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**Spring 2007 REGISTRATION WILL  
TAKE PLACE *ONLY* ON THE WEB  
(eSIMS).**

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**The complete Spring 2007  
Schedule of Classes is located  
at [www.lehman.edu](http://www.lehman.edu)**

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**The Web Schedule is updated frequently in  
order to provide you with the latest course  
information.**



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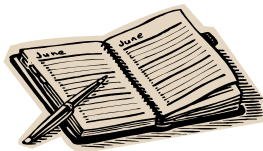
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# ACADEMIC CALENDAR

## Spring 2007

|                              |              |                                                                      |
|------------------------------|--------------|----------------------------------------------------------------------|
| Dec. 4, 2006 – Jan. 24, 2007 | Mon. – Wed.  | Spring Registration                                                  |
| January 28                   | Sunday       | Last day to drop with 100% refund                                    |
| January 29                   | Monday       | First day of classes                                                 |
| Jan. 29 – Feb. 5 (3:00 p.m.) | Mon. – Mon.  | Late Registration/Change of Program<br>(ends at 3:00 p.m. on Feb. 5) |
| February 4                   | Sunday       | Last day to drop with 75% refund                                     |
| February 11                  | Sunday       | Last day to drop with 50% refund                                     |
| February 12                  | Monday       | Lincoln's Birthday – College is closed                               |
| February 15                  | Thursday     | Classes follow Monday schedule                                       |
| February 18                  | Sunday       | Last day to drop with 25% refund-NO REFUND<br>AFTER THIS DATE        |
| February 19                  | Monday       | President's Day – College is closed                                  |
| February 21                  | Wednesday    | Classes follow a Monday Schedule                                     |
| March 5                      | Monday       | Deadline to file Major/Minor form                                    |
| March 7                      | Wednesday    | Last day to file for May 31, 2007 graduation                         |
| March 30                     | Friday       | Deadline to withdraw with "W" grade<br>NO REFUND                     |
| April 2-10                   | Mon. – Tues. | Spring Recess                                                        |
| April 18                     | Wednesday    | Last day to file for September 1, 2007<br>graduation                 |
| April 27                     | Friday       | Deadline to make up "INC" for Fall 2006                              |
| May 17                       | Thursday     | Last day of classes                                                  |
| May 18-25                    | Fri. – Fri.  | Final Examinations                                                   |
| May 28                       | Monday       | Memorial Day - College is closed                                     |
| May 31                       | Thursday     | Commencement                                                         |

Subject to change  
11/28/2006 Revised  
Registrar



**\*\*\* PLEASE READ THIS FOR SOME IMPORTANT REGISTRATION \*\*\*  
INFORMATION!**

To the Lehman College Community:

Spring 2007 registration will be entirely by web. Computers are available in the Academic Computer Center and in the alcove on the 1<sup>st</sup> floor of Shuster Hall, as well as in the Student Life Building.

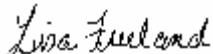
Registration will be conducted from Dec. 4, 2006 – January 24, 2007. All bills - even those with a zero balance – must be validated by the Bursar in SH 031 by 6:30 p.m. on the last day of regular registration (January 24, 2007). Please read the Bursar's billing information on page 21 so that you may avoid being cancelled from your classes for not validating your bill by the published deadline. **TO OBTAIN A COPY OF YOUR BILL, DOWNLOAD IT FROM THE WEB — OR PICK IT UP IN THE BURSAR'S OFFICE, SH 031.**

Please read this booklet for information and instructions regarding Spring 2007 registration, particularly on how to use the web to register (eSIMS).

**COURSE INFORMATION WILL BE AVAILABLE ONLY ON THE WEB** ([www.lehman.edu](http://www.lehman.edu)).

We hope to make your registration experience as smooth as possible, and look forward to seeing you in the Spring.

Sincerely,



Lisa Freeland  
Senior Registrar

LF: cmr

**DON'T FORGET YOUR PIN! (WRITE IT DOWN AND PUT THE PAPER IN A SAFE PLACE FOR FUTURE REFERENCE.) IF YOU DO FORGET YOUR PIN, YOU MUST COME TO THE REGISTRAR'S OFFICE (SH 114, 175 OR 182) WITH YOUR LEHMAN PHOTO I.D. TO HAVE YOUR PIN RESET.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

*If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.*

*In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.*

## CHECKLIST FOR REGISTRATION

1. **Registration will be entirely on the web (eSIMS).**
2. You may view the Spring 2007 Schedule of Classes only **ON THE WEB.**
3. Financial Aid should be in place before you register. The Financial Aid Office is in SH 136.
4. Take appropriate entrance exams (see Testing Office, SH 205, for information).
5. **REFER TO THE COLLEGE BULLETIN (UNDERGRADUATE OR GRADUATE) AS NEEDED THROUGHOUT THE REGISTRATION PROCESS.**
6. Make sure you are in compliance with NYS immunization/meningitis regulations. See page 13 in this book.
7. If you have **stops on your record, you must clear them (see page 12) before you will be able to register.**
8. For academic advising, see appropriate departments (pgs. 8-10) and/or SH 280 for general academic requirements.
9. For foreign language placement (SPA, FRE & ITA only), go to CA 257.
10. **All matriculated students** must file a Declaration of Major Form (pick up form in SH 106) by the time they earn 60 credits.
11. Know the prerequisites for your chosen courses (see Bulletin).
12. Secure appropriate course permissions (see page 11).
13. **KNOW YOUR PIN.** If you really don't know it go to SH 114, 175 or 182 with a photo I.D. to have your pin reset.
14. Register on or after your appointment time. Register carefully. Verify that the course(s) that appear on the web are the ones you chose.
15. **Validate your registration/bill even if no money is due.**

**IMPORTANT: IF YOU ADD, OR DROP AND ADD AFTER YOU VALIDATE YOUR BILL, YOU WILL BE RESPONSIBLE FOR COURSE FEES INCURRED. IN ORDER TO AVOID ANY FINANCIAL OR ACADEMIC LIABILITY, YOU MUST DROP UNWANTED COURSES BEFORE THE FIRST DAY OF THE SEMESTER, JANUARY 29, 2007, OR YOU WILL BE LIABLE FOR THE UNVALIDATED/UNPAID COURSES.**

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***In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.***

## COMPUTERS FOR STUDENT USE

Computers for registration will be available in the following locations:

| <u>Bldg/Room</u>                                                                                                 | <u>Time</u>                                                               | <u>Dates</u>    |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------|
| SHUSTER 1 <sup>st</sup> Floor Alcove-Computers                                                                   | M - F 9:30 a.m. - 5:00 p.m.                                               | Dec. 4 – Jan 24 |
| <b>STUDENT LIFE BUILDING</b><br>Room 222E (PCs)<br>Laptops are available on loan for currently enrolled students | Check with Campus Life for specific hours<br>(718) 960-8535               |                 |
| <b>ACADEMIC COMPUTER CENTER</b>                                                                                  | Check with the Computer Center for their hours and computer availability. |                 |

You may access your own student information on the web as follows:

- register for your Spring 2007 classes
- view and/or print your class schedule
- view and/or print your unofficial bill
- review and/or print your unofficial transcript
- check your grades
- check your financial information (tuition, fees and financial aid awards)
- change your 6-digit PIN
- pay your bill

Go to Lehman's home page ([www.lehman.edu](http://www.lehman.edu)) and look for the "web access" icon, or go directly to <http://esims.cuny.edu/lc>.

**SEE PAGES 32 & 33 FOR REGISTRATION INSTRUCTIONS.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

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## ADMINISTRATIVE OFFICES

| OFFICE/Phone                                                                                                                                                              | LOCATION                                   | DAYS                                                                                                                        | OFFICE HOURS                                                                                                                     |                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Academic Standards and Evaluation<br>(718) 960-8104                                                                                                                       | Shuster Hall 280                           | M, Th, F<br>T,W                                                                                                             | 9:00 a.m. – 5:00 p.m.<br>9:00 a.m. – 6:30 p.m.                                                                                   | 4:00 p.m. – 6:30 p.m. by<br>appointment on Tues. & Weds.                                                 |
| Academic Computer Center                                                                                                                                                  | Carman Hall 108                            | Please call (718) 960-1111 for scheduler visit <a href="http://www.lehman.edu/itr/schedule">www.lehman.edu/itr/schedule</a> |                                                                                                                                  |                                                                                                          |
| Admissions - Undergraduate<br>(718) 960-8713                                                                                                                              | Shuster Hall 161                           | M, Th, F<br>T,W                                                                                                             | 9:00 a.m. – 5:00 p.m.<br>5:00 p.m. – 6:30 p.m.                                                                                   | When classes are in session                                                                              |
| Admissions - Graduate<br>(718) 960-8702                                                                                                                                   | Shuster Hall 150                           | M-F                                                                                                                         | 9:00 a.m. – 5:00 p.m.                                                                                                            | Graduate Admission services are<br>provided in SH 161 on Tuesday &<br>Wednesday evenings                 |
| Adult Degree Program<br>(718) 960-8666                                                                                                                                    | Carman Hall 128                            | M-Th<br>Friday                                                                                                              | 9:00 a.m. – 6:00 p.m.<br>9:00 a.m. – 4:30 p.m.                                                                                   |                                                                                                          |
| Bookstore<br>(718) 960-8144                                                                                                                                               |                                            | M-Th<br>Friday<br>Saturday                                                                                                  | 8:45 a.m. – 7:00 p.m.<br>8:45 a.m. – 3:00 p.m.<br>9:00 a.m. – 2:00 p.m.                                                          | First 6 Saturdays of the Semester                                                                        |
| Bursar<br>(718) 960-8576                                                                                                                                                  | Shuster Hall 031                           | M,Th, F<br>T,W<br><br>T,W                                                                                                   | 9:00 a.m. – 4:00 p.m.<br>9:00 a.m. – 4:00 p.m.<br><br>4:30 p.m. – 6:30 p.m.                                                      | Students can pay tuition bills via<br>eSIMS 24 hours/day, 7 days/week<br><br>When classes are in session |
| Campus Activities (parking permits)<br>(718) 960-8959                                                                                                                     | Shuster Hall 080                           | M-F                                                                                                                         | 9:00 a.m. – 4:45 p.m.                                                                                                            | On Tuesday & Wednesday after<br>4:45 p.m., go to Bursar (see Bursar<br>hours)                            |
| Campus Information Services<br>(718) 960-1100<br>(718) 960-8029                                                                                                           | Shuster Hall 176<br><br>Student Life 218   | M, Th, F<br>T, W<br>M-Th<br>Friday                                                                                          | 9:00 a.m. – 5:00 p.m.<br>5:00 p.m. – 6:30 p.m.<br>5:00 p.m. - 8:00 p.m.<br>9:00 a.m. – 5:00 p.m.                                 | When classes are in session<br>Winter break & Summer session                                             |
| Campus Life<br>(718) 960-8535                                                                                                                                             | SL-222                                     | M-Th<br>Friday<br><br>M-F                                                                                                   | 9:00 a.m. – 9:00 p.m.<br>9:00 a.m. – 5:00 p.m.<br><br>9:00 a.m. - 5:00 p.m.                                                      | When classes are in session<br><br>Winter break & Summer Session                                         |
| Career Services<br>(718) 960-8366                                                                                                                                         | Shuster Hall 254                           | M-F<br>T, W                                                                                                                 | 9:00 a.m. – 5:00 p.m.<br>5:00 p.m. - 6:30 p.m.                                                                                   | When classes are in session                                                                              |
| Counseling Center<br>(718) 960-8761                                                                                                                                       | Old Gym 114                                | M,Th, F<br>T, W<br>Saturday                                                                                                 | 9:00 a.m. – 5:00 p.m.<br>9:00 a.m. – 7:00 p.m.<br>10:00 a.m. – 2:00 p.m.                                                         |                                                                                                          |
| Financial Aid<br>(718) 960-8545                                                                                                                                           | Shuster Hall 136                           | M-F<br>T,W                                                                                                                  | 9:00 a.m. – 4:00 p.m.<br>5:00 p.m. – 6:30 p.m.                                                                                   | When classes are in session                                                                              |
| Graduate Studies<br>(718) 960-8972                                                                                                                                        | Shuster Hall 275                           | M-F<br>T,W                                                                                                                  | 9:00 a.m. – 5:00 p.m.<br>9:00 a.m. – 6:30 p.m.                                                                                   | When classes are in session                                                                              |
| Instructional Support Services<br>Programs:<br>Humanities, Social Sciences &<br>Writing<br>(718) 960-8175<br><br>Natural Sciences & Upper Level<br>Math<br>(718) 960-7707 | Old Gym 205<br><br><br><br>Gillet Hall 133 | M-Th<br>Friday<br>Saturday<br><br>M-Th<br>Saturday                                                                          | 9:00 a.m. – 7:00 p.m.<br>9:00 a.m. – 1:00 p.m.<br>10:00 a.m. – 2:00 p.m.<br><br>10:00 a.m. – 7:00 p.m.<br>10:00 a.m. – 2:00 p.m. |                                                                                                          |

## ADMINISTRATIVE OFFICES (CONT.)

| Language Laboratory                                                                                                                                                                                     | Carman Hall B-37                                                                                                             | DAYS & HOURS WILL BE POSTED IN CA-B37                     |                                                                                                                                                                                                                           |                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Library – Call (718) 960-7766 for a detailed schedule of Library hours. Please note, circulation ends fifteen minutes prior to closing.                                                                 |                                                                                                                              | <b>M-Th</b><br>Friday<br><b>Saturday</b><br><b>Sunday</b> | <b>9:00 a.m. – 10:00 p.m.</b><br>9:00 a.m. – 5:00 p.m.<br><b>10:00 a.m. – 6:00 p.m.</b><br><b>12:00 p.m. – 4:00 p.m.</b>                                                                                                  | <b>When classes are in session</b><br><b>Extended hours to midnight for a week during Reading Days &amp; Final Exams</b> |
| <b>Registrar: (718) 960-</b><br>Graduation Check 7474<br>Records 8809<br>Transcripts 8652<br><br>Semester Info. Services & Certification 8613<br>Registration Information 1152<br>Senior Registrar 8255 | Shuster Hall 105<br>Shuster Hall 106<br>Shuster Hall 108<br><br>Shuster Hall 114<br><br>Shuster Hall 175<br>Shuster Hall 182 | M-F<br>M-F<br>M-F<br><br>M-F<br><b>T, W</b><br>M-F<br>M-F | 9:00 a.m. – 5:00 p.m.<br>9:00 a.m. – 5:00 p.m.<br><b>9:00 a.m. – 3:00 p.m.</b><br><b>3:30 p.m. – 5:00 p.m.</b><br>9:00 a.m. – 5:00 p.m.<br><b>5:00 p.m. – 6:30 p.m.</b><br>9:00 a.m. – 5:00 p.m.<br>9:00 a.m. – 5:00 p.m. | <b>When classes are in session</b>                                                                                       |
| SEEK<br>(718) 960-7979<br><br>For Advisement                                                                                                                                                            | Shuster Hall 257                                                                                                             | M-Th<br>F<br><br>M-Th<br>F                                | 9:00 a.m. – 5:00 p.m.<br>9:00 a.m. – 3:00 p.m.<br><br>9:30 a.m. – 4:00 p.m.<br>9:30 a.m. – 3:00 p.m.                                                                                                                      |                                                                                                                          |
| Student Disability Services<br>(718) 960-8441                                                                                                                                                           | Shuster Hall 238                                                                                                             | M,W,Th,F<br>T                                             | 9:00 a.m. – 5:00 p.m.<br>9:00 a.m. – 6:30 p.m.                                                                                                                                                                            | <b>Additional hours by appointment</b>                                                                                   |
| Student Health Center<br>(718) 960- 8900                                                                                                                                                                | T3-118                                                                                                                       | M,Th, F<br><br><b>T,W</b>                                 | 9:00 a.m. – 5:00 p.m.<br><br><b>9:00 a.m. – 6:30 p.m.</b>                                                                                                                                                                 | <b>Augmented hours during registration</b><br><b>When classes are in session</b>                                         |
| Testing: CUNY Skills Assessment<br>(718) 960-8156                                                                                                                                                       | Shuster Hall 205                                                                                                             | M, Th,F<br>T,W                                            | 9:00 a.m. – 5:00 p.m.<br>9:00 a.m. – 6:30 p.m.                                                                                                                                                                            |                                                                                                                          |
| Transfer, Summer, Weekend & Study Abroad Programs<br>(718) 960-8345                                                                                                                                     | Carman Hall 337                                                                                                              | <b>M-Th</b><br><b>Friday</b><br><b>Saturday</b>           | <b>10:00 a.m. – 7:00 p.m.</b><br><b>10:00 a.m. – 6:00 p.m.</b><br><b>8:30 a.m. – 2:00 p.m.</b>                                                                                                                            | <b>When classes are in session</b>                                                                                       |
| Writing/Learning Center<br>(718) 960-8175                                                                                                                                                               | Old Gym 205                                                                                                                  | <b>M -Th</b><br><b>Friday</b><br><b>Saturday</b>          | <b>9:00 a.m. – 7:00 p.m.</b><br><b>9:00 a.m. – 1:00 p.m.</b><br><b>10:00 a.m. – 2:00 p.m.</b>                                                                                                                             | <b>When classes are in session</b>                                                                                       |

