ADULT DEGREE PROGRAM
Fall 2008 Newsletter

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

ALL GENERAL AND REGISTRATION INFORMATION IS NOW ONLINE!

The College no longer notifies students by mail about registration dates nor does it provide a printed list of course offerings. As your starting point, to obtain all the information you will need, go to the Lehman website at www.lehman.cuny.edu and click the “course schedule” link at the lower left of the screen. Check here frequently for updates and to become familiar with navigating all the links! For example, the link to the “information booklet” will provide administrative dates, registration information and deadlines, a list of administrative offices and academic departments, calendars and MUCH MORE!

REGISTRATION INFORMATION
To register for classes you must now log on to CUNY portal, www.cuny.edu, in order to access eSIMS. If you do not have a CUNY portal account, you may set one up by going to the IT Center, Carman Hall, room 108. Spring registration information will be available online in mid-November. Students are strongly encouraged to see an ADP advisor in late October or early November for spring advisement. Registering on your assigned date will increase your chances of getting the classes you want.

VALIDATION OF REGISTRATION
Payments/Validation can be made by fax, online or in person in the Bursar’s Office/Shuster 031. All bills – even those with a zero balance – must be validated by the published deadlines to avoid being cancelled from your classes! To obtain a copy of your bill, download from the web at the e-SIMS link and follow the payment options or pick up the bill at the Bursar’s office and follow their instructions regarding validation and payment.

CHANGE OF ADDRESS
If you have moved, please make sure you go to the Registrar’s Office, Shuster Hall 114 and the Adult Degree Office, Carman Hall 128, to report these changes.

PC’s AND INTERNET ACCESS ON LEHMAN CAMPUS
-CARMAN HALL INFORMATION TECHNOLOGY CENTER (ID card required).
-SHUSTER HALL: Student computer Lounge/1st floor off the elevator lobby when classes are in session.
-STUDENT LIFE BUILDING, Room 222E for PC’s. Laptops available on loan to currently enrolled students for use on premises/ID required. See information desk.

COURSE REPEATS
Please be very careful not to register for courses for which you have already received passing grades or transfer credits. Transfer students should check the evaluation of transfer credits prior to registration to be sure that they do not repeat a course. This does not apply where particular departments require a repetition of a course. Please keep careful records of your Lehman course work to ensure that you do not repeat courses already taken.
## WITHDRAWALS
ADP students are subject to the same rules as all other students regarding course withdrawals. After you have registered, you must follow set college procedures if you wish to withdraw without penalty. To receive an official withdrawal from a course, go to Shuster Hall, Room 114, with your bursar’s receipt. Failure to withdraw officially from a course by the deadline will result in a grade of “WU” which is then computed as an “F” in your index. The deadline for withdrawals is **Wednesday, October 29, 2008.** If you are receiving financial aid, you may incur penalties for withdrawal. Call the Financial Aid office (718-960-8545) for advice.

## INCOMPLETE GRADES
The deadline for making up “INC” grades from Spring 2008 is **Friday, November 14, 2008.** If not made up, the “INC” turns into an “F.” Get in touch **now** with the instructor who gave you the “INC” to arrange completion of the course work.

## “F” GRADE POLICY
Courses taken in Fall 1984 or later in which a grade of “F” (or "FInc” or “WU”) was received may be repeated. If the new grade is “C” or better, the new grade is computed in the index; the “F” grade is no longer computed into the index though it remains on the transcript (it is marked with a “#” sign to indicate that it has been repeated and that the new grade is used for index computation).

If you received an “F” grade in an IBA course, make an appointment to see an ADP advisor so that the appropriate information can be sent to the Registrar to ensure the change in the index computation.

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

## LIMIT ON IBA SEMINARS
Please note that you may not take more than 10(ten) IBA seminars,

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

**Please note:** You must apply for Life Experience Credit prior to your last semester. You **may not** submit applications during your final semester at the College.

## CUNY PROFICIENCY EXAM
All students are now required to take the CUNY Proficiency Exam (CPE). You will be notified by the testing office about this exam. Although students will have three opportunities to pass the test, you are urged to take it at the first date scheduled for you by the Testing Office. If you have questions or to sign up for the exam, go to the Testing Office in Shuster Hall 205.
RECORD KEEPING
We strongly advise students to keep all records of their college career:
Bursar’s receipts, transcripts, grade changes, etc.

Long-Term Planning
Students who have decided on their major should make an appointment as soon as possible with
Professor DellaCava for long-term planning.

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

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

FILING FOR GRADUATION IN SHUSTER HALL – ROOM 105
And Requesting a Graduation Check from the ADP Office
Lehman College students must complete 120 credits to earn their degree; for ADP students these must include a major, skills courses, and 36 credits of liberal arts courses outside their major department. The deadline for filing for graduation for January 31, 2009 is Monday, October 6, 2008. After you file for graduation with the Office of the Registrar, you must also call our office to request an ADP graduation check.

NEWSWORTHY NOTES
For interesting articles on the achievements and adventures of our ADP students and all in the Lehman community, read the Lehman E-Letter regularly. If you would like to report “news” to our office, please call us at (718) 960-8666.

Congratulations to:
- Rachel Alt, Economics Major, was awarded a Belle Zeller Scholarship
- Charlene Corbett-Tosi, Health Services Major, was awarded the Women’s Form Award Scholarship
- Leonidas De Los Santos, Math Major, was elected to Phi Beta Kappa

AWARDS, PRIZES AND SCHOLARSHIPS
Lehman offers prizes and awards to graduating seniors planning to pursue degrees in graduate and professional programs. Interested students should inquire at the Office of Testing, Awards, and Scholarships in Shuster Hall 205.

IBA Departmental Honors: Students who choose to do an individualized major must take at least 3 credits of Independent Study (IBA 481) to be eligible for departmental honors at graduation. Please discuss this with an ADP advisor.

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

INSTRUCTIONAL SUPPORT SERVICES

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

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

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

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

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

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

EMERGENCY INFORMATION

Dial (718) 960-8000 any time for pre-recorded information regarding emergency closings of the college.
Dial (718) 960-8228 any time to reach a Public Safety Officer to assist you in case of an emergency

THE ADULT DEGREE PROGRAM OFFICE – CARMAN HALL 128

To access the ADP Home Page online for any new alerts, do the following: go to the Lehman home page (www.lehman.cuny.edu), click on “Continuing Education” then click on Adult Degree.

Each semester, please call (718) 960-8666 to schedule an early appointment with an ADP advisor for your program planning.

Check the ADP Home Page online for any new alerts to ADP student.

REVIEW YOUR ADP AND COLLEGE REQUIREMENTS FREQUENTLY TO STAY ON TRACK!

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

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

We wish you a most successful semester in FALL 2008 and welcome any suggestions you may have to add to our newsletter.