9. **COLLEGE ORIENTATION/REGISTRATION FOR THE FALL SEMESTER**

- Typically scheduled for 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 (by financial aid or other means) your bill immediately after registering to ensure your enrollment in the classes chosen.
- Freshmen are guided through the registration process by SEEK staff and the Freshman Year Initiative program.
- Students must pay any outstanding tuition balances to ensure their enrollment in the classes chosen.
- Most SEEK students use TAP, PELL and SEEK 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.
Follow the 10 Steps to a Successful Enrollment!

This brochure describes the steps required for successful enrollment to Lehman College through the SEEK Program.

Special Note: Available seats for the entering freshman class are limited and filled on a first-come, first-served basis. Students are urged to complete all required activities and procedures according to the schedules provided by the SEEK program.

1. ATTEND A SEEK READINESS MEETING
   - SEEK staff will introduce you to everything you need to know about SEEK; the policies, requirements, benefits, etc.
   - The time and location will be indicated in a follow-up letter
   - If you cannot attend, call the SEEK Office IMMEDIATELY at (718) 960-7979

2. TAKE THE CUNY SKILLS TESTS
   - You are required to take the CUNY Skills Tests (reading, writing, and mathematics)
   - Test results do not affect initial 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 of enrollment.
   - 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 to maintain enrollment in the college.
   - You may receive a letter indicating a date for you to test.
   - Contact Lehman’s Office of Testing and Scholarships at (718) 960-8156 for the earliest test date.

3. CONFIRM YOUR ECONOMIC ELIGIBILITY FOR SEEK
   - SEEK freshmen must provide proof/documentation of last year’s (2014) household income for admission to Lehman College through the SEEK Program.
   - Students will not be allowed to enroll at Lehman College if economic eligibility is not met. Alternative options will be provided.
   - SEEK Economic Eligibility will be verified by submitting one or more of the following documents as proof of total household income
     - **Student Earned Income** (wages, salaries or tips): Signed copies of your 2014 Federal Tax Returns (1040, 1040A or 1040EZ).
     - **Parental Earned Income** (wages, salaries or tips): Signed copies of your parents’ 2014 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 2014 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 2014 calendar year.

4. FILE YOUR FINANCIAL AID (FAFSA/TAP)
   - Upon acceptance to Lehman, the College’s Financial Aid Office will mail you a financial aid package, including information about required filing of the FAFSA (Free Application for Federal Student Aid/Pell Grant) and TAP (Tuition Assistance Program) application
   - OR visit the FAFSA website fasfa.ed.gov and TAP website at Hesc.ny.gov, and follow the instructions provided online. All Questions should be directed to the Financial Aid Office, located in Shuster Hall, Room 136 (718-960-8545).
   - Fafsa.ed.gov Lehman College FAFSA code 007022
   - Hesc.ny.gov Lehman College TAP code 1412

5. SUBMIT PROOF OF IMMUNIZATION AND MENINGITIS RESPONSE FORM
   - You must submit this information by the deadline indicated by the SEEK Office
   - You may fax (718) 960-8909, mail, or bring you immunization requirements in to the Student Health Center. The Student Health Center is located in the T-3 Building, Room 118.
   - Otherwise, call the College’s Student Health Center at (718) 960-8900

6. SUBMIT PROOF OF HIGH SCHOOL GRADUATION
   - No later than June 26, 2015.
   - 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 159.
   - 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. SEEK ORIENTATION
   - The SEEK Program orientation will occur at the end of June. (The SEEK Program will send you notification of all pertinent dates).

8. ATTEND THE FRESHMAN SUMMER PROGRAM
   - All new SEEK freshmen are REQUIRED to participate in the SEEK Freshman Summer Program that starts the end of June.
   - The SEEK Program will send you notification of all registration dates.
   - Students will receive assistance with books, supplies and stipend if budget allows.
   - The Freshman Summer Program consists of three programs:
     1. CUNY Skills Test workshops
     2. Enrichment Program (specialized workshops for students who have passed all three CUNY Skills Test)
     3. Bridge Program (preparatory workshops in math and science offered in August)
   - There are only two exceptions to the summer program requirement:
     - Students scheduled to attend a high school summer class as a requirement for high school graduation. Students in this situation must contact the SEEK Office immediately at (718) 960-7979; OR,
     - Students recommended to attend a summer CLIP (CUNY Language Immersion Program).