**DEPARTMENT/SUBJECT CODE/LOCATION LISTING**

| <b>SUBJECT CODE</b> | <b>DEPARTMENT OR PROGRAM</b>                          | <b>OFFICE LOCATION</b> | <b>PHONE EXT. (960)</b> |
|---------------------|-------------------------------------------------------|------------------------|-------------------------|
| ARB                 | Languages & Literatures                               | CA-257                 | 8215                    |
| ACC                 | Economics, Accounting & Business Administration       | CA-337                 | 8297                    |
| ACU                 | Languages & Literatures                               | CA-257                 | 8215                    |
| AMS                 | Program in American Studies – Interdisciplinary       | CA-302A                | 8289                    |
| ANT                 | Anthropology                                          | DA-421A                | 8405                    |
| ARH                 | Art                                                   | FA-014                 | 8256                    |
| ART                 | Art                                                   | FA-014                 | 8256                    |
| AST                 | Physics & Astronomy                                   | GI-131                 | 8542                    |
| BBA                 | Economics, Accounting & Business Administration       | CA-377                 | 8297                    |
| BBE                 | Early Childhood & Childhood Education                 | CA-B32                 | 8167                    |
| BIO                 | Biological Sciences                                   | DA-217                 | 8235                    |
| BLS                 | African & African-American Studies                    | CA-285                 | 8283                    |
| CHC                 | CUNY Honors College                                   | LI-316 N               | 6093                    |
| CGI                 | Mathematics & Computer Science                        | GI-211                 | 8120                    |
| CHE                 | Chemistry                                             | DA-318                 | 8146                    |
| CHI                 | Languages & Literatures                               | CA-257                 | 8215                    |
| CIS                 | Mathematics & Computer Science                        | GI-211                 | 8120                    |
| CLA                 | Languages & Literatures                               | CA-257                 | 8215                    |
| CLT                 | Program in Comparative Literature – Interdisciplinary | CA-257                 | 8215                    |
| CMP                 | Mathematics & Computer Science                        | GI-211                 | 8120                    |
| COM                 | Journalism, Communication and Theatre                 | CA-259                 | 8217                    |
| DEC                 | Early Childhood & Childhood Education                 | CA-B32                 | 8167                    |
| DFN                 | Dietetics, Foods and Nutrition                        | GI-431                 | 8775                    |
| DNC                 | Journalism, Communication and Theatre                 | CA-259                 | 8217                    |
| ECE                 | Early Childhood & Childhood Education                 | CA-B32                 | 8167                    |
| ECO                 | Economics, Accounting & Business Administration       | CA-377                 | 8297                    |
| EDC                 | Early Childhood & Childhood Education                 | CA-B32                 | 8167                    |
| EDE                 | Early Childhood & Childhood Education                 | CA-B32                 | 8167                    |
| EDG                 | Specialized Services-Counselor Education              | CA-B01                 | 7304                    |
| EDR                 | Specialized Services-Literacy Studies                 | CA-B19                 | 8307                    |
| EDS                 | Specialized Services-Special Education                | CA-B53                 | 8173                    |
| ENG                 | English ( ENG 110 & 120)                              | CA-339                 | 8720                    |
| ENG/ENW             | English (ALL OTHER ENG & ENW COURSES)                 | CA-302                 | 8556                    |
| ESC                 | Middle & High School Education                        | CA-B29                 | 8171                    |
| ESL                 | English as a Second Language                          | CA-339                 | 8720                    |
| ESS                 | Specialized Services in Education                     | CA-B20                 | 8173                    |
| FCS                 | Specialized Services in Education                     | CA-B20                 | 8173                    |

**DEPARTMENT/SUBJECT CODE/LOCATION LISTING**

| <b>SUBJECT CODE</b> | <b>DEPARTMENT OR PROGRAM</b>                                      | <b>OFFICE LOCATION</b> | <b>PHONE EXT. (960)</b> |
|---------------------|-------------------------------------------------------------------|------------------------|-------------------------|
| FRE                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| GEH                 | Environmental Geographic & Geological Sciences                    | GI-309                 | 8660                    |
| GEO                 | Environmental Geographic & Geological Sciences                    | GI-309                 | 8660                    |
| GEP                 | Environmental Geographic & Geological Sciences                    | GI-309                 | 8660                    |
| GER                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| GRK                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| HCU                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| HEA                 | Health Education and Promotion                                    | GI-431                 | 8775                    |
| HEB                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| HIA                 | History                                                           | CA-202C                | 8288                    |
| HIE                 | History                                                           | CA-202C                | 8288                    |
| HIN                 | Nursing                                                           | T3-208                 | 8214                    |
| HIS                 | History                                                           | CA-202C                | 8288                    |
| HIU                 | History                                                           | CA-202C                | 8288                    |
| HIW                 | History                                                           | CA-202C                | 8288                    |
| HSA                 | Health Services Administration                                    | GI-431                 | 8775                    |
| HSD                 | Health Sciences                                                   | GI-431                 | 8775                    |
| HUM                 | City & Humanities Program                                         | CA-352                 | 8715                    |
| IAS                 | Program in Italian American Studies – Interdisciplinary           | DA-111                 | 8755                    |
| IBA                 | Adult Degree Program                                              | CA-128                 | 8666                    |
| IDW                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| IRI                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| ITA                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| JAL                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| JCU                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| LAC                 | Latin American & Puerto Rican Studies Program – Interdisciplinary | CA-284                 | 8280                    |
| LAT                 | Languages & Literatures                                           | CA-257                 | 8215                    |
| LEH                 | General Education Courses                                         | CA-337                 | 8756                    |
| LNG                 | Program in Linguistics – Interdisciplinary                        | SP-218                 | 8032                    |
| LSP                 | Lehman Scholars Program                                           | LI-316 N               | 6093                    |
| MAT                 | Mathematics & Computer Science                                    | GI-211                 | 8120                    |
| MLJ                 | Journalism, Communication and Theatre                             | CA-259                 | 8217                    |
| MSH                 | Music                                                             | MU-310                 | 8247                    |
| MSP                 | Music                                                             | MU-310                 | 8247                    |

## DEPARTMENT/SUBJECT CODE/LOCATION LISTING

| SUBJECT CODE | DEPARTMENT OR PROGRAM                       | OFFICE LOCATION | PHONE EXT. (960) |
|--------------|---------------------------------------------|-----------------|------------------|
| MST          | Music                                       | MU-310          | 8247             |
| NSS          | Natural & Social Sciences                   | SH-302          | 8764             |
| NUR          | Nursing                                     | T3-208          | 8214             |
| PHI          | Philosophy                                  | CA-360          | 8292             |
| PHY          | Physics & Astronomy                         | GI-131          | 8542             |
| POL          | Political Science                           | CA-358          | 8517             |
| PRS          | Latin American & Puerto Rican Studies       | CA-284          | 8280             |
| PSY          | Psychology                                  | GI-113          | 8204             |
| REC          | Recreation Education                        | AP-269          | 8589             |
| REH          | Rehabilitation and Therapy Recreation       | AP-269          | 8589             |
| RUS          | Languages & Literatures                     | CA-257          | 8215             |
| SOC          | Sociology & Social Work                     | CA-B65          | 8193             |
| SPA          | Languages & Literatures                     | CA-257          | 8215             |
| SPE          | Speech – Language – Hearing Sciences        | SP-226          | 8134             |
| SPS          | Political Science                           | CA-358          | 8517             |
| SPV          | Speech – Language – Hearing Sciences        | SP-226          | 8134             |
| SWA          | African & African-American Studies          | CA-285          | 8283             |
| SWK          | Sociology & Social Work                     | CA-B18          | 8192             |
| THE          | Journalism, Communication and Theatre       | CA-259          | 8217             |
| WST          | Women's Studies Program – Interdisciplinary | CA-221          | 1160             |
| YDH          | Languages & Literatures                     | CA-257          | 8215             |

### DIVISION OF EDUCATION CERTIFICATION ADVISEMENT HOURS ARE AS FOLLOWS:

**TUESDAY**      2:00 P.M. – 5:30 P.M.  
**WEDNESDAY**    2:00 P.M. – 4:30 P.M.  
**THURSDAY**     2:00 P.M. – 4:30 P.M.  
**OTHER TIMES BY APPOINTMENT ONLY**

**MS. RUTH JORDAN, CERTIFICATION OFFICER (718) 960-8401**

Information regarding certification is available in Carman Hall, Room B-33, Monday - Friday between the hours of 9:00 a.m. – 5:00 p.m. Documents for the certification officer may be dropped off in CA B33 Monday - Friday between the hours of 9:00 a.m. – 5:00 p.m. For additional certification information, please visit the NYS Certification website: <http://www.highered.nysed.gov/tcert>.

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

***If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.***

***In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.***

## COURSES REQUIRING DEPARTMENT APPROVAL

SOME OF THE FOLLOWING COURSES ARE NOW CHECKED AUTOMATICALLY FOR PREREQUISITE ELIGIBILITY. IF YOU HAVE SUCCESSFULLY COMPLETED THE PREREQUISITE(S) AT LEHMAN, OR ARE CURRENTLY REGISTERED FOR THE PREREQUISITE COURSE(S), PLEASE ATTEMPT TO REGISTER FOR THE COURSE(S) OF YOUR CHOICE BEFORE YOU CONTACT THE APPROPRIATE DEPARTMENT(S).

**\*\*\*ALL GRADUATE COURSES REQUIRE DEPARTMENT APPROVAL\*\*\***

| DEPARTMENT                                         | COURSE                                                                                             | ROOM               |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------|
| Adult Degree Program                               | IBA 481                                                                                            | CA-128             |
| African & African-American Studies                 | BLS 381, 470, 481                                                                                  | CA-285             |
| Anthropology                                       | ANT 489                                                                                            | DA-421             |
| Art                                                | ART 486/ARH 489, ART/CGI 480, 481                                                                  | FA-014             |
| Biological Sciences                                | BIO 489, 490                                                                                       | DA-217             |
| Chemistry                                          | CHE 391, 491                                                                                       | DA-318             |
| Early Childhood/<br>Childhood Education            | ALL COURSES except ECE 300, ECE 301, ECE 302                                                       | CA-B32             |
| Economics, Accounting &<br>Business Administration | ACC 272, ECO 385, ECO 490                                                                          | CA-377             |
| English Composition                                | ENG 110, 120                                                                                       | CA-339             |
| English                                            | ENG 282, ENW 201, 204, 207 and 210<br>All 300 & 400 level courses                                  | CA-302             |
| Health Sciences                                    | HEA 440, 470, HSA 440, 470, 471<br>DFN 120, 470, 471, 472, 485, 490<br>REC 320, 321, 360, 370, 470 | GI-431<br>APEX-269 |
| History                                            | HIS 381, 450, 481                                                                                  | CA-202             |
| Humanities                                         | HUM 470                                                                                            | CA-302             |
| Italian American Studies                           | IAS 481, 495                                                                                       | DA-111             |
| Journalism, Communication<br>and Theatre           | COM 200, 452, 486, MLJ 200, 370, 470,<br>THE 370, 454, 470, 488                                    | CA-259             |
| Languages & Literatures                            | FRE, HEB, JAL, ITA, SPA<br>101, 103, 105 & All courses<br>above the 100 level                      | CA-257             |
| Lehman Scholars Program                            | LSP 481                                                                                            | LI-316 N           |
| Mathematics/Computer Science                       | Undergraduate: ALL MAT below 200-level & MAT 485,<br>CMP 230, 326, 485, 487, CIS 488               | GI -211            |
| Middle & High School Education                     | ALL COURSES                                                                                        | CA-B29             |
| Music                                              | All Music courses except<br>MSH 114, 269, MSP 100, 190, 201, MST 100                               | MU-316             |
| Nursing                                            | ALL COURSES                                                                                        | T3-201             |
| Political Science                                  | POL 365 & All 400-level and above                                                                  | CA-358             |
| Psychology                                         | PSY 226, 305, 328 & All 400-level courses                                                          | GI-113             |
| Sociology/Social Work                              | SOC 347, 470, 481, SWK 306, 312, 441, 443, 471                                                     | CA-B65             |
| Specialized Services in Education                  | ALL COURSES                                                                                        | CA-B20             |

