

The Skills Immersion Program offers:

- Workshops to S.E.E.K. freshmen who do not receive passing scores (or exemptions) on any of the three CUNY Skills Test
- Intensive preparation for retaking required CUNY Skills tests, as well as an opportunity to enhance their overall readiness for successful first-year study.
- Effective skills instruction in all CUNY Skills Test subjects
- Opportunities to retest

The Enrichment Program Offers:

- Courses to S.E.E.K. freshmen who received passing scores (or exemptions) on all three CUNY Skills Test
- Tuition-free instruction with the opportunity to gain college credits (credits are not offered for all courses)
- Free books, supplies and stipend support (subject to special program's fiscal ability)

9 College Orientation/Registration for the FALL Semester

Typically occurs during Early August

- A Two- Day Process
- Students receive advisement/placement for Math courses .
- Freshmen are provided with "BLOCKS", sets of pre-selected courses, offered through the College's award winning Freshman Year Initiative program.

10 TUITION PAYMENT □

- You must pay (if necessary) your bill immediately after registering to ensure your enrollment in the classes chosen.
- Freshmen are guided through the registration process by S.E.E.K. and the Freshman Year Initiative program.
- Students must pay any outstanding tuition balances in order to ensure their enrollment in the classes chosen.
- Most S.E.E.K. students use TAP, PELL and S.E.E.K. aid to pay all or part of their tuition and fees.
- Congratulations! At this point you'll be officially registered as a Lehman College first year student.

College Directory

Admission Office

(718) 960-8700 Shuster Hall; Room 159

Financial Aid Office:

Mr. William Hill, Assoc. Director & Coordinator of SEEK Financial Aid:
(718) 960-8545 Shuster Hall, 136

Freshman Year Initiative:

(718) 960-8720 Carman Hall, 339

Student Disability Services:

(718) 960-8441 Shuster Hall, 238

Student Health Center:

(718) 960-8900 T-3 Bldg., 118

Testing And Scholarships:

(718) 960-8156 Shuster Hall, 205

THE PERCY ELLIS SUTTON SEEK PROGRAM

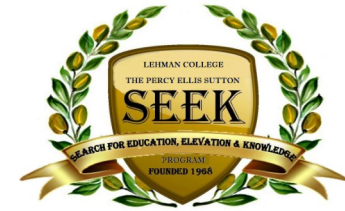
Lehman College, 250 Bedford Park Boulevard West
Bronx, New York 10468
Shuster Hall, Room 257
(718) 960-7979
seek@lehman.cuny.edu

S.E.E.K. OFFICE HOURS

Mon - Thurs, 9 am - 4:30 pm; Fri, 9 am - 3 pm
(The college offices are closed on select FRIDAYS during the summer)

SEEK Program Director: Dr. Annette Hernández

NOTES



10 STEPS TO SUCCESSFUL ENROLLMENT

**The Percy Ellis Sutton
S.E.E.K Program**

Welcome to Lehman College and the Percy Ellis Sutton S.E.E.K. Program!

WHAT IS THE SEEK PROGRAM?

S.E.E.K. stands for Search for Education, Elevation and Knowledge. It is a CUNY educational opportunity program that allows senior colleges (four year colleges) to admit students who demonstrate academic promise and economic need, but do not meet traditional admission criteria. S.E.E.K. provides academic, personal, and financial support to eligible students to assist them with the challenges of college study.

Once enrolled, S.E.E.K. students become full-fledged members of the Lehman College community. They have the same rights and maintain the same responsibilities as all Lehman College students.

In addition, S.E.E.K. students are required to maintain a full-time day schedule. Classes beginning after 5pm or occurring on weekends are not permitted. S.E.E.K Students must also utilize S.E.E.K. support services to enhance their opportunities for college success. Services include counseling, supplemental instruction, and tutoring, among others.

Follow the 10 Steps to a Successful Enrollment!

This brochure describes the steps required for successful enrollment. You must complete **all** of these activities and procedures according to the deadlines specified by the S.E.E.K program. This will ensure a successful start to your college career.

Please check off the box next to each item and indicate the date that you completed each step.

<u>STEPS</u>	<u>Completed /Date</u>
1. SEEK Readiness Meeting	_____
2. CUNY Skills Testing	_____
3. SEEK Economic Eligibility	_____
4. Immunization/Meningitis	_____
5. FAFSA Filing	_____
6. Submit High School Diploma	_____
7. S.E.E.K. Orientation	_____
8. Register for Summer Program	_____
9. College Orientation/Registration	_____
10. Tuition Payment	_____

1. ATTEND A S.E.E.K. READINESS MEETING

- S.E.E.K. Staff will introduce you to everything you need to know about S.E.E.K; the policies, requirements & benefits.
- The time & location are indicated on your acceptance letter.
- **If you cannot attend you must call the SEEK Office IMMEDIATELY at (718) 960-7979**
- **You MUST bring financial eligibility documentation as indicated in Step # 3**

2. TAKE THE CUNY SKILLS TESTS

You are required to take all three CUNY Skills Tests (reading, writing and mathematics). Regardless of exemptions!

