

GENERAL INFORMATION

Lehman College Photo I.D.s

There is *no fee* for the CUNYCard (Lehman photo I.D.) unless it is lost (\$10 fee).

The following students **MUST** have this photo I.D.:

- Students enrolled in *Computer Information Technology*, keyboarding and word processing courses in the IT Center.
- Children and teens enrolled in computer classes in the IT Center.
- Students, both adults and children, enrolled in classes held in the *Athletic and Physical Education Complex* (The APEX).
- Students who plan to use the library facilities.

CUNYCards must be validated each semester. The schedule to obtain the CUNYCard is available in the Office of Continuing Education or call Public Safety at (718) 960-8593.

Students enrolled in classes only at CUNY on the Concourse do not need a CUNYCard. A CUNY on the Concourse non-photo I.D. will be mailed with the registration receipt. Students **must** have the I.D. to enter.

Textbooks

- For *classes at Lehman College*, textbooks may be purchased at the Lehman College Bookstore, Goulden Avenue, Gate 2, (718) 295-0800.
Regular hours: Mondays-Thursdays, 8:45 a.m.-5:00 p.m.
Fridays, 8:45 a.m.-3:00 p.m.

For extended hours and Saturday openings during registration, contact the bookstore directly.

Textbooks can be purchased online at www.posmancollegiate.com/posman/. Follow the prompts. When asked to choose a department, select CEP, the bookstore code for Continuing Education.

- For *classes at CUNY on the Concourse*, textbooks may be purchased onsite during posted hours the first two weeks of the semester and thereafter at the Lehman College Bookstore. Book purchases at CUNY on the Concourse are by check, money order, or credit card only.

Note

The college reserves the right to cancel courses, adjust curricula and hours, close facilities, substitute instructors, change locations, substitute equipment or limit enrollment without notice. For the latest course and schedule information, please call (718)960-8512 or go to www.lehman.edu/ce.

ON-SITE PROFESSIONAL CUSTOMIZED TRAINING

Employee training is an important part of attracting and retaining a skilled workforce. We offer customized training, contextualized curriculum, flexible scheduling and affordable group rates to businesses and nonprofit organizations.

Courses listed in this brochure, as well as training based on your specific needs, can be arranged to be held at your location. Call Carrie Shockley at (718) 960-8512 for additional information.

Lehman College Parking

Metered Parking

Parking at meters may be available on Goulden Avenue and on Bedford Park Boulevard West.

Parking Stickers

Parking is available on Goulden Avenue in the North Lot, Monday-Friday, 9:00 a.m.-6:30 p.m. After 6:30 p.m. parking is available in the South Lot. Both lots are open on weekends.

The fall 2009 parking sticker costs \$45 (check or money order payable to Lehman College) and requires a Continuing Education registration receipt.

Parking stickers may be purchased **in person** in Shuster Hall, Room 078, Monday-Friday, 9:00 a.m.- 4:45 p.m. and, when College classes are in session, on Tuesdays and Wednesday, 5:00 p.m.-6:30 p.m. in Shuster Hall, Bursar Office, Room 031.

Mail-in requests for parking stickers require a copy of the Continuing Education registration receipt, the \$45 fee, **plus a self-addressed stamped envelope**. Mail requests to:

*Lehman College, Shuster Hall, Room 078
Parking Sticker Request
250 Bedford Park Blvd. West
Bronx, New York 10468-1589*

CUNY on the Concourse Parking

- Street parking, both metered and non-metered, may be available within close walking distance to CUNY on the Concourse.
- Fee-based parking facilities are available directly behind CUNY on the Concourse at *Ultra Car Park* on Creston Avenue and slightly further at the *Municipal Parking Garage* at Jerome Avenue and 190th Street. For current rates call: *Ultra Car Park* (718) 364-0195; *Jerome-190th Street Municipal Garage* (718) 329-1186.

CERTIFICATE PROGRAMS

To earn a certificate, students must apply for and be accepted into a program and successfully complete program requirements. **Students must have a high school diploma or GED to be admitted.** Please refer to specific program as some require additional education or degrees. Basic computer skills are recommended.

TO APPLY:

1. Request a Certificate Program Application form by calling (718) 960-8512 or visiting our website at <http://www.lehman.edu/ce>.
2. Forward a photocopy of high school diploma or GED or official copy of proof of highest level of education attained or transcript of continuing education courses.
3. Mail form with a \$25 check or money order payable to "Lehman College" to Maryann Drago-Dowling, Registrar, Lehman College, Office of Continuing Education, 250 Bedford Park Boulevard West, Bronx, NY 10468-1589.

Those planning to complete a certificate program may enroll in a maximum of two courses without being formally admitted. *Certificate requirements are those in effect at the time a student's application is accepted.*

STUDENTS MAY REGISTER FOR INDIVIDUAL COURSES UNLESS OTHERWISE SPECIFIED