## STOP CODES

| <u>Stop Code</u> | <u>Description</u>                                        | <u>Department</u>               | <u>Bldg. Room</u> |
|------------------|-----------------------------------------------------------|---------------------------------|-------------------|
| AA               | Index below 2.0                                           | Academic Advisement             | SH-280            |
| AB               | Skills test(s) not passed                                 | Academic Advisement             | SH-280            |
| AD               | Remediation                                               | Academic Advisement             | SH-280            |
| AE               | TPE stop                                                  | Academic Advisement             | SH-280            |
| AF               | Graduate advisor's stop                                   | Graduate Studies                | SH-275            |
| AI               | Graduate Admissions – ineligible                          | Admissions Office               | SH-150            |
| AO               | Graduate Admissions – other                               | Admissions Office               | SH-150            |
| AT               | Admissions transcript(s) missing                          | Admissions Office               | SH-161            |
| AV               | Admissions (undergraduate transfer) evaluation incomplete | Admissions Office               | SH-152            |
| B                | Bursar                                                    | Bursar's Office                 | SH-031            |
| BC               | PTS Student owes monies to BCC                            | Business Office                 | SH-030            |
| BE               | Perkins loan exit interview needed                        | Student Financial Services      | SH-081            |
| BF               | Financial Services/Business Office                        | Student Financial Services      | SH-081            |
| BO               | Bursar-Pre-SIMS                                           | Bursar's Office                 | SH-031            |
| BP               | Financial Services/Business Office-Perkins loan           | Student Financial Services      | SH-081            |
| BR               | Bursar – receipts owed to Financial Services              | Student Financial Services      | SH-081            |
| BV               | Financial Aid– Book voucher                               | Financial Aid                   | SH-136            |
| CG               | Conditional Admit-Graduate                                | Graduate Admissions             | SH-150            |
| C2               | CPE-2 Failures/Forfeits                                   | Testing Office                  | SH-205            |
| C3               | CPE-3 Failures/Forfeits                                   | Testing Office                  | SH-205            |
| C4               | CPE-4 Failures/Forfeits                                   | Testing Office                  | SH-205            |
| CU               | CUNY Proficiency Exam                                     | Testing Office                  | SH-205            |
| DA               | Vice President for Student Affairs                        | Vice Pres. for Student Affairs  | SH-206            |
| DC               | Day Care Center                                           | Day Care Center                 | T3-115            |
| DG               | GSL default                                               | Financial Aid Office            | SH-136            |
| EX               | Federal or state loan exit interview (Graduating senior)  | Financial Aid Office            | SH-136            |
| F                | Financial Aid                                             | Financial Aid Office            | SH-136            |
| FC               | CPE Failed 3 times                                        | Testing Office                  | SH-205            |
| FY               | FYI Stop (continuing freshmen-no block)                   | Freshman Year Initiative Office | CA-339            |
| G                | Proof of high school graduation                           | Admissions Office               | SH-161            |
| GL               | GSL default                                               | Financial Aid Office            | SH-136            |
| GP               | GSL default and Pell overpayment                          | Financial Aid Office            | SH 136            |
| GS               | Skills conditional stop                                   | Testing Office                  | SH-205            |
| GT               | Undergraduate stop-pending CUNY/SUNY associates degree    | Admissions Office               | SH-161            |
| G2               | Missing SAT scores                                        | Admissions Office               | SH 161            |
| HB               | CUNY Honors College                                       | Honors College Office           | LI-316N           |
| HC               | Medical bills                                             | Student Health Center           | T3-118            |
| I                | International student advisor                             | Vice Pres. for Student Affairs  | SH-210            |
| IG               | Progress toward graduate degree                           | Graduate Studies                | SH-275            |
| K                | Bookstore                                                 | Bookstore                       | Bookstore         |
| L                | Library                                                   | Library                         | LI-213            |
| MG               | No meningitis information on file                         | Student Health Center           | T3-118            |
| NL               | NDSL default                                              | Student Financial Services      | SH-081            |
| P                | Athletic department                                       | Athletics                       | Apex-269          |
| PG               | Graduate -Probation                                       | Graduate Studies                | SH-275            |
| PO               | Pell overpayment                                          | Financial Aid Office            | SH-129            |
| R                | Registrar                                                 | Registrar's Office              | SH-182            |
| RE               | Residency                                                 | Registrar's Office              | SH-182            |
| RM               | Registrar No Major/Credits Earned = 60                    | Registrar's Office              | SH-182            |
| RR               | Registrar-Restricted                                      | Registrar's Office              | SH-182            |
| S                | SEEK                                                      | SEEK Office                     | SH-257            |
| SA               | SEEK advisement                                           | SEEK Office                     | SH-257            |
| SD               | Second degree – declaration of major                      | Registrar's Office              | SH-106            |
| SI               | SEEK ineligible (new student)                             | Admissions Office               | SH-161            |
| SK               | SEEK eligibility (new student)                            | Financial Aid Office            | SH 136            |
| SO               | SEEK overpayment                                          | Financial Aid Office            | SH-136            |
| SV               | Summer visitor                                            | Admissions Office               | SH-161            |
| TF               | Teaching Fellows Stop                                     | Teaching Fellows Office         | CA-B26            |
| TM               | Skills math test not taken                                | Testing Office                  | SH-205            |
| TR               | Skills reading test not taken                             | Testing Office                  | SH-205            |
| TW               | Skills writing test not taken                             | Testing Office                  | SH-205            |
| UI               | Undergraduate ineligible                                  | Admissions Office               | SH-161            |
| UO               | Undergraduate Admissions – other                          | Admissions Office               | SH-161            |
| XF               | Federal loan exit interview (Graduating senior)           | Financial Aid Office            | SH-136            |
| XS               | State loan exit interview (Graduating senior)             | Financial Aid Office            | SH-136            |
| 3C               | College not selected by multiple admit                    | Admissions Office               | SH-161            |
| 3H               | Conditional Admit                                         | Admissions Office               | SH-161            |
| 3P               | Prelude to Success                                        | Admissions Office               | SH-161            |
| 4A               | Commitment Fee must be paid                               | Admissions Office               | SH-161            |

## **IMMUNIZATIONS MUST BE SATISFIED FOR ALL STUDENTS**

### **BEFORE YOU CAN REGISTER FOR COLLEGE, NEW YORK STATE LAW REQUIRES THAT YOU HAVE THE FOLLOWING IMMUNIZATIONS AND COMPLETE A MENINGITIS FORM.**

**IMMUNIZATION REQUIREMENTS, NEW YORK STATE DEPARTMENT OF HEALTH (DOH) LAW.** Effective August 1990, all students born on or after January 1, 1957 must demonstrate proof of immunity against measles, mumps, and rubella. Students must bring copies of their immunization records to the Student Health Center, T-3 Building, Room 118 before registration. Conditions are subject to change.

#### **MMR REQUIREMENTS**

1. MEASLES-TWO measles given 28 days apart.
2. MUMPS-ONE
3. RUBELLA-ONE
  - The vaccinations must have been given at least one year after you were born.
  - Mumps, measles, and rubella combined vaccination must have been given after 1973.
  - Single immunizations (one mumps, one measles, or one rubella) must have been given after January 1, 1968.
  - You do not need vaccinations if you were born prior to January 1, 1957.
  - You can submit a blood test (titer) to prove immunity from mumps, measles and rubella.
  - Remember, you must fulfill the immunization requirements before you register.

#### **MENINGITIS REQUIREMENTS**

New York State Public Health Law (PHL#2167) went into effect as of **August 15, 2003**, requiring that all colleges provide information about meningitis and meningitis vaccine to their students.

By law, **all** students are required to complete a response form acknowledging that they have received this information, and either indicate the date of past meningitis vaccination or indicate that they have chosen not to get the vaccine at this time.

This response form must be submitted to the Student Health Center **within 30 days after the first day of classes**. This may be accomplished via mail, fax or in person to the **Health Center, T-3, Room 118**. Failure to return the form may lead to being dropped from your courses and a stop will be placed on your record. Additionally, no student will be allowed to register for future classes if they have not completed and returned the form.

Response forms are included in your admission package, may be obtained at the Student Health Center, can be downloaded on the Student Health Center website and can be completed online via eSIMS.

**The Student Health Center is not offering the meningitis vaccine.** However, a list of Center for Disease Control authorized vaccination sites can be found at <http://www.cdc.gov/travel/travelclinics.htm>.

### **NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

***If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.***

***In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.***

# MEDICAL REQUIREMENTS

*MMR Immunization Records and Meningitis Response Signature are required before registration*

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ DOB \_\_\_\_\_

**Part 1- TO BE COMPLETED AND SIGNED BY STUDENT OR PARENT/GUARDIAN FOR STUDENT UNDER THE AGE OF 18  
MENINGOCOCCAL MENINGITIS.  
CHECK ONE (1) BOX ONLY**

I have read, (see reverse side) or have had explained to me information regarding meningococcal meningitis and the vaccine.  
The vaccination was administered on \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_

**OR**

I have read, (see reverse side) or have had explained to me information regarding meningococcal meningitis and the vaccine.  
I understand the risks of not receiving the vaccine. I have decided that I (my child) will **not** obtain immunization against meningococcal meningitis.

**\*For Meningitis Vaccine availability, check with your primary care physician OR visit the CDC Travel Clinics websites:  
[www.istm.org](http://www.istm.org) The Cost is approximately \$100.00.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Part 2- TO BE COMPLETED, SIGNED, AND STAMPED BY YOUR HEALTH CARE PROVIDER.**

**Single immunizations (one mumps, one measles, or one rubella) must have been given after January 1, 1968.**

Measles 1 Date \_\_\_/\_\_\_/\_\_\_                      Measles 2 Date \_\_\_/\_\_\_/\_\_\_

Mumps Date \_\_\_/\_\_\_/\_\_\_                      Rubella Date \_\_\_/\_\_\_/\_\_\_

**OR**

**M.M.R. (Measles, mumps, Rubella) (Two doses; after 1/1/1973)**

1. Dose 1 given at age 12 months or later. . . . . Date \_\_\_/\_\_\_/\_\_\_

2. Second dose given after 15 months of age. . . . . Date \_\_\_/\_\_\_/\_\_\_

**OR**

**Laboratory Report** proving immunity must be submitted. (MMR Titer)

(See reverse side for information)

**I certify that the above-named student has received the above immunizations, or I have enclosed laboratory results indicating immunity.**

Physician signature AND stamp required \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Phone#: (\_\_\_\_) \_\_\_\_\_

**Return form to: Lehman College Student Health Center, Building T-3, Room 118**

**250 Bedford Park Blvd. West, Bronx, NY 10468**

**Telephone: (718) 960-8900 Fax: (718) 960-8909**

## Medical Requirements

**Meningitis Response Signature and MMR Immunization Records are required before registration**

### New York State Public Health Law 2167-Meningococcal Meningitis

New York State Public Health Law 2167 took effect on August 15, 2003. It requires that all colleges inform their students about meningococcal meningitis and the meningitis vaccine. It further requires you to do the following:

Complete Part 1 of the reverse side of this form indicating that you have received information about meningitis and the meningitis vaccine and **EITHER:**

Have been vaccinated against meningitis within the **last 10 years** (please submit date)

**OR**

Have decided **not** to obtain the vaccination.

Meningitis is rare. However, when it strikes, its flu-like symptoms make diagnosis difficult. Symptoms can include high fever, severe headache, stiff neck, and rash. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputations, and even death.

Meningitis is spread through the air via respiratory secretions such as coughing, sneezing, kissing or sharing personal items like utensils, cigarettes and drinking glasses. Certain college students, particularly freshman living in dormitories or resident halls, have been found to have an increased risk for meningitis.

A vaccine is available that protects against four types of the bacteria that cause meningitis in the United States—types A, C, Y and W-135. These types account for nearly two thirds of meningitis cases among college students. The vaccine is safe and effective and provides immunity for approximately 3 to 5 years. Meningitis vaccine is available at your primary care physician or visit [www.istm.org](http://www.istm.org) for clinic listings. The cost is approximately \$100.00.

To learn more about meningitis and the vaccine and other immunizations offered to college students, please feel free to contact our health center and/or consult your physician. You can also find information about the disease at the New York State Department of Health website: [www.health.state.ny.us](http://www.health.state.ny.us), the Center for Disease Control and Prevention (CDC) website: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo), or American College Association (ACHA) Website: [www.acha.org](http://www.acha.org).

### New York State Public Health Law 2165-Measles, Mumps, Rubella

If you were born after December 31, 1956, you are required by state law to prove you are immune to Measles, Mumps, and Rubella in order to attend college. Acceptable proof of immunity includes: immunization cards from childhood, immunization records from High School or other schools you attended, or records from your doctor or clinic. If you do not have proof of immunizations, you must be immunized again or have a blood test (MMR titer) to show you are immune to all three diseases.

MMR vaccines are available at the Lehman College Student Health Center free of charge. Blood testing is also available but requires medical insurance or payment by the student.

Medical waiver: Any student with a medical condition that prohibits vaccination may submit a doctor's statement on letterhead for exemption. (Temporary medical conditions, such as pregnancy, require blood titer clearance.)

## STUDENT HEALTH CENTER--SERVICES FOR STUDENTS WITH DISABILITIES--COUNSELING SERVICES

### STUDENT HEALTH CENTER

#### Did you know....

...Lehman College has a Student Health Center offering a wide range of services including: primary and acute care treatment, urgent care, women's health services, required and elective immunizations and annual athletic and job physicals?

...the Student Health Center is supported by the student activity fee and, therefore, most services are free or at significantly reduced cost?

...the Student Health Center's hours are Monday, Thursday and Friday, 9 a.m.-5 p.m., and Tuesday and Wednesday, 9 a.m.-6:30 p.m.?

...the Student Health Center is located in the T-3 Building, Room 118, 718-960-8900?

### SERVICES FOR STUDENTS WITH DISABILITIES

**STUDENTS WITH DISABILITIES** seeking assistance should contact Merrill D. Parra at (718) 960-8441. The Office of Special Student Services is located in Shuster Hall, Room 238. Day or evening appointments can be arranged. The Division of Student Affairs provides a wide range of support services and auxiliary aids including:

- Student orientation
- Advisement and registration assistance
- Academic advocacy and counseling
- Tutoring/study skills
- Access to adaptive technology, specialized aids and equipment (e.g., copiers with print enlarger, closed circuit TVs, computers, tape recorders and large print/taped books/E-text)
- Referral to community agencies (VESID, CBVH, Independent Living Centers)
- Alternative testing arrangements

If you have a disability that affects one or more of your daily life activities, please contact **Merrill D. Parra, Director of Special Student Services at Lehman College, 718-960-8441 and 718-960-8931 (TTY).**

Disabilities may include hearing, mobility or visual impairments, as well as hidden disabilities such as chronic medical conditions, learning disabilities or psychiatric and emotional disabilities.

### COUNSELING CENTER

Individual and group counseling services are available to all undergraduate/graduate students. Trained professionals offer you confidential assistance with any emotional or mental difficulties you are experiencing, including anxiety and stress, depression, family and relationship problems, substance abuse and alcoholism, and other personal issues. The Counseling Center is located on the first floor of the Old Gymnasium Building in Room 114. Day or evening appointments may be arranged in person or by contacting the Counseling Center at (718) 960-8761.

**ATTENTION!**  
**LEHMAN COLLEGE UNDERGRADUATE STUDENTS**

**THE CUNY PROFICIENCY EXAM (CPE) IS A GRADUATION  
REQUIREMENT!**

If you have 45 or more credits,  
sign up with the Office of Academic Testing, Shuster Hall, Room 205  
(718) 960-8156

CPE preparatory workshops will be available at the ACE Center,  
Old Gym Building, Room 205  
(718) 960-8175

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REGISTRATION TIMETABLE ON PAGE 30.**

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*In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.*

## PLEASE READ THIS IMPORTANT INFORMATION BEFORE YOU REGISTER

### Admitting/Readmitting

All students not attending Lehman during the Fall 2006 semester must complete an application for admission (or re-admission, if appropriate) in the Admissions Office, SH 161, for undergraduates, and SH 150 for graduates.

### Applying for Financial Aid

Applications for financial aid should be completed at least 4 weeks before you actually register. Report to the Financial Aid Office, SH 136, for information and applications (see section on Financial Aid).

### Required Testing

All new undergraduates (matriculated students, freshmen and transfers), unless exempted, must take the ACT tests prior to seeing an academic advisor. Information on test dates/times/exemptions is available in SH 205.

Test results, comprising scores in writing, reading and mathematics, are mailed to students and are available in SH 205. Students will not be referred to ESL testing, academic advisement or Freshman Year Initiative without test scores.