- Test results **do not** affect eligibility for admission.
- Test scores **are used** to assess skills and determine the course(s) you will be taking during the summer and first semester.
- Students admitted with one or more non-passing scores on the CUNY Skills Tests are required to pass within a year of their admission date.
- You may receive a letter indicating a date for you to test. Please make sure that you take **ALL** three tests.
- If necessary, contact Lehman's Office of Test and Scholarships at (718) 960-8156 for the earliest test date.

3. CONFIRM YOUR ECONOMIC ELIGIBILITY FOR SEEK

Please bring all REQUIRED documentation to the SEEK Readiness Meeting (see below).

- SEEK freshmen must provide proof / documentation of last year's (2012) household for admission to Lehman College through the S.E.E.K. Program.
- Students will not be allowed to enroll at Lehman College if eligibility criteria is not met. Alternative options will be provided.

According to the source of your family's income, determine your documentation requirements from this list:

- **Earned Income** (wages, salaries or tips): Signed copies of your previous year's Federal Tax Returns (1040, 1040A or 1040EZ).
- **Parental Earned Income** (wages, salaries or tips): Signed copies of your parents' 2012 Federal Tax Returns (1040, 1040A or 1040EZ).
- **Public Assistance or SSI**: Official letter (i.e., on letterhead) or document from Public Assistance, SSI, WIC, Food Stamps, or Lunch Program, showing that you or your family had an open case for at least one day during the previous tax year.
- **Social Security**: Official letter or document from the Social Security Administration, stating the total benefits paid during the previous calendar year.
- **Other Income**: Official letter or document from awarding agency, organization or business, stating the total benefits, funds or income paid during the previous calendar year.

4. SUBMIT PROOF OF IMMUNIZATION AND

MENINGITIS RESPONSE FORM

- You must submit this information prior to the deadline indicated by the S.E.E.K Office.
- Please call the College's Student Health Center at (718) 960-8900 (T-3 Building, Room 118) with any questions/concerns.

5. FILE YOUR FAFSA/TAP APPLICATIONS

File a FAFSA/TAP Application for Financial Aid

- Lehman College FAFSA code 007022
- Lehman College TAP code 1412
- Upon acceptance to Lehman, the College's Financial Aid Office will mail you a financial aid package, including information about filing of the FAFSA (Free Application for Federal Student Aid) and TAP (Tuition Assistance Program) application
- OR you may visit the FAFSA website at fafsa.ed.gov and TAP website at HESC.com. All Questions should be directed to the Financial Aid Office, located in Shuster Hall, Room 136 (718-960-8545).

6. SUBMIT PROOF OF HIGH SCHOOL GRADUATION

- No later than June 28, 2013
- The Admissions Office will need proof of your high school graduation as soon as possible. Bring your original diploma or GED to the Office of Admissions, Shuster Hall, Room 161.
- All Students must present proof of graduation before the first day of Summer Program classes
- Those who have not received their high school diploma by the deadline must bring an official high school letter certifying completion of all high school requirements for graduation.

7. S.E.E.K. SUMMER ORIENTATION

- The S.E.E.K summer orientation will occur during the month of June. **If you don't hear from us contact us ASAP! (718) 960-7979**
- During this orientation information regarding the summer program will be provided.
- In addition, the S.E.E.K program may use this time to advise students of the requirements for the summer program, announce any special events that you must take part in and/or place students into groups for planned summer activities.

8. ATTEND THE FRESHMAN SUMMER PROGRAM

- All new SEEK freshmen are required to participate in the College / SEEK Freshman Summer Program.
- SEEK students that do not complete this requirement will lose their eligibility for admission.
- Freshman Summer Program Registration occurs in Early June. **If you don't hear from us contact us ASAP! (718) 960-7979**
- Freshman Summer Program classes begin in late June and end in early August.

There are only two exceptions to this requirement:

- If you are required to attend a high school summer class as a requirement for high school graduation. **If so, please contact the S.E.E.K. Office IMMEDIATELY at (718) 960 7979.**
- If it is recommended that the student attends a summer CUNY Language Immersion Program (CLIP).

The Freshman Summer Program includes two programs:

- Skills Immersion Program Workshops
- Enrichment Program