



10 STEPS TO SUCCESSFUL ENROLLMENT

SEEK

Search for Education, Elevation & Knowledge

Welcome to Lehman College and the SEEK Program!

✓ WHAT IS THE SEEK PROGRAM?

SEEK is a CUNY educational "Opportunity" program. It allows senior colleges to admit students that demonstrate academic promise and economic need, but do not meet traditional admissions requirements. SEEK provides special academic, personal and partial financial support to help them meet the challenges of college study.

Once enrolled, SEEK students become full-fledged members of the Lehman College community. They have the same rights and responsibilities as all other Lehman College students.

Students admitted through SEEK also have special responsibilities, including maintaining full-time day programs of study and using SEEK support services to enhance their opportunities for school success. Services include Counseling, Supplemental Instruction, Tutoring and Skills Immersion Programs, among others.

Students admitted with one or more non-passing scores on the CUNY Skills Tests are required to pass most tests within a year of their admission date.

The College and the Program welcome SEEK students and look forward to supporting their learning and growth.

WHAT'S NEXT?

Follow 10 Steps to a Successful Enrollment

This brochure describes the following procedures needed to enroll for the Fall. Please complete all of these activities and procedures in a timely fashion. This will ensure a successful and problem-free start to your college career.

1. SEEK New Student Readiness Meeting
2. CUNY Skills Testing
3. Confirming SEEK Economic Eligibility
4. Provide Proof of Immunization and Meningitis Response Form
5. Financial Aid - FAFSA Filing
6. Freshman Summer Program Attendance
7. Submit SAT/ACT Test Scores
8. Proof of High School Graduation
9. College Orientation/Advisement
10. Registration and Tuition Payment

1 ATTEND A SEEK NEW STUDENT READINESS MEETING