### Taking a Foreign Language

Foreign language placement exams are administered by the Department of Languages and Literatures, Carman Hall, Room 257, (718) 960-8215. Refer to page 44 in the Lehman College Undergraduate Bulletin 2005-2007 for requirements.

### Academic Advisement

Academic advisement for continuing students will be available through Friday, January 5, 2007. Students returning after a semester out should report to SH 280 before registering. The office will reopen for continuing students on Monday, February 5, 2007.

**Academic advisement for new students** is in progress and will continue throughout registration.

- **ADP** students should consult with their advisors in Carman Hall, Room 128.
- **CHC & LSP** students should consult with their advisors in the Library, Room 316N.
- **Academic advising for ESL transfer students** will be conducted in SH 280 only after their placements from Steve Wyckoff, CA 339, have been received. ESL Freshman will be seen in CA 339.
- **SEEK advisors** for continuing students will be available in SH 257 throughout registration.

### Registration Appointments

Registration appointments may be viewed in eSIMS by positioning your cursor on registration-Spring 2007.

Students may **NOT** register **PRIOR** to their scheduled appointments, although they may register at any later time throughout registration.

### Courses Requiring Permission

Course permissions, for courses that require them, must be secured with the appropriate department offices before you register. Please check the web or page 11 in this booklet for courses that require permission and for the academic departments' offices. You must check with individual departments for their advising hours. Departments must enter your course permissions on-line.

Course permission is **NOT** authorization to overtally a class. It indicates that a student is academically eligible for the course, **SPACE PERMITTING**. **DEPARTMENTS** must **ENTER OVERTALLIES ON-LINE**.

**WHEN THE COURSE LIMIT HAS BEEN MET, THE COURSE IS CLOSED. STUDENTS WHO REPORT TO DEPARTMENTS FOR PERMISSION TO OVERTALLY CLASSES ARE ACTING ON THEIR OWN.**

### Tuition and Fee Payment

You may pick up your bill in the Bursar's Office SH 031. See Bursar's information on page 21.

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

**In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

# ACADEMIC POLICIES AND PROCEDURES

## UNDERGRADUATE STUDENTS

### Credit and Course Loads

Refer to pages 51-52 in the Lehman College Undergraduate Bulletin 2005-2007.

**Excess credit permission in Shuster Hall 280, no earlier than January 8, 2007.**

### Probation

For information concerning refer to page 56 in the Lehman College Undergraduate Bulletin 2005-2007.

### Declaration of Major and Minor

STUDENTS WHO COMPLETE 60 CREDITS (LEVEL 5) MUST FILE A DECLARATION OF MAJOR AND MINOR IN SH 106. ALL STUDENTS ATTEMPTING TO TRANSFER 45 OR MORE CREDITS SHOULD FILE A DECLARATION OF MAJOR AND MINOR FORM IN ANTICIPATION OF REACHING THAT 60-CREDIT LIMIT.

**ALL UNDERGRADUATE MATRICULANTS WHO HAVE COMPLETED 60 CREDITS AND HAVE NOT FILED A DECLARATION OF MAJOR AND MINOR FORM WITH THE REGISTRAR (SHUSTER 106) BY MARCH 5, 2007 WILL NOT BE ELIGIBLE FOR TAP (NYS FINANCIAL AID).**

### Attendance in Classes

Students are expected to attend classes regularly and instructors are required to record attendance for grading and counseling purposes. Individual instructors, as well as departments or degree programs, may establish specific attendance requirements. Instructors have the right to weigh attendance and class participation in determining grades. It is the student's responsibility to ascertain the effect attendance may have on the grade in a course. Students receiving Financial Aid are required to attend their classes in order to continue receiving Financial Aid.

### Auditor Status

To register for an undergraduate course on an audit basis, students should report to SH 114 prior to the end of late registration. For regulations, refer to page 53 in the Lehman College Undergraduate Bulletin 2005-2007.

### Pass/Fail

In order to register for a course on a Pass/Fail basis, Lehman matriculants must complete their registrations first and then report to SH 114 with their validated Bursar's receipts for the Spring 2007 semester prior to the end of late registration. For regulations, refer to page 53 in the Lehman College Undergraduate Bulletin 2005-2007.

### Undergraduate Students Taking Graduate Courses

Lehman senior level matriculants may request permission to take graduate courses, provided that they have a 3.0 cumulative index and a 3.0 index the area in which they wish to take the course. For procedures, refer to page 53 in the Lehman College Undergraduate Bulletin 2005-2007.

### LSP Extra Credit

LSP students who wish to register for LSP 285 for one extra credit must do so during the first week of classes. Approval forms may be obtained at the Office of the Lehman Scholars Program, Library, Room 316 N.

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

**In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.**

## ACADEMIC POLICIES AND PROCEDURES (CONT.)

### GRADUATE STUDENTS

**Full-time Matriculated Students** may take up to 17 credits per semester. Students wishing to carry more than 17 credits in any semester must have permission of their advisors and of the Office of Graduate Studies (SH 275). Refer to page 21 in the Lehman College Graduate Bulletin 2005-2007.

**Comprehensive Examination** - refer to page 18 in the Lehman College Graduate Bulletin 2005-2007.

**Maintenance of Matriculation** - refer to page 19 in the Lehman College Graduate Bulletin 2005-2007.

**Graduate Students Taking Undergraduate Courses** - refer to page 20 in the Lehman College Graduate Bulletin 2005-2007.

**Graduate Students (non-matric)** - refer to pages 26 & 27 in the Lehman College Graduate Bulletin 2005-2007.

**Permits to Attend Another CUNY College** - refer to pages 20 & 21 in the Lehman College Graduate Bulletin 2005-2007.

**Attendance Policy** - refer to page 21 in the Lehman College Graduate Bulletin 2005-2007.

**Incomplete Grades** - refer to page 23 in the Lehman College Graduate Bulletin 2005-2007.

**Academic Probation** - refer to page 23 in the Lehman College Graduate Bulletin 2005-2007.

### GRADUATE AND UNDERGRADUATE STUDENTS

#### **Withdrawals for Graduate and Undergraduate Students**

The last day for submitting applications for withdrawals without academic penalty is Friday, March 30, 2007. In order to withdraw from one or more classes, report with your Bursar's receipt to SH-114 where you will be given an official withdrawal. If you officially withdraw from a class, that class continues to be listed as a part of your program. It is not deleted. Though "w's" carry no index penalty, they are credits attempted for purposes of measuring satisfactory academic progress. You are liable for unpaid tuition. In order to attempt to withdraw from a class after the official College deadline, you must first file an appeal in the Office of Academic Standards and Evaluation (SH 280). Graduate students must file an appeal in the Graduate Studies Office (SH 275).

#### **Incomplete Grades for Graduate and Undergraduate Students**

Incomplete (INC) grades in undergraduate courses from the Fall 2006 semester must be completed by Friday, April 27, 2007 or they will become F or its grading equivalent. Graduate students have one year in which to make up incomplete grades. An INC incurred in a Fall semester, for example, must be completed before the end of the next Fall semester. Graduate INC grades not completed after one year become permanent incomplete grades. Permanent INC grades remain on the transcript, although they do not affect the grade point average.

#### **Permit to Attend Another College**

Lehman matriculants in good standing who wish to attend another unit of CUNY are required to register and pay their fees at Lehman College. To apply for a permit, log on to the CUNY Portal ([www.cuny.edu](http://www.cuny.edu)), scroll down and click on **ePermit** at the bottom left side of the screen.

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

**In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.**

## BURSAR FEE PAYMENT INFORMATION

THE BURSAR'S OFFICE WILL NO LONGER BE MAILING BILLS OUT TO STUDENTS. YOU MAY DOWNLOAD YOUR BILL FROM THE WEB AND FOLLOW THE PAYMENT OPTIONS OR YOU MAY COME TO THE BURSAR'S OFFICE, SH-031, TO PICK UP AND VALIDATE YOUR BILL.

ALL REGISTERED STUDENTS MUST VALIDATE THEIR BILLS (EVEN IF ZERO BALANCE) BY 6:30 P.M. BY THE LAST DAY OF THE REGULAR REGISTRATION PERIOD (JANUARY 24, 2007), OR THEIR CLASSES WILL BE CANCELLED.

PAYMENTS/VALIDATION can be made by fax, online or in person in the Bursar's Office in SH-031.

If you are entitled to financial aid and it is not reflected on your bill, contact the Financial Aid Office, SH 136. If you have full financial aid, you are not liable for payment; however, you still **must** validate your bill. For hardship tuition deferments, please read the welcome screen in eSIMS and click "HERE" in the section describing "tuition deferment, fin aid award review and book voucher programs."

### BURSAR OFFICE HOURS

|                       |                                                 |
|-----------------------|-------------------------------------------------|
| Monday and Thursday   | 9:00 a.m. – 4:00 p.m.                           |
| Tuesday and Wednesday | 9:00 a.m. – 4:00 p.m.<br>5:00 p.m. – 6:30 p.m.* |
| Friday                | 9:00 a.m. – 4:00 p.m.                           |

\*The Bursar's Office will only be open for late nights when classes are in session.

### STUDENT ID VALIDATION

After validating your bill, make sure to have your student ID validated in the Old Gym Building, Room 002. If you lost your CUNY card, you must go to SH 078 with a picture ID and pay \$10.00 for a replacement.

### AGENCY AUTHORIZATION

If a student has an outstanding financial obligation which may be owed to Lehman College or any of its affiliated Corporations, Lehman College officers or their designees are authorized to act as the student's agent to endorse and negotiate any checks which he/she may be entitled to from any source of financial aid: Federal, State, City, public or private, College or other, to the extent that such authorization shall be used to fulfill this obligation. This authorization is effective as long as there is an outstanding balance owing for any semester.

**LEHMAN ACCEPTS MASTERCARD, VISA AND DEBIT CARDS FOR TUITION AND FEE PAYMENTS.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

**In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.**

# Lehman College

## BURSAR PAYMENT FORM

1. \_\_\_\_\_  
LAST NAME FIRST NAME SOCIAL SECURITY NUMBER

2. \_\_\_\_\_  
ADDRESS CITY STATE ZIP CODE

3. \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_  
TELEPHONE NUMBER SEMESTER AMOUNT DUE

4. Type of payment – check one  Check  Money Order  Credit Card  Debit Card

5. For debit/credit card payment **ONLY** – Please fill in the credit card information below.

|                                     |                               |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> Visa |
| <input type="text"/>                |                               |
| Card number                         |                               |
| Card Holder's signature _____       | Expiration Date _____         |

### Instructions:

1. Everyone must complete items 1-4. If you are paying by debit/credit card, you must also complete item number 5. All checks/money orders must be made payable and mailed to “Lehman College” (Bursar’s Office, SH 031, 250 Bedford Park Blvd. W., Bronx, NY 10468-1589).
2. Payments can be deposited at the Bursar’s Office window or Bursar’s Drop Box on the door of SH 031 when the office is closed (**do not deposit cash**). Debit/credit card payments may be faxed to (718) 960-7258.
3. **Verify** that this form and the check/money order are in the envelope. If you are paying by debit/credit card, verify that the card number, expiration date and cardholder’s signature are correct.
4. **BE SURE TO SIGN AND DATE THE FORM.**

I understand that I am liable for the full amount of my tuition and fees whether or not I receive grants, scholarships or other financial support. I understand that if I do not make full payment of my tuition and fees and other college bills, and my account is sent to a collection agency, I will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to any amounts I owe Lehman College. Furthermore, a non-payment or default judgment against my account may be reported to a credit bureau and reflected in my credit report.

Signed acknowledgement: \_\_\_\_\_ Date \_\_\_\_\_  
Student **MUST** sign above

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

**DO NOT MAIL OR DEPOSIT CASH IN THE DROP BOX.**

## GENERAL INFORMATION

### Residency Problems

To be eligible for the tuition rate of a New York State resident, a student must have had his/her principal place of residence in the State of New York for the 12 consecutive months prior to the first day of classes for the semester. If this is not your first semester at Lehman and you think you are eligible, apply in SH 182.

### Address Change

If your address as printed on your Bursar's form is incorrect, report the change in SH 106 or 114. First semester students must report to the Admissions Office, SH 161.

### Varsity Intercollegiate Program

All full-time matriculated students carrying a minimum 2.0 GPA who are interested in participating in the Varsity Intercollegiate Program can discuss the program with the Athletic Director, Room 251, APEX Building (718) 960-1117. Competition is held in the following sports: Baseball (M), Softball (W), Swimming (M&W), Volleyball (M&W), Basketball (M&W), Track X Country (M&W), NCAA Division III (M), Tennis (M&W) and Cheerleading (M&W).

### Voter Registration

New York City residents will have an opportunity to register to vote with the Board of Elections during the Spring registration. There is no proof required to register. You are encouraged to take advantage of this opportunity and register to vote. The voter registration area will be located in the ID validation room (Old Gym, Room 002).

### Building Codes

|                          |                                |
|--------------------------|--------------------------------|
| AP = Apex                | MU = Music Building            |
| BO = Bookstore           | OC = Off Campus                |
| CA = Carman Hall         | RE = Reservoir Building        |
| CL = Clinton High School | SH = Shuster Hall              |
| DA = Davis Hall          | SL = Student Life Building     |
| FA = Fine Arts Building  | SP = Speech & Theatre Building |
| GI = Gillet Hall         | T3 = Nursing                   |
| GY = Old Gym             | WA = Walton High School        |
| LI = Library             |                                |

### Abbreviations for Days of the Week

|               |              |
|---------------|--------------|
| M = Monday    | F = Friday   |
| T = Tuesday   | S = Saturday |
| W = Wednesday | U = Sunday   |
| TH = Thursday |              |

### Emergency Dial Information System

The number (718) 960-8000 may be dialed at any time, day or night, seven days a week for pre-recorded information on registration, commencement, announcements of vacation schedules and emergency closings of the college.

### Transcripts

Requests for transcripts should be filed in SH 108. The fee for transcripts (including student copies) is \$7.00 each. Transcripts sent to other units of the City University are free. Requests will be honored as quickly as possible, but during such periods as examinations and registration, there may be some delay.

**Candidates for Graduation** - refer to the Lehman College Bulletin.

All course work, including "INCs," must be completed and the grade recorded prior to the date of graduation. If you attend any college other than Lehman during your final semester, an official transcript MUST be in SH 105 prior to the date of graduation. If your graduation is cancelled, you must file for a subsequent graduation date in SH 105. If you plan to continue your education at Lehman after you graduate, you must file a new application form in the Admissions Office, SH 161.

