

Certificate Programs To earn a program 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: call (718) 960-8512 or visiting www.lehman.edu/ce.
2. Attach a photocopy of high school diploma or GED or official copy of proof of highest level of education attained or transcript.
3. Mail 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 2 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

Continuing Education Units A CEU represents a nationally recognized instrument for documenting participation in non-credit programs. One CEU equals 10 hours of class participation. Continuing education credits may not be transferred to a degree-bearing program.

Snow or Emergency Closings

The following radio stations and/or websites are authorized to announce closings for The City University of New York: Radio Stations: WADO 1280 AM, WFAS 1230 AM, WINS 1010 AM, WLIB 1190 AM, WOR 710 AM, WBLS 107.5 FM. Websites: www.lehman.edu/ce, the Continuing Education website, will have specific information about classes in the Continuing Education program and ESL program. Other general information websites: www.lehman.edu, www.wcbs880.com, www.wfasfm.com, and www.wor710.com.

To find out if Lehman College is closed or will delay opening, call Continuing Education at (718)960-8512 or the college main number at (718)960-8000. To find out if individual classes have been cancelled, call Continuing Education or visit www.lehman.edu/ce.



Lehman College Photo I.D.s There is no fee for the CUNYCard (Lehman photo I.D.) unless lost -\$10 fee.

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

- Students enrolled in Computer Information Technology or other 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 APEX.
- Students who plan to use the library or Computer Information Technology facilities.

CUNYCards must be validated each semester. The schedule to obtain the CUNYCard is available on-line at www.lehman.edu or in the Office of Continuing Education or call Public Safety at (718) 960-8593. Bring current registration receipt and photo I.D. to old Gym 002.

Students enrolled in classes only at CUNY on the Concourse *do not* need a CUNYCard. Students **must** have their receipt and photo 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 or online at www.posmancollegiate.com/posman/ Department is CEP, the bookstore code for Continuing Education. For classes at CUNY on the Concourse, textbooks may be purchased on site during the first two weeks of the semester. Book purchases at CUNY on the Concourse are by check, money order, or credit card only.

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, Mon.-Fri., 9 am-6:30 pm. After 6:30 pm, parking is available in the South Lot. Both lots are open on weekends. The spring 2011 parking sticker costs \$45/summer 2011 \$20 (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 am-4:45 pm and, when College degree classes are in session, on Tuesdays, 5-6:30 pm in Shuster Hall, Bursar Office, Room 031. Mail-in requests for parking stickers require a copy of the Continuing Education registration receipt, vehicle information including license plate number and make/year/color of car, the sticker fee (*see above*), 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.

Code of Conduct Students should refer to the Lehman College Student Handbook online at www.lehman.edu.