707), offers tutoring in general and organic chemistry, general physics, geology, biology, and statistics for all students.

**THE MATH LAB** in Gillet Hall 222, (718 960-8878) provides tutoring for all math courses below MAT 174 and tutoring for the skills test. You can also contact the Science Learning Center if you need additional help with math.

**CAREER SERVICES** is located in Shuster Hall 254, (718 960-8366).

**THE STUDENT HEALTH CENTER** is located in the T-3 building Room 118; call for information (718 960-8900).

**THE LEHMAN COLLEGE CHILD CARE CENTER** for 3, 4, and 5 year olds is located in the T-3 building Room 115. Call (718 960-8746) for information. Registration for the center is limited.

### EMERGENCY INFORMATION

**Dial** (718) 960-8000 any time for pre-recorded information regarding emergency closings of the college.

**Dial** (718) 960-8228 any time to reach a Public Safety Officer to assist you in case of an emergency

## THE ADULT DEGREE PROGRAM OFFICE – CARMAN HALL 128

**To schedule appointments with an ADP advisor call 718 960-8666**

Office Hours:           Monday to Thursday 9AM – 5:45PM  
                                  Friday 9AM – 4PM

Please notify us if you are unable to keep your appointment. In inclement weather, you must call ahead to confirm your appointment.

We wish you a most successful semester in **Fall 2009** and welcome any suggestions you may have to add to our newsletter.