**THE GRADUATION CEREMONY FOR SEPTEMBER 2006, JANUARY 2007 AND JUNE 2007  
GRADUATES WILL BE HELD ON THURSDAY, MAY 31, 2007.**

## DISTRIBUTION REQUIREMENTS FOR STUDENTS WHOSE FIRST MATRICULATION IS BETWEEN FALL 1984 & SPRING 2002

**DISTRIBUTION:** You must choose and successfully complete one specified course from each of the seven areas listed below. You may use no more than two courses from the same department to satisfy the distribution requirement. (For example, a student who has used **ANT 211: Introduction to Cultural Anthropology** to satisfy Distribution Area III and **ANT 206: Women & Men: Anthropological Perspectives** to satisfy Distribution Area V MAY NOT use **ANT 212: Ancient People & Cultures** to satisfy Distribution Area VI.) **Not every course is offered every semester.**

**Not every course is offered every semester.**

### Area I: Social Science\*

ANT 211: Intro. To Cultural Anthropology  
ECO 166: Fundamentals of Economics  
GEH 101: Intro. To Geography  
GEH 235: Conservation of the Environment  
LAC 231: Latinos in the United States  
LNG 150: Phenomena of Language  
POL 150: Contemporary Political Issues  
POL 166: American Political System  
PSY 166: General Psychology  
SOC 166: Fundamentals of Society  
SOC 227: Sociology of the Family  
SOC 233: Youth in Modern Society  
WST 250: Topics in Women & Society

### Area II: Natural Science\*\*

ANT 171: Intro. To Human Evolution  
ANT 269: Intro. To Human Variation  
AST 117: Astronomy of Stellar Systems  
AST 136: Astronomy of Solar Systems  
BIO 166: Intro. To Organismic Biology  
BIO 167: Principals of Biology  
BIO 183: Human Biology  
BIO 184: Plants and People  
CHE 136: Elements of Chemistry  
CHE 166/167: General Chemistry Lec. & Lab.  
GEO 100: Marine Science  
GEO 101: Physical Geology  
GEO 166: Process of Global Change  
GEP 205: Principle Geographic info. Systems  
PHY 135: Fund. Concepts of Physics  
PHY 140: Physics of Music

### Area III: Literature

BLS 241/LAC 241: Afro Caribbean literature (in Eng.)  
BLS 242: Afro Literature, Past & Present  
BLS 267: Afro American Literature  
ENG 222: Literary Genres  
ENG 223: English Literature  
ENG 226: Shakespeare  
ENG 227: American Literature  
ENG 229: Contemporary Urban Writers  
ENG 230: Crosscurrents in Literature  
ENG 234/WST 234: Women in Literature  
ENG 260: American Minority Literature  
ENG 264: Special Topics in Literature  
FRE 232: Francophone World  
IDW 211: Classics of the Western World:  
Ancient & Medieval  
IDW 212: Classics of the Western World:  
Renaissance & Modern  
PRS 214/LAC 169: Literature of the Caribbean  
SPA 233/LAC 233: Latin American Lit in Translation

### Area IV: The Arts

ARH 137: Intro. To History Of Non-Western Art  
ARH 141: Intro. To History Of Modern Art of the  
19<sup>th</sup> & 20<sup>th</sup> Centuries in Europe & the U.S.  
ARH 167: Tradition and Innovation in Art of the West  
DNC 135: Dance Perspectives  
HUM 250: The City & the Theatre  
MSH 114: Intro. To Music  
COM 212: History of the Cinema I  
COM 213: History of the Cinema II  
THE 241: The Art of the Theatre

### Area V: Comparative Culture

ANT 206: Women and Men: Anthropological Perspective  
ANT 230/238: Selected Studies in Society and Culture  
230: Africa – 231: Middle East – 232: Europe  
233: India – 234: Oceania – # 235 Native North America  
236 – S.E. Asia – 237: East Asia – (LAC) 238: Latin American  
BLS 232: African Civilizations  
BLS 235/LAC 235: Afro-Caribbean Societies  
HCU 210: World of the Old Testament  
IAS 304/ANT 250: Italian-American Community  
LAC 266: Intro. Latin America & The Caribbean I  
LAC 267: Intro. Latin America & The Caribbean II  
POL 220/RUS 220: Russia Today  
POL 266: Politics and Culture  
PRS 213: Puerto Rican Culture  
SOC 237: Ethnic Stratification

### Area VI: Historical Studies

ANT 210/WST 210: Women in Latin America  
ANT 212: Ancient Peoples and Cultures  
BLS 245: Afro-American Heritage  
BLS 246: Modern Africa  
HIS 250: Understanding History: Selected Topics  
HIS 271: Modern Western Civilization 17-19<sup>th</sup> Century  
HIS 272: Contemporary European History  
HIS 273: The Foundation of the U.S.  
HIS 274: Modern United States History  
HIS 275: Ancient Civilization  
HIS 276: Medieval Civilization  
PRS 212: History of Puerto Rico 2  
WST 210/ANT 210: Women in Latin America

### Area VII: Knowledge, Self, and Values

ACU 266: Classical Myth and the Human Condition  
AMS 111: American Culture: Value & Tradition  
PHI 170: Intro to Logic  
PHI 171: Major Philosophical Works  
PHI 172: Contemporary Moral Issues  
PHI 173: Justice and Society  
PHI 174: Theories of Human Nature  
PHI 175: Philosophy of Religion  
PHI 230: Symbolic Logic  
POL 172: Great Political Thinkers  
WST 255: Topics in Women and Religion

\*HIN 269: Analysis and Action for Community Health is an approved Social Science Distribution substitute course for **Nursing majors** only.

\*\*Students who are required to take BIO 181: Anatomy & Physiology I, BIO 182: Anatomy & Physiology II, CHE 114/115: Essentials of Organic Chemistry Lecture & Laboratory, or CHE 120/121: Essentials of Organic Chemistry Lecture & Laboratory as part of their majors (Dietetics, Foods, and Nutrition; Health Education and Promotion; Nursing) may use these courses as substitutes for LEH and the Natural Science distribution requirement.

## DISTRIBUTION & NATURAL SCIENCE COURSES – 2006-2007 ACADEMIC YEAR FOR STUDENTS WHOSE FIRST MATRICULATION IS FALL 2002 OR LATER

**DISTRIBUTION:** You must choose and successfully complete one specified course from each of the seven areas listed below. No more than two courses from the same department may be used to satisfy the distribution requirement. (For example, a student who has used **BLS 242: African Literature—Past and Present** to satisfy Distribution Area III and **BLS 232: African Civilizations** to satisfy Distribution Area V **MAY NOT** use **BLS 245: African-American Heritage** to satisfy distribution Area VI.) **Not every course is offered every semester.**

### Area I: Individuals and Society

ANT 206/WST 206: Women and Men: Anthropological Perspectives  
BLS 239/WST 239: Black Women in America  
LAC 231: Latinos in the United States  
LAC 232: Family and Gender Relations among Latinos  
LNG 150: The Phenomena of Language  
POL 230: Immigration & Citizenship  
PSY 166: General Psychology  
SOC 166: Fundamentals of Sociology

### Area II: Socio-Political Structures

ANT 211: Intro. To Cultural Anthropology  
BLS 166: Intro. To Black Studies  
BLS 246: Modern Africa  
ECO 166: Fundamentals of Economics  
GEH 101: Intro. To Geography  
GEH 235: Conservation of the Environment  
GEP 204: Basic Mapping: Applications and Analysis  
POL 150: Contemporary Political Issues  
POL 166: American Political System  
POL 211: Public Policy  
POL 217: Criminal Justice

### Area III: Literature

BLS 241/LAC 241: Afro Caribbean literature  
BLS 242: Afro Literature, Past & Present  
\*BLS 267: Afro American Literature  
ENG 222: Literary Genres  
ENG 223: English Literature  
ENG 226: Shakespeare  
ENG 227: American Literature  
ENG 229: Contemporary Urban Writers  
ENG 234/WST 234: Women in Literature  
ENG 260: American Minority Literature  
FRE 232: Francophone World  
IDW 211/CLT 211: Classics of Western World: Ancient & Medieval  
IDW 212/CLT 212: Classics of Western World: Renaissance & Modern  
IDW 213: Classics of the Asian World  
PRS 214/LAC 214: Literature of the Caribbean  
SPA 233/LAC 233: Latin American Lit in Translation

### Area IV: The Arts

ARH 135: Intro. To the History of Asian Art-Islamic, Buddhist, and Hindu Cultures  
ARH 137: Intro. To History Of Non-Western Art  
ARH 141: Intro. To History Of Modern Art  
ARH 167: Tradition and Innovation in Art of the West  
BLS 175: African-American Theatre and Dance  
BLS 266: The Social Aspects of Contemporary Black Music  
DNC 135: Dance Perspectives  
HUM 250: The City & the Theatre  
MSH 114: Intro. To Music  
COM 212: History of the Cinema I  
COM 213: History of the Cinema II  
THE 241: The Art of the Theatre

### Area V: Comparative Culture

ANT 230-238: Selected Studies in Society and Culture  
230: Africa---231: Middle East---232: Europe---  
233: India---234: Oceania---235: Native North America  
236: Southeast Asia---237: East Asia---  
(LAC) 238: Latin America  
ANT210/LAC 210/WST 210: Women in Latin America  
BLS 167: Introduction to African Studies  
BLS 232: African Civilizations  
BLS 235/LAC 235: Afro-Caribbean Societies  
BLS 240: Women in African Society  
GEH 240: Urban Geography  
IAS 250(ANT/SOC 250): The Italian-American Community  
MLJ 211: Intro. to Multilingual Media  
POL 266: Politics and Culture  
POL 220/RUS 220: Russia Today  
PRS 213: Puerto Rican Culture

### Area VI: Historical Studies

ANT 212: Ancient Peoples and Cultures  
BLS 245: Afro-American Heritage  
HIS 249: Islamic Civilization  
HIS 250: Understanding History: Selected Topics  
HIS 271: Modern Western Civilization 17-19<sup>th</sup> Century  
HIS 272: Contemporary European History  
HIS 273: The Foundation of the U.S.  
HIS 274: Modern United States History  
HIS 275: Ancient Civilization  
HIS 276: Medieval Civilization  
LAC/HIS 266: Intro. Latin America & the Caribbean I  
LAC/HIS 267: Intro. Latin America & the Caribbean II  
PRS 212: History of Puerto Rico

### Area VII: Knowledge, Self, and Values

ACU 266: Classical Myth and the Human Condition  
AMS 111: American Culture: Value & Tradition  
BLS/PHI169: Intro. To African Philosophy  
PHI 170: Intro to Logic  
PHI 171: Problems of Philosophy  
PHI 172: Contemporary Moral Issues  
PHI 173: Justice and Society  
PHI 174: Theories of Human Nature  
PHI 175: Philosophy of Religion  
POL 172: Great Political Thinkers

**Natural Science:** You will also need to complete two semesters of natural science courses with an attached laboratory course.

You may select from the following courses:

ANT 171: Intro. To Human Evolution  
ANT 269: Intro. To Human Variation  
AST 117: Astronomy of Stellar Systems  
AST 136: Astronomy of Solar Systems  
BIO 166: Intro. To Organismic Biology  
BIO 167: Principals of Biology  
BIO 183: Human Biology  
BIO 184: Plants and People  
CHE 114/115: Essentials of Organic Chemistry  
CHE 136: Elements of Chemistry  
CHE 166/167: General Chemistry  
GEO 100: Marine Science  
GEO 101: Physical Geology  
GEO 166: Process of Global Change  
GEP 205: Principles of Geographic Info. Systems  
PHY 135: Fund. Concepts of Physics  
PHY 140: Physics of Sound

## Lehman E-mail

Lehman College's web-based student e-mail system, "Lehman E-mail," is used to quickly communicate a wide array of important college information to you, such as registration appointments, financial aid updates, advising information and campus events. Lehman instructors will routinely communicate with you by email, and web applications such as eSIMS, Blackboard, and the CUNY Portal will only utilize your Lehman E-mail address.

Every registered Lehman College student has a Lehman E-mail account. Student e-mail accounts are available within two business days after a student completes registration. To find your email address and access Lehman E-mail, do the following:

1. Login to eSIMS at <http://esims.cuny.edu/lc>. If you are new to eSIMS, your **ID** is your 9-digit SSN and your **PIN** is the default of the FIRST six (6) digits of your SSN. If you are a returning eSIMS user, login with your normal **ID** and **PIN**.
2. When the eSIMS welcome message loads, click on the "eMail" menu link. eSIMS will display your assigned Lehman E-mail address. Carefully write down the full Lehman E-mail address displayed.
3. Now point your browser to the Lehman E-mail login page at <http://mail.lehman.edu>.
4. **Username:** Key in your Lehman E-mail **username** by entering all text in your email address that is written to the LEFT of the "@" sign.  
Example: [jane.smith@lehman.cuny.edu](mailto:jane.smith@lehman.cuny.edu) has a username of **jane.smith**. If your email address contains any digits after your name, you **MUST** include these also. Example: [jane.smith01@lehman.cuny.edu](mailto:jane.smith01@lehman.cuny.edu) has a username of **jane.smith01**.
5. **Password:** Key in your Lehman E-mail default **password** as follows:  
Initial default **passwords** are the UPPER case of the first initial of your first name, the UPPER case of the first initial of your last name, followed by your birth date in the following format: **yyyymmdd**.  
Example: If your name is Janet Douglas and you were born on January 5, 1980, your default password would be **JD19800105**. Note: leading zeroes MUST be entered for single digit months and days.
6. **Once you login, You MUST change your default password to a new unique entry! This is extremely important to protect access to your Lehman E-mail account!**
7. When done, ALWAYS click "logout" on the left menu on the Lehman E-mail screen.

Congratulations...You're done! Additional instructions on Lehman E-mail may be found by clicking "**Help**" on the eSIMS menu or by visiting <http://www.lehman.edu/training>. If you do not have access to a PC and the Internet, you may find PCs on the Lehman campus in the IT Open Center in Carman Hall, the Student Life Building, the Lehman College Library and in Shuster Hall at the 1<sup>st</sup> Floor elevator lobby. Please check with each campus location for operating hours and student ID requirements.

To assist you in making the transition to Lehman E-mail, the Information Technology Resources Department offers a one-hour workshop, "Getting Started with Lehman E-mail." To view a list of upcoming workshops, please visit the User Services training at [www.lehman.edu/training](http://www.lehman.edu/training).

## The CUNY Portal

Register yourself in the CUNY Portal today by visiting [www.cuny.edu](http://www.cuny.edu)! Click on "Log-in" in the lower left corner of the CUNY home page, then select "Register Now!" Once your Portal account is created, you may access numerous applications, including eSIMS, eFAP (financial aid award status information), Blackboard and ePermit. CUNY Portal step-by-step instructions may be found at [www.lehman.edu/registrar](http://www.lehman.edu/registrar). If you need assistance registering for the CUNY Portal, please visit the User Services Help Desk located in Carman Hall, Room 111 or call (718) 960-1111.

To assist you in making the transition to the CUNY Portal, the Information Technology Resources Department offers one-hour workshops, "CUNY Portal Fundamentals." To view a list of upcoming workshops, please visit the User Services training at [www.lehman.edu/training](http://www.lehman.edu/training).

## **CUNY POLICY AGAINST SEXUAL HARASSMENT**

### **THE CITY UNIVERSITY OF NEW YORK POLICY ON SEXUAL HARASSMENT**

#### **Policy Statement**

It is the policy of the City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the College to investigate the allegations.

#### **Prohibited Conduct**

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

### **STATEMENT OF NON-DISCRIMINATION**

#### **Policy Statement**

It is the policy of the City University of New York and the constituent colleges and units of the University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as a victim of domestic violence.

Sexual harassment, a form of sex discrimination, is prohibited under the University's Policy Against Sexual Harassment.

The City University of New York, as a public university system, adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes" as delineated in Executive Order 11246 (Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women) were expanded on December 9, 1976 by the Chancellor of the City University of New York to include Italian-Americans.

### **Responsibility for Compliance**

The President of each constituent college of the University, the Senior Vice Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this Policy at his or her respective unit of the University.

