Lehman College Transfer Checklist

Congratulations and welcome to Lehman College! We are so happy you are joining the Lehman College community and want your experiences to be positive. Use the checklist below to assist you in keeping organized and on task as you go through the enrollment process. If you need assistance or this information in an alternative format, please contact the Office of Student Disability Services at 718-960-8441.

CHECKLIST:

1) APPLY FOR FINANCIAL AID if you haven't already.
2) CLAIM YOUR CUNYfirst ACCOUNT and LOG ON.
3) SCHEDULE A GENERAL EDUCATION ADVISING APPOINTMENT.
4) MEET WITH A FACULTY ADVISOR.
5) DECLARE MAJOR if we've accepted 45 or more credits.
6) SUBMIT IMMUNIZATION INFORMATION to the Student Health Center, T3 Building, Room 118. http://www.lehman.edu/student-health-center
7) INTERNATIONAL STUDENTS APPLY FOR STUDENT VISA.
8) REGISTER FOR CLASSES.

1) FINANCIAL AID:

1. If you've already applied for financial aid and need to add Lehman's school code, add the following to your on-line FAFSA application – 007022
2. If you haven't applied for financial aid, you must first obtain a Federal Student Aid PIN at www.pin.ed.gov
3. Collect the documents needed to apply: income tax return(s), Social Security number(s), W-2 form(s), and other records of income and assets (if under 24, you may need parents' information also)
4. Complete the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov (school code-007022)
5. If you're a New York State resident, link to TAP (school code-1412) from your FAFSA application
6. After receiving email confirmation that your FAFSA has been processed, review the SAR on www.fafsa.ed.gov.
7. On your CUNYfirst account, review the To Do List; submit any documents noted to the Financial Aid Office.
8. Email notification will be sent once awards are packaged; review on your CUNYfirst account.

2) CLAIM YOUR CUNYfirst ACCOUNT and LOG ON:

- Once you've claimed your CUNYfirst Account you will be able to view your Transfer Credit Evaluation (TCE), register for classes, view your tuition bill, and much more.
- To claim your account:

Go to: https://home.cunyfirst.cuny.edu
Click: First Time Users
Enter: First Name
Last Name
Date of Birth. You must type forward slashes (i.e., 01/01/1997).
Social Security # (last 4 digits)
Type the security word(s) you see in the box. The word(s) may be difficult to read. If so, click on the red reload button to the right.
Click: OK
Next: Select your Challenge Questions and Answers (for Security) – you need five of them. Choose each question from the drop-down, and then type in your answer.
Hints:
- ♦ Make it memorable
- ♦ Don't repeat questions
- ♦ Answers are not case-sensitive and must be at least two characters long

Next: Choose Password
Your password must be at least eight characters long, and must contain: at least one Uppercase character and at least one numeral (1, 2, 3, etc.) or symbol (&, %, ?, etc.).
After you've entered your password and confirmed it, click: OK.

Your CUNYfirst account is now activated. Remember your password.

- After you have claimed your account, you will receive a confirmation screen with your user name and EMPLID (Employee ID, your ID number in CUNYfirst; the EMPLID is used for faculty, staff, and students).
- Your user name typically will be your first name and last name with a dot between the two, plus the last two digits of your EMPLID (i.e., John Smith would be john.smith12).

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2) CLAIM YOUR CUNYfirst ACCOUNT and LOG ON continued:

- Your password is the password you entered when you claimed your account.
  Go to: https://home.cunyfirst.cuny.edu
  Enter: Username
  Password
  Click: Submit

  You are now logged into CUNYfirst.

- Forgot Your Password?
  Go to the CUNYfirst homepage (https://home.cunyfirst.cuny.edu) and choose "Forgot your Password" and follow the instructions.
- Questions?
  Visit: www.lehman.edu/cunyfirst
  Lehman Help Desk:
  help.desk@lehman.cuny.edu or 718-960-1111

3) GENERAL EDUCATION ADVISEMENT:

- Once you review your Transfer Credit Evaluation (TCE), schedule a general education advising appointment: www.lehman.edu/advisingappointment
- If we are unable to evaluate a college course you've taken at a previous school, you must go to the appropriate Lehman academic department for a faculty advisor's signature. Please remember to provide faculty with a description of the course(s) taken from previous schools (see enclosed form for location of departments). **Do NOT register for any course(s) that may be repeated otherwise it will affect your TAP eligibility.** Once you've acquired all of the required signatures, please return the TCE to the Admissions Office in Shuster Hall, Room 161.
- **Non Accredited Institutions:** Lehman may accept up to 32 transfer credits from an unaccredited college after you have completed 30 credits at Lehman with a G.P.A. of 2.0 or better. Only courses that are equivalent to Lehman courses as determined by the departmental advisors are transferable. **Courses evaluated as elective courses cannot transfer.** Please inform the office of transfer evaluations (718-960-7218 or ext. 8133) once you have completed 30 credits at Lehman College so your TCE can be updated.
- **Second Degree** students who are pursuing a second Bachelor's Degree should pick up a Second Degree Contract and obtain a registration date from Academic Advisement (Shuster Hall, Room 280); and see a faculty advisor for your chosen major.
- Contact the Testing Office, Shuster Hall, Room 205 or 718-960-8156 to verify if testing is needed.

4) MAJOR/MINOR ADVISEMENT:

- Contact the Faculty Advisor for your chosen major to schedule an advising session.

5) DECLARATION OF MAJOR:

- If we have accepted 45 or more credits, within the first two weeks of class you must: 1) Declare a major in the appropriate academic department (where you'll receive a declaration form with a signature from the Faculty Advisor); 2) File the form in the Registrar's office, Shuster Hall, Room 106. **Failure to do so may affect your TAP eligibility.**
- PLEASE NOTE: If you are interested in the ***Nursing*** or ***Social Work*** major, you must fill out an additional application for the respective department once you are accepted to Lehman College. We strongly encourage you to apply to Lehman as early as possible to allow enough time to receive a decision letter before the *Nursing* or *Social Work* application deadlines. **The *Nursing deadline is March 15*** (Registered Nurses do NOT have to fill out a nursing application). Social Work does not have a deadline and reviews applications on a rolling admissions basis.

6) SUBMIT DOCUMENTS:

- Submit immunization information (proof of Measles, Mumps, Rubella and Meningitis vaccine) to the Student Health Center, T3 Building, Room 118. www.lehman.edu/student-health-center/
- Also bring any other document(s) the Office of Admissions has notified you to submit, for example:
  - **proof of residency**
  - **proof of degree**
  - **Updated transcript with final semester grades**
- Any documents missing from your application file will result in a hold (negative service indicator) on your academic record.

7) STUDENT VISA for INTERNATIONAL STUDENTS:

For the issuance of an I-20 contact the International Student Coordinator, Ms. Phyllis Proctor at 718-960-7274 or phyllis.proctor@lehman.cuny.edu.

8) REGISTER:

- Please refer to Lehman's website for information about registering and our new student service system, CUNYfirst. (http://www.lehman.edu/cunyfirst/student-help.php).
- DEGREEWORKS: DegreeWorks is a computerized, web-based degree audit program. Please review the DegreeWorks website for more information: http://www.lehman.edu/registrar/degreeworks.php