### **Discrimination Complaints**

The City University of New York is committed to addressing discrimination complaints promptly, consistently and fairly. There shall be an employment discrimination complaint procedure administered by each unit of the University.

A job applicant, employee, or former employee of Lehman College who wishes to make a complaint related to equal employment opportunity or affirmative action should consult with Dawn Ewing Morgan, the Director of Compliance and Diversity. Mrs. Morgan can be reached at (718) 960-8111. Her office is Shuster Hall, Room 352.

Students who believe they have been discriminated against in violation of this policy should bring their complaints to the Chief Student Affairs Officer for investigation by the officer or his or her designee in accordance with this policy.

Retaliation against any member of the University community who has made a complaint of discrimination is prohibited.

### **Sexual Harassment Awareness and Intake Committee**

The Sexual Harassment Awareness and Intake Committee is responsible for educating the Lehman College community about sexual harassment and its potential consequences to the University community. The members of the Sexual Harassment Awareness and Intake Committee are available to respond to inquiries, receive complaints alleging sexual harassment from any member of the college community, and to refer individuals and/or the complaint to the Sexual Harassment Coordinator.

The members of the **Sexual Harassment Awareness and Intake Committee** are:

|                  |                                      |                |
|------------------|--------------------------------------|----------------|
| Annecy Baez      | Counseling Center                    | (718) 960-8761 |
| Joette Reaves    | Health Programs/Continuing Education | (718) 960-8998 |
| Maritza Rivera   | Office of Compliance and Diversity   | (718) 960-8111 |
| Michael Sullivan | Campus Life                          | (718) 960-8535 |

### **Sexual Harassment Coordinator**

|                   |                                    |                |
|-------------------|------------------------------------|----------------|
| Dawn Ewing Morgan | Office of Compliance and Diversity | (718) 960-8111 |
|-------------------|------------------------------------|----------------|

### **Sexual Harassment Deputy Coordinators**

|                   |                           |                |
|-------------------|---------------------------|----------------|
| Graciela Castex   | Sociology and Social Work | (718) 960-7864 |
| John Cirace       | Economics & Accounting    | (718) 960-8388 |
| Vincent Zucchetto | Student Affairs           | (718) 960-8242 |

## STUDENTS' RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) the right to inspect and review your education records.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.

- (2) the right to request the amendment of your education records that you believe are inaccurate or misleading.

You may ask the College to amend a record that you believe is inaccurate or misleading. You should write to the College official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend a record as requested by you, the College will notify you of the decision and advise you of your right to a hearing before the College's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

- (3) the right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the university has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her task.

A College official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- (4) the right to appeal the alleged denial of FERPA rights to the:

General Counsel and Vice Chancellor for Legal Affairs  
The City University of New York;  
535 East 80<sup>th</sup> Street  
New York, NY 10021

- (5) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington, DC 20202-4605.

The College will make the following "directory information," concerning current and former students, available to those parties having a legitimate interest in the information: name, attendance dates, home address, present address, telephone number, date and place of birth, photograph, e-mail address, full or part-time status, major and minor fields of study, participation in officially recognized activities and sports, height and weight of athletic team members, degrees, previous schools attended and honors and awards received. By filing a form with the Registrar's Office, you may request that any or all of the above information not be released without your prior written consent. This form may be filed, withdrawn, or modified at any time.

## REGISTRATION TIMETABLE

|                         |                                                                                                             |
|-------------------------|-------------------------------------------------------------------------------------------------------------|
| DEC. – JAN. 24, 2007    | REGISTRATION FOR SPRING 2007                                                                                |
| <b>JANUARY 24, 2007</b> | <b>VALIDATION DEADLINE -- CANCELLATION FOR NON-PAYMENT AT THE CLOSE OF BUSINESS (6:30 P.M.)</b>             |
| JANUARY 29, 2007        | FIRST DAY OF CLASSES                                                                                        |
| JAN. 29 – FEB. 5        | LATE REGISTRATION/CHANGE OF PROGRAM (ENDS AT 3:00 P.M. ON FEB. 5 <sup>TH</sup> )                            |
| <b>FEB. 5, 2007</b>     | <b>LATE REGISTRATION/CHANGE OF PROGRAM VALIDATION DEADLINE -- CANCELLATION FOR NON-PAYMENT AT 3:00 P.M.</b> |

### COMMON ADVISING DAYS FOR ACADEMIC ADVISING AND COURSE PERMISSIONS - ACADEMIC DEPARTMENTS WILL BE IN THEIR OFFICES -

|       |         |                        |
|-------|---------|------------------------|
| Tues. | Jan 16  | 10:00 a.m. - 6:30 p.m. |
| Wed.  | Jan. 17 | 12:00 p.m. - 6:30 p.m. |
| Tues. | Jan. 23 | 12:00 p.m. - 6:00 p.m. |
| Wed.  | Jan. 24 | 12:00 p.m. - 6:00 p.m. |

### COMMON ADVISING DAYS FOR ACADEMIC DEPARTMENTS DURING LATE REGISTRATION\*

|          |            |                        |
|----------|------------|------------------------|
| Monday   | January 29 | 10:00 a.m. - 6:00 p.m. |
| Tuesday  | January 30 | 10:00 a.m. - 6:00 p.m. |
| Thursday | February 1 | 12:00 p.m. - 5:00 p.m. |

Note: Faculty advising schedule listing office locations, phone numbers and other details will be available on the website.

\*PLEASE NOTE:

1. LATE REGISTRATION BEGINS ON MONDAY, JANUARY 29<sup>TH</sup> AND ENDS ON MONDAY, FEBRUARY 5<sup>TH</sup> AT 3:00 P.M.
2. ALL DEPARTMENTS WILL BE AVAILABLE DURING COMMON ADVISING DAYS AND TIMES. CERTAIN DEPARTMENTS MAY ALSO SET ADDITIONAL HOURS. PLEASE CHECK WITH INDIVIDUAL DEPARTMENTS FOR THEIR SPECIFIC ADVISING CALENDARS.

### REGISTRATION ASSISTANCE FOR NEW TRANSFER AND ENROLLED STUDENTS SHUSTER HALL, ROOM 179

|           |            |                        |
|-----------|------------|------------------------|
| Tuesday   | January 16 | 10:00 a.m. - 6:30 p.m. |
| Wednesday | January 17 | 10:00 a.m. - 6:30 p.m. |
| Tuesday   | January 23 | 10:00 a.m. - 6:30 p.m. |
| Wednesday | January 24 | 10:00 a.m. - 6:30 p.m. |

### LATE REGISTRATION

|          |            |                        |
|----------|------------|------------------------|
| Monday   | January 29 | 10:00 a.m. - 6:30 p.m. |
| Tuesday  | January 30 | 10:00 a.m. - 6:30 p.m. |
| Thursday | February 1 | 10:00 a.m. - 6:30 p.m. |

**The complete Spring 2007  
Schedule of Classes is located  
at [www.lehman.edu](http://www.lehman.edu)**

IN ORDER TO RECEIVE COURSE PERMISSION(S) AND/OR ACADEMIC ADVISING, YOU MUST CONTACT THE APPROPRIATE ACADEMIC DEPARTMENT(S) FOR THEIR INDIVIDUAL ADVISING SCHEDULES. SEE DEPARTMENT LISTINGS ON PAGES 8, 9 & 10 FOR TELEPHONE EXTENSIONS AND OFFICE LOCATIONS OR LOGON TO [www.lehman.edu](http://www.lehman.edu).

**DECLARATION OF MAJOR AND MINOR**

STUDENTS WHO COMPLETE 60 CREDITS (LEVEL 5) MUST FILE A DECLARATION OF MAJOR AND MINOR IN SH 106. ALL STUDENTS ATTEMPTING TO TRANSFER IN 45 OR MORE CREDITS SHOULD FILE A DECLARATION OF MAJOR AND MINOR FORM IN ANTICIPATION OF REACHING THAT 60-CREDIT LIMIT.

ALL UNDERGRADUATE MATRICULANTS WHO HAVE COMPLETED 60 CREDITS AND HAVE NOT FILED A DECLARATION OF MAJOR AND MINOR FORM WITH THE REGISTRAR (SHUSTER 106) BY **MARCH 5, 2007** WILL NOT BE ELIGIBLE FOR TAP (NYS FINANCIAL AID).

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.

In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

## REGISTRATION INSTRUCTIONS

### HOURS FOR REGISTRATION

6:00 A.M. – 5:00 A.M. ON THE WEB <http://esims.cuny.edu/lc>

**FIRST DAY OF CLASSES: MONDAY, JANUARY 29, 2007**

**NOTE:** Although registration will extend into the evening, the College's offices will be open only during regular office hours. Therefore, it will be necessary for you to clear stops and to communicate with departments during the normal workday.

### IMPORTANT INFORMATION FOR REGISTRATION

Registration will be by web ONLY. Refer to pages 33 and 43 for detailed instructions on how to register and for copies of the web registration worksheet.

### TO REGISTER YOU MUST HAVE ...

- internet access
- a web registration worksheet (see page 43)
- your 9-digit student ID number (e.g., social security number)
- your 6-digit PIN (Note: see "How do I assign myself a PIN" below)
- your 4-digit class code(s)

### PERSONAL IDENTIFICATION NUMBER (PIN)

In order to ensure the security of academic information when using the registration system, all students must use their social security (or assigned student) number along with a Personal Identification Number (PIN).

#### **What is a PIN?**

A PIN is a six-digit number used to access information in the registration system. It is a password that allows entry to the system.

#### **How do I assign myself a PIN?**

Initially, your PIN is assigned by the College; it is the first 6 digits of your social security (or assigned student) number. It is **STRONGLY ADVISED** that you change the College-assigned PIN to your own personalized 6-digit PIN. Just follow the instructions.

#### **What happens if I forget my PIN?**

You must go to the Registrar's Office, SH 114, 175 or 182 to have your PIN reset. This process must be done **in person**, and you must present your Lehman College ID card.

**DON'T FORGET YOUR PIN! (WRITE IT DOWN AND PUT THE PAPER IN A SAFE PLACE FOR FUTURE REFERENCE.)**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

**In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.**

## REGISTRATION INSTRUCTIONS (CONT.)

**Course notations – restrictions on registration, prerequisites, corequisites – are listed in the Undergraduate and Graduate College catalogs.**

Since you will be registering by web, you should obtain advisement as early as possible. Check with academic department(s) for advisement hours.

### COMMON REGISTRATION PROBLEM MESSAGES

- ❑ **Course is closed** – There are no seats available for the section you requested. You may ask the system to search for open sections.
- ❑ **Course is cancelled** – The section you requested has been cancelled by the department. Try another section or one of your alternate courses.

**If any class(es) for which your advisor(s) gave you permission is/are closed or cancelled, please contact your advisor regarding permission for other classes.**

- ❑ **A time conflict exists** – Students are not permitted to register for courses that meet during overlapping time periods.
- ❑ **The request takes you over the maximum credit limit for the semester** – students may not register for excess credits without the permission of graduate (SH 275) or undergraduate (SH 280) Academic Advisement. If permission is granted, you must then go to SH 182 or SH 175.
- ❑ **Course cannot be added** – Graduate students may not register for undergraduate courses and undergraduate students may not register for graduate courses without the permission of graduate (SH 275) or undergraduate Academic Advisement (SH 280).  
If permission is granted, **you MUST come to SH 175 or 182 to register in person for these courses.**
- ❑ **Course requires permission of the department** – See pages 8-11 for course and department listing.

**PLEASE NOTE: You may be registering before completing Fall 2006. If you do NOT successfully complete your Fall 2006 classes, and if you do not maintain an appropriate index, you may be cancelled from your Spring 2007 courses.**

**PLEASE LOGON TO eSIMS PERIODICALLY DURING THE REGISTRATION PERIOD TO DETERMINE THAT NONE OF YOUR CLASSES HAS BEEN CANCELLED.**

**DON'T FORGET YOUR PIN! (WRITE IT DOWN AND PUT THE PAPER IN A SAFE PLACE FOR FUTURE REFERENCE.)**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

## TUITION AND FEES

SPRING 2007 TUITION SCHEDULE (subject to change)

| Credits | <u>UNDERGRADUATE*</u> |                   | <u>UNDERGRADUATE*</u><br><u>Non-Matric (Non-Degree)</u> |                   |
|---------|-----------------------|-------------------|---------------------------------------------------------|-------------------|
|         | NYS Residents         | Non-NYS Residents | NYS Residents                                           | Non-NYS Residents |
| 1/2     | \$ 85.00              | \$ 180.00         | \$ 125.00                                               | \$ 344.50         |
| 1       | \$ 170.00             | \$ 360.00         | \$ 250.00                                               | \$ 530.00         |
| 2       | \$ 340.00             | \$ 720.00         | \$ 500.00                                               | \$ 1060.00        |
| 3       | \$ 510.00             | \$ 1,080.00       | \$ 750.00                                               | \$ 1,590.00       |
| 4       | \$ 680.00             | \$ 1,440.00       | \$ 1000.00                                              | \$ 2,120.00       |
| 5       | \$ 850.00             | \$ 1,800.00       | \$ 1,250.00                                             | \$ 2,650.00       |
| 6       | \$ 1,020.00           | \$ 2,160.00       | \$ 1,500.00                                             | \$ 3,180.00       |
| 7       | \$ 1,190.00           | \$ 2,520.00       | \$ 1,750.00                                             | \$ 3,710.00       |
| 8       | \$ 1,360.00           | \$ 2,880.00       | \$ 2,000.00                                             | \$ 4,240.00       |
| 9       | \$ 1,530.00           | \$ 3,240.00       | \$ 2,250.00                                             | \$ 4,770.00       |
| 10      | \$ 1,700.00           | \$ 3,600.00       | \$ 2,500.00                                             | \$ 5,300.00       |
| 11      | \$ 1,870.00           | \$ 3,960.00       | \$ 2,750.00                                             | \$ 5,830.00       |
| 12      | \$ 2,000.00           | \$ 4,320.00       | \$ 3,000.00                                             | \$ 6,360.00       |

\*ALL UNDERGRADUATE STUDENTS TAKING GRADUATE COURSES MUST PAY GRADUATE FEES.

### GRADUATE STUDENTS

|                              | NYS Residents | Non-NYS Residents | MASTER IN SOCIAL WORK |                   |                     |
|------------------------------|---------------|-------------------|-----------------------|-------------------|---------------------|
|                              |               |                   | NYS Residents         | NON-NYS Residents |                     |
| 1/2                          | \$ 135.00     | \$ 250.00         | Full-time             | \$3,800.00        | \$535.00 per credit |
| 1                            | \$ 270.00     | \$ 500.00         | Part-time             | \$ 320.00         | \$535.00 per credit |
| 2                            | \$ 540.00     | \$ 1,000.00       |                       |                   |                     |
| 3                            | \$ 810.00     | \$ 1,500.00       |                       |                   |                     |
| 4                            | \$ 1,080.00   | \$ 2,000.00       |                       |                   |                     |
| 5                            | \$ 1,350.00   | \$ 2,500.00       |                       |                   |                     |
| 6                            | \$ 1,620.00   | \$ 3,000.00       |                       |                   |                     |
| 7                            | \$ 1,890.00   | \$ 3,500.00       |                       |                   |                     |
| 8                            | \$ 2,160.00   | \$ 4,000.00       |                       |                   |                     |
| 9                            | \$ 2,430.00   | \$ 4,500.00       |                       |                   |                     |
| 10                           | \$ 2,700.00   | \$ 5,000.00       |                       |                   |                     |
| 11                           | \$ 2,970.00   | \$ 5,500.00       |                       |                   |                     |
| 12                           | \$ 3,200.00   | \$ 6,000.00       |                       |                   |                     |
| Maintenance of matriculation | \$750.00      | \$1,250.00        |                       |                   |                     |

### UNDERGRADUATE & GRADUATE STUDENTS

**ONLY FULL TIME MATRICULATED  
IN-STATE STUDENTS ARE SUBJECT TO A FLAT  
RATE. ALL OTHERS ARE CHARGED PER  
CREDIT.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE  
THE REGISTRATION TIMETABLE ON PAGE 30.**

## TUITION AND FEES (cont.)

### ADDITIONAL FEES PAYABLE BY STUDENTS

**1. Consolidated Fee**

\$15.00 per semester/session - payable by all students (including senior citizens)

**2. Senior Citizen Fee**

\$65.00 payable by all senior citizens taking only undergraduate courses on audit basis. Senior citizens who take classes on credit-bearing basis must pay tuition and fees. They cannot enroll for courses on an audit basis and on a credit basis for the same semester. All senior citizens are liable for any penalties they may incur.

**3. Student Activity Fee**

\$55.00 – 12 or more undergraduate or graduate credits or equated credits or a combination of both undergraduate and graduate credit.

\$35.00 – Fewer than 12 undergraduate or graduate credits or equated credits.

**4. Technology Fee**

The technology fee is for the express purpose of improving and enhancing student access to computer technology.

\$75.00 – 12 or more undergraduate or graduate credits or equated credits or a combination of both undergraduate and graduate credit.

\$37.50 – Fewer than 12 undergraduate or graduate credits or equated credits.

**5. Additional Contact Hours**

Part-time graduate students for each hour that exceeds the amount of credits pay:

**New York State Resident**                      \$65.00/per additional hour

**Non-New York State Resident**              \$85.00/per additional hour

**6. Non-Degree Tuition**

Students will be charged tuition for all credits that they sign up for. There is no full-time (12 credits) limitation similar to undergraduate matriculated students. There is no flat rate for full-time study. Undergraduate non-degree students taking graduate courses must pay graduate tuition.

|                             | <b>Undergraduate</b> | <b>Graduate</b>  |
|-----------------------------|----------------------|------------------|
| New York State Resident     | \$ 250.00/credit     | \$ 270.00/credit |
| Non-New York State Resident | \$ 530.00/credit     | \$ 500.00/credit |

**7. Maintenance of Matriculation Fee (Graduate Students)**

New York Residents                      \$ 750.00 per semester

Non New York State Resident              \$1,250.00 per semester

**8. Accelerated Study Fee charged only to undergraduate students taking more than 18 credits**

| <u>No. of Credits</u> | <u>Fee</u> |
|-----------------------|------------|
| 18 1/2 - 20           | \$100.00   |
| 20 1/2 - 22           | \$230.00   |
| 22 1/2 - 24           | \$460.00   |
| 24 1/2 and higher     | \$690.00   |

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

**In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

## NON-INSTRUCTIONAL FEES

### Application Fees:

\$65.00---Undergraduate Non-Matriculant

\$65.00---Freshman

\$70.00---Transfer

\$125.00-Graduate-Masters Program (Matriculant and Non-Matriculant)

This fee is for processing the application and is non-refundable. It also does not guarantee specific courses.

### \*Readmission Fee:

\$10.00 - Students who apply to return to the College after an absence of one semester or more (exclusive of summer session) shall be required to pay \$10 to be readmitted to the same unit.

\***Note:** Graduate students who wish to readmit into a different program must file a new matric application and pay a new fee. Graduate non-matric students who wish to return to the College after one or more semesters out **must** pay a new fee.

### Late Registration Fee:

\$25.00 - Students will be subject to this charge if they register during the late registration period.

### Payment Reprocessing Fee:

\$15.00 - Charged for students who have previously submitted checks payable to the College which were not honored by their banks. Students who fail to satisfy their obligation as a result of a returned check (by a given due date) will be required to pay a non-payment service fee of \$15.00 in addition to the payment reprocessing fee.

**Nonpayment Service Fee:** \$15.00 - Charged if all tuition and fees are not paid by the close of late registration.

**Change of Program Fee:** \$18.00 - Charged if a student changes his/her schedule of classes during the drop/add period.

**Duplicate Bursar's Receipt:** \$5.00

**Duplicate ID Card Fee:** \$10.00

### Special Examination Fee:

\$25.00 - Charged when make-up final exam for one (1) course is taken after scheduled final class exam.

\$30.00 - Charged when make-up final exams for two (2) courses are taken after scheduled final class exams.

\$35.00 - Charged when make-up final exams for three (3) or more courses are taken after scheduled final class exams.

**Cooperating Teacher Fee:** \$25.00

**Transcript-of-Record Fee:** \$7.00---Note: No fee for transcripts sent between CUNY units.

### Certificate of Degree Granted:

\$15.00 - For issuance of a certificate of graduation to those students who request a replacement for a lost diploma.

**Thesis Bind (Master's)--**\$15.00 - Charged for binding each copy of a Master's thesis.

**Parking Fees\*\*** \$45.00 – Cars/Motorcycles

\*\*Purchase permit from the Business Office, SH 078. Open 9:00 a.m. - 4:45 p.m.

***If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.***

***In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.***

## FINANCIAL AID INFORMATION

**COURSE REPEAT RULE FOR N.Y. STATE FINANCIAL AID** - Refer to page 25 in the Lehman College Undergraduate Bulletin 2005-2007.

**TAP REGULATIONS** - Refer to page 24 in the Lehman College Undergraduate Bulletin 2005-2007.

**Full-Time Status** - Refer to page 27 in the Lehman College Undergraduate Bulletin 2005-2007.

**APTS** - Refer to page 25 in the Lehman College Undergraduate Bulletin 2005-2007.

**Students with financial aid problems should report to SH 136 before registering for courses.**

**SEEK** students are required to maintain full-time enrollment throughout the semester. Grades of W, WA, WF and WU are not counted toward the necessary 12 credits or 12 credit equivalents required for full-time enrollment.

**Students must meet an attendance requirement in order to be eligible for financial aid. Inquire in SH 136 for details.**

Determination of enrollment in a course is based upon the student attending classes regularly. Students who are reported as not attending by their instructors, but who believe they have the possibility of earning a grade in those courses, should come to the Financial Aid Office for further information.

### **Tuition Deferment**

The College permits a limited number of eligible students to delay payment of 50% of tuition charges. For more information on eligibility requirements, go to the Financial Aid Office, SH 127.

**ALL UNDERGRADUATE MATRICULANTS WHO HAVE COMPLETED 60 CREDITS AND HAVE NOT FILED A DECLARATION OF MAJOR AND MINOR FORM WITH THE REGISTRAR (SHUSTER 106) BY MARCH 5, 2007 WILL NOT BE ELIGIBLE FOR TAP (NYS FINANCIAL AID).**

**In order to be eligible for a 100% refund, students who wish to drop classes without adding other courses must do so prior to the first day of classes (January 29, 2007). The first day of classes is not your first class but, rather, the College's opening day of classes for the semester or session. See "Refunds" for additional information. The first day of classes for Spring 2007 is Monday, January 29, 2007.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

**In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.**

# IMPORTANT

## NEW YORK STATE FINANCIAL AID ACADEMIC REQUIREMENTS

- enroll in at least 12 credits (or their equivalents) in courses that meet the graduation requirements for your curriculum/major for full-time TAP eligibility or between 6 and 11 credits (or their equivalents) in required courses for part-time TAP and APTS eligibility;
- do not repeat courses in which you have already received a passing grade. D grades may be repeated in your major only when there is a written department policy;
- meet the standards listed in the TAP Program Pursuit and Academic Progress tables below. Note: you may be required to take more than 12 credits per semester to meet these requirements;
- file a Declaration of Major and Minor form in Shuster Hall 106 before you have earned 60 credits. Refer to the deadline published in the Schedule of Classes;
- be in full-time attendance during the Spring preceding or the Fall following the Summer Session(s) to be eligible for a Summer TAP award.

Failure to comply with **any** of these requirements will result in the **loss** of your New York State financial aid. **To plan an appropriate academic program, meet with your academic advisor and major/minor faculty advisor(s).**

## TAP PROGRAM PURSUIT AND ACADEMIC PROGRESS CHARTS

### UNDERGRADUATE STUDENTS THAT ENTERED LEHMAN COLLEGE BEFORE SUMMER 2006

|                                                                              |          |          |          |          |          |          |          |          |           |            |                     |
|------------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|------------|---------------------|
| To be eligible for TAP payment number                                        | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9*</b> | <b>10*</b> |                     |
| You must have completed at least this many credits during the previous term: | 0        | 6        | 6        | 9        | 9        | 12       | 12       | 12       | 12        | 12         |                     |
| You must have earned at least this many total credits toward your degree:    | 0        | 0        | 6        | 18       | 31       | 45       | 60       | 75       | 90        | 105        | *Seek Students Only |
| You must have a cumulative GPA of:                                           | 0        | 0        | 1.0      | 1.2      | 2.0      | 2.0      | 2.0      | 2.0      | 2.0       | 2.0        |                     |

### UNDERGRADUATE STUDENTS THAT ENTERED LEHMAN COLLEGE SUMMER 2006 OR LATER

|                                                                              |          |          |          |          |          |          |          |          |           |            |                     |
|------------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|------------|---------------------|
| To be eligible for TAP payment number                                        | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9*</b> | <b>10*</b> |                     |
| You must have completed at least this many credits during the previous term: | 0        | 6        | 6        | 9        | 9        | 12       | 12       | 12       | 12        | 12         |                     |
| You must have earned at least this many total credits toward your degree:    | 0        | 3        | 9        | 21       | 33       | 45       | 60       | 75       | 90        | 105        | *Seek Students Only |
| You must have a cumulative GPA of:                                           | 0        | 1.1      | 1.2      | 1.3      | 2.0      | 2.0      | 2.0      | 2.0      | 2.0       | 2.0        |                     |

### GRADUATE STUDENTS

|                                                                              |          |          |          |          |          |          |          |          |
|------------------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| To be eligible for TAP payment number:                                       | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> |
| You must have completed at least this many credits during the previous term: | 0        | 6        | 6        | 9        | 9        | 12       | 12       | 12       |
| You must have earned at least this many total credits toward your degree:    | 0        | 6        | 12       | 21       | 30       | 45       | 60       | 75       |
| You must have a cumulative GPA of                                            | 0        | 2.0      | 2.5      | 2.75     | 3.0      | 3.0      | 3.0      | 3.0      |

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

## STUDENT IDENTIFICATION CARD INFORMATION

CUNY Card/ID pictures will be taken during Fall registration in the Old Gym Bldg., Basement level, Room 002.

### DURING REGISTRATION

|               |       |                        |                |        |                        |
|---------------|-------|------------------------|----------------|--------|------------------------|
| Jan. 22, 2007 | Mon.  | 10:00 a.m. - 7:00 p.m. | *Jan. 25, 2007 | Thurs. | 10:00 a.m. - 7:00 p.m. |
| Jan. 23, 2007 | Tues. | 10:00 a.m. - 7:00 p.m. | *Jan. 26, 2007 | Fri.   | 10:00 a.m. - 5:00 p.m. |
| Jan. 24, 2007 | Wed.  | 10:00 a.m. - 7:00 p.m. |                |        |                        |

\*NOTE: There is no registration on these days.

### DURING LATE REGISTRATION

|               |        |                        |              |      |                        |
|---------------|--------|------------------------|--------------|------|------------------------|
| Jan. 29, 2007 | Mon.   | 10:00 a.m. - 7:00 p.m. | Feb. 2, 2007 | Fri. | 12:00 p.m. - 5:00 p.m. |
| Jan. 30, 2007 | Tues.  | 10:00 a.m. - 7:00 p.m. | Feb. 3, 2007 | Sat. | 10:00 a.m. - 3:00 p.m. |
| Jan. 31, 2007 | Wed.   | 12:00 p.m. - 7:00 p.m. | Feb. 5, 2007 | Mon. | 12:00 p.m. - 7:00 p.m. |
| Feb. 1, 2007  | Thurs. | 10:00 a.m. - 7:00 p.m. |              |      |                        |

\*\* Closing hours are subject to change depending on close of registration.

\*\* CUNY Card/IDs may also be taken throughout the Fall Semester and on Saturdays. A schedule will be posted and/or distributed on a later date in Public Safety, APEX Room 109.

- The CUNY Card/IDs will be taken in the Old Gym Bldg., Room 002 on a first come first served basis. Students, staff and faculty will wait on the same line.
- Faculty and staff members must bring in a letter from their chairperson or department head in order to receive a CUNY Card.
- All students must have a current Bursar's receipt in order to get a CUNY Card/ID.
- If you have lost your Bursar's receipt, go to SH 031 (Bursar's Office) for a duplicate. The fee is \$5.00.
- If you have lost your new CUNY Card, go to SH 078 for a replacement. The fee is \$10.00.
- **IDs and Bursar's receipts are required in order to pick up Financial Aid checks (SEEK, SEOG, FWS, Pell grants, etc.), cash checks, buy books (College Bookstore), borrow books (Library/Periodicals) and to activate your Lehman e-mail account. While on campus, it must be presented to authorized personnel on request.**
- All students should obtain a valid ID card as soon as registration fees are paid.
- For post registration and the evening ID schedule, check with the Public Safety Office, Apex, Room 109.

\*\*Subject to change.

**IMPORTANT: IF YOU ADD, OR DROP AND ADD AFTER YOU VALIDATE YOUR BILL, YOU WILL BE RESPONSIBLE FOR COURSE FEES INCURRED. IN ORDER TO AVOID ANY FINANCIAL OR ACADEMIC LIABILITY, YOU MUST DROP UNWANTED COURSES BEFORE THE FIRST DAY OF THE SEMESTER, JANUARY 29, 2007 OR YOU WILL BE LIABLE FOR THE UNVALIDATED/UNPAID COURSES.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

## LATE REGISTRATION, CHANGE OF PROGRAM

### LATE REGISTRATION/CHANGE OF PROGRAM (JANUARY 29 – FEBRUARY 5 (3:00 P.M.)

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE REGISTERING. Late registration is for late admissions and for any continuing students or new admits who did not yet register.

1. No appointments are assigned for late registration.
2. All late registrations are subject to a \$25.00 late registration fee.
3. YOUR COURSE(S) WILL BE CANCELLED IF PAYMENT IS NOT COMPLETED BY 3:00 P.M. ON FEBRUARY 5, 2007)  
The fee may be waived if:
  - A. the course was cancelled by the College
  - B. the hours of the course were changed by the department
  - C. you lack the course prerequisite and it is not listed in the College Catalog.

YOU MUST REPORT TO THE REGISTRAR'S OFFICE IF YOU HAVE AN OFFICIAL WRITTEN REQUEST FOR A FEE WAIVER.

**Note: Written authorization is required for A, B, C.**

For the late registration ID validation schedule, see page 39.

### DROPPING CLASSES PRIOR TO CHANGE OF PROGRAM

IN ORDER TO BE ELIGIBLE FOR A 100% REFUND, STUDENTS WHO WISH TO DROP CLASSES WITHOUT ADDING OTHER COURSES MUST DO SO PRIOR TO THE FIRST DAY OF CLASSES (JANUARY 29, 2007). THE FIRST DAY OF CLASSES IS NOT YOUR FIRST CLASS BUT, RATHER, THE COLLEGE'S OPENING DAY OF CLASSES FOR THE SEMESTER OR SESSION. SEE "REFUNDS" FOR ADDITIONAL INFORMATION. THE FIRST DAY OF CLASSES FOR SPRING 2007 IS MONDAY JANUARY 29, 2007.

**Note: To be eligible to be certified for TAP, you must be registered for at least 12 credits or credit equivalents after the Add/Drop period has ended. See statement in the Schedule on full-time status and on financial aid for more detailed information.**

**IMPORTANT: IF YOU ADD, OR DROP AND ADD AFTER YOU VALIDATE YOUR BILL, YOU WILL BE RESPONSIBLE FOR COURSE FEES INCURRED. IN ORDER TO AVOID ANY FINANCIAL OR ACADEMIC LIABILITY, YOU MUST DROP UNWANTED COURSES BEFORE THE FIRST DAY OF THE SEMESTER, JANUARY 29, 2007, OR YOU WILL BE LIABLE FOR THE UNVALIDATED/UNPAID COURSES.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

**In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.**

## DELETIONS, WITHDRAWALS, REFUNDS

### REFUNDS - UNDERGRADUATE AND GRADUATE

**Refunds of Fees:** The Student Activity Fee or any part thereof is not refundable at any time except when the student's registration is cancelled because of withdrawal of a course or courses by the College or when the student totally withdraws prior to start of classes and is granted a 100% refund of tuition. No portion of any special fee, parking fee and any fine or penalty fee is refundable.

**Refunds of Tuition: WITHDRAWALS and DELETIONS** should be transacted in the Office of the Registrar (SH 114) accompanied by the applicant's Bursar's receipt. The date on which this transaction is completed and filed, not the student's last day in class, is the official date of withdrawal that serves as the basis for computing a refund. Non-attendance in classes does not waive the tuition liability a student incurs at registration. **ANY STUDENT WHO IS UNABLE TO FILE FOR WITHDRAWAL FROM A COURSE IN PERSON MAY DO SO BY MAIL. THE OFFICIAL DATE OF WITHDRAWAL WILL BE THE DATE THE LETTER IS POSTMARKED.** The interval between an official withdrawal from class and receipt of the refund check (where applicable) is usually five weeks. Students dropping courses will be refunded according to the dates within this schedule. You may receive a 100% tuition refund for voluntarily withdrawing from a class up to and **NOT** including the first day of classes (not your first day in class). **THE FIRST DAY OF CLASSES IS NOT THE FIRST DAY OF YOUR CLASS BUT, RATHER, THE COLLEGE'S OPENING DAY OF CLASSES FOR THE SEMESTER OR SESSION. LEHMAN COLLEGE'S FIRST DAY OF CLASSES IS MONDAY, JANUARY 29, 2007.**

**PLEASE NOTE: IF YOU WITHDRAW ON A WEEKEND, YOU MUST DO SO BY MAIL. FOLLOW DATES AND PROCEDURES ABOVE. THE OFFICIAL DATE OF WITHDRAWAL IS THE DATE THE LETTER IS POSTMARKED.**

All students are subject to the following refund schedule as approved by the Board of Trustees.

#### Refund Schedule:

|                                   |      |
|-----------------------------------|------|
| Withdrawal through 1/28 . . . . . | 100% |
| Withdrawal through 2/4 . . . . .  | 75%  |
| Withdrawal through 2/11 . . . . . | 50%  |
| Withdrawal through 2/18 . . . . . | 25%  |
| Withdrawal after 2/18 . . . . .   | None |

#### REFUND OF FEES FOR ACCELERATED STUDY:

Students who are charged this fee will be entitled to a refund of this fee based upon the following schedule:

#### Fall and Spring

|                                                                |      |
|----------------------------------------------------------------|------|
| Withdrawal from course(s) before the first day of the semester | 100% |
| Withdrawal during the 1 <sup>st</sup> week of the semester     | 75%  |
| Withdrawal during the 2 <sup>nd</sup> week of the semester     | 50%  |
| Withdrawal during the 3 <sup>rd</sup> week of the semester     | 25%  |
| Withdrawal after the 3 <sup>rd</sup> week of the semester      | None |

#### Following are Examples of How the Refund is to be Calculated:

If a student takes 21 credits, he/she would be charged a fee of \$230. If this student drops 3 to 9 credits during the first week of classes, he/she would be entitled to a refund of 75% of the \$230 fee (\$172.50). If the student dropped 2 credits during the first week of classes, his/her refund is based upon the difference between the original fee and the new revised fee.

Thus  $\$230 - \$100 = \$130 \times 75\% = \$97.50$  refund.

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

**In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.**

## DELETIONS, WITHDRAWALS, REFUNDS (cont.)

### Refund of Tuition and Fees for students receiving TAP and Other Financial Aid:

1. For students who received their first TAP Award for Fall 1981 or later:
  - A. Students who withdraw during the refund period and have been awarded a full TAP entitlement may elect to use their entitlement as credit toward their liability responsibility and consequently forfeit one semester of TAP eligibility, or they may elect to return their TAP award to the Corporation (advantageous only if a small liability is incurred), retain the semester's TAP eligibility and reimburse the College for any money due.
  - B. Students who withdraw during the refund period with partial TAP entitlements that are not large enough to cover their tuition liability will be required to pay the difference.
  - C. Students who withdraw after the refund period may choose to have TAP pay for the nonrefundable registration. In such a case, the student will have used one semester of TAP eligibility. All other financial aid will be cancelled.
2. Students who received their first TAP Award prior to Fall 1981 no longer need to meet the above requirements in order to receive TAP and other State awards. Further, students who withdraw from all courses after the certification date have not maintained eligibility to receive an award and will not be eligible for a TAP award for the following semester unless a waiver is granted.

FOR INFORMATION ON THE REGULATION ON RETURN OF FEDERAL AID (TITLE IV) FUNDS DUE TO WITHDRAWAL refer to page 28 in the Lehman College Undergraduate Bulletin 2005-2007.

**BEFORE WITHDRAWING FROM CLASSES, PLEASE SPEAK TO A COUNSELOR IN THE FINANCIAL AID OFFICE, SH 136, REGARDING THE IMPACT ON YOUR FINANCIAL AID.**

**ALL UNDERGRADUATE MATRICULANTS WHO HAVE COMPLETED 60 CREDITS AND HAVE NOT FILED A DECLARATION OF MAJOR AND MINOR FORM WITH THE REGISTRAR (SH 106) BY MARCH 5, 2007 WILL NOT BE ELIGIBLE FOR TAP (NYS FINANCIAL AID). ALL STUDENTS ATTEMPTING TO TRANSFER 45 OR MORE CREDITS SHOULD FILE A DECLARATION OF MAJOR FORM IN ANTICIPATION OF REACHING THAT 60-CREDIT LIMIT.**

**IMPORTANT: IF YOU ADD, OR DROP AND ADD AFTER YOU VALIDATE YOUR BILL, YOU WILL BE RESPONSIBLE FOR COURSE FEES INCURRED. IN ORDER TO AVOID ANY FINANCIAL OR ACADEMIC LIABILITY, YOU MUST DROP UNWANTED COURSES BEFORE THE FIRST DAY OF THE SEMESTER, JANUARY 29, 2007, OR YOU WILL BE LIABLE FOR THE UNVALIDATED/UNPAID COURSES.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

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# Web (eSIMS) Registration Worksheet

The following information must be entered when using the web.

1. Go to the Lehman College web registration site:  
<http://esims.cuny.edu/lc>.  
Enter your SS# or 9-digit student number:          and  
your 6-digit PIN
3. Position your cursor at "Registration" on the menu at the left. Do **NOT** click.
4. There will be one or more semesters listed to the right of "Registration." Click on the appropriate one.
5. Enter up to five 4-digit registration codes at one time (one in each box). Use the worksheet below.
6. Click on "Add" to add your selected classes. Any problems will be displayed at the top of the screen. The classes for which you have successfully registered will be displayed below any error messages.
7. Continue to add, drop and replace classes until you are satisfied with your schedule.
8. **VERIFY THAT THE COURSE(S) AND SECTION(S) THAT APPEAR ON YOUR SCREEN ARE THE COURSE(S) AND SECTION(S) FOR WHICH YOU SHOULD BE REGISTERED.**
9. Once you are satisfied with your schedule, logout of eSIMS and be sure to validate your bill by the required deadline.
10. \*You may print out the following:
  - Your schedule of classes
  - Your unofficial bill
  - Open sections of a particular course
  - Your unofficial transcript
  - Your grades for a specific semester
11. You may also:
  - Change your PIN

\*NOTE: If you register on campus, printers may not be available in all locations.

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Enter your selections here:

4- DIGIT COURSE CODES

1 2 3 4

Example

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**IMPORTANT: IF YOU ADD, OR DROP AND ADD AFTER YOU VALIDATE YOUR BILL, YOU WILL BE RESPONSIBLE FOR COURSE FEES INCURRED. IN ORDER TO AVOID ANY FINANCIAL OR ACADEMIC LIABILITY, YOU MUST DROP UNWANTED COURSES BEFORE THE FIRST DAY OF THE SEMESTER, JANUARY 29, 2007, OR YOU WILL BE LIABLE FOR THE UNVALIDATED/UNPAID COURSES.**

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

# TO VIEW YOUR APPOINTMENT DATE AND TIME USE THE WEB AT: <http://esims.cuny.edu/lc>

IMPORTANT: IF YOU ADD, OR DROP AND ADD AFTER YOU VALIDATE YOUR BILL, YOU WILL BE RESPONSIBLE FOR COURSE FEES INCURRED. IN ORDER TO AVOID ANY FINANCIAL OR ACADEMIC LIABILITY, YOU MUST DROP UNWANTED COURSES BEFORE THE FIRST DAY OF THE SEMESTER, JANUARY 29, 2007, OR YOU WILL BE LIABLE FOR THE UNVALIDATED/UNPAID COURSES.

#### DECLARATION OF MAJOR AND MINOR

STUDENTS WHO COMPLETE 60 CREDITS (LEVEL 5) MUST FILE A DECLARATION OF MAJOR AND MINOR IN SH 106. ALL STUDENTS ATTEMPTING TO TRANSFER 45 OR MORE CREDITS SHOULD FILE A DECLARATION OF MAJOR AND MINOR FORM IN ANTICIPATION OF REACHING THAT 60-CREDIT LIMIT.

ALL UNDERGRADUATE MATRICULANTS WHO HAVE COMPLETED 60 CREDITS AND HAVE NOT FILED A DECLARATION OF MAJOR AND MINOR FORM WITH THE REGISTRAR (SHUSTER 106) BY MARCH 5, 2007 WILL NOT BE ELIGIBLE FOR TAP (NYS FINANCIAL AID).

**NOTE: FOR VALIDATION DEADLINES/COURSE CANCELLATIONS, SEE THE REGISTRATION TIMETABLE ON PAGE 30.**

**If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.**

**In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.**

**IMPORTANT INFORMATION FOR NEW TRANSFER STUDENTS WHO NEED TO  
REGISTER FOR  
LEH 300 and/or LEH 301**

Transfer students who are entering Lehman for the first time and who are transferring 60 or more credits may have difficulty registering for LEH 300 and/or LEH 301. If you have attempted to register for a section that is still open and you have been unable to complete the registration, it may be because the system does not yet reflect your transfer credits. If you are a new transfer student and you have not been able to register for an open section of LEH 300 and/or LEH 301, please go to the Office of Transfer, Summer, Weekend and Study Abroad, CA 337 (see below for days and times). You may also call them at (718) 960-8345.

\*Monday - Thursday 11:00 a.m.-7:00 p.m.

\*Friday 10:00 a.m.-6:00 p.m.

\*Saturday 8:30 a.m.-3:00 p.m.

\*when classes are in session

**SEEK PROGRAM**

**(CUNY's Higher Education Opportunity Program at Lehman College)**

**Shuster Hall, Room 257**

**(718) 960-7979**

- **All** students officially admitted to Lehman College under the auspices of the SEEK Program should meet with their SEEK counselors each term for the following:
  - Program planning
  - Permission to register
  - Course additions/withdrawals
  - Progress reporting
  - Personal and Career counseling as needed

SEEK counselors are available Monday through Friday.

- **Transfer** students from New York State CD, EOP or HEOP programs are eligible for SEEK status and benefits. Come to the SEEK Office to inquire.
- SEEK tutoring is available for most college courses, skills tests and the College Proficiency Exam (CPE) through the SEEK tutoring and Supplemental Instruction Center in the Old Gym, Room 212.

**In order to receive course permission(s) and/or academic advising, you must contact the appropriate academic department(s) for their individual advising schedules.**

**See Department Listings on pages 8, 9 & 10 for telephone extensions and office locations or logon to [www.lehman.edu](http://www.lehman.edu).**  
(Department advising schedules will also be available on the web.)

*If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college.*

*In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.*

## SPRING 2007 LEHMAN ONLINE COURSES INFORMATION

Q. *What Is Online Instruction?*

A. There are two kinds of online courses:

ASYNCHRONOUS: Courses taught completely online are called “asynchronous.” In the totally online course, the students meet face-to-face once at the beginning of the session to become familiar with the course requirements and to meet the instructor. Usually there are one or two class meetings. The rest of the course happens online. All discussions, projects presentations, delivery of assignments, group work, and even tests can occur in the course site.

HYBRID: Courses that combine classroom and online learning are called “hybrid.” Hybrid online courses are taught both on line and in the classroom. Hybrid courses are like regular courses in that they have a class meeting schedule, and the hybrid course often begins as a regular classroom course would. Usually the teaching and learning are evenly split between class and online, but a course can use nearly all its 14 weeks in the classroom.

Q. *What equipment do you need to take an online course?*

A. Any computer on campus (at the IT Center, at the Library, in various classroom buildings) will do. Any computer in your local library with a connection to the Internet will do. Your own home computer with an Internet connection will do. A dial-up connection is OK; DSL or Cable is better.

Q. *What software will I need?*

A. Web browser (Netscape 4.01 or higher or Internet Explorer 4.0 or higher).

Please note that Blackboard does not work with AOL’s web browser.

NOTE: To use these browsers with AOL, log on to AOL as you normally do. Once signed on, go into a chat room so that you will not be auto-logged off, then minimize the screen; AOL will continue running. Open Netscape or Internet Explorer and use it to access any URL you wish. Programs recommended or required by your instructor (for example, Microsoft Word, Excel). An e-mail account, provided either by the College or by an independent Internet Provider. You can get a free Email account at MSN-Hotmail or Yahoo.

*For the latest online course information, logon instructions, help and hints, go to the Lehman Web Page and click on **Lehman On Line** ([www.lehman.edu/lol](http://www.lehman.edu/lol)).*

***VERY IMPORTANT: If you register for an online course, especially an asynchronous course, it is your responsibility to get in touch with the instructor by the beginning of the semester. The email address for the instructor of each online section can be found in the course description in the Schedule of Classes.***

Asynchronous online courses will have a first meeting, often the only class meeting, where you can be sure that your connection, registration, and Blackboard account are all active.

**REMEMBER: Contact your instructor by the beginning of the semester! Use the email address provided in the Schedule of Classes for the course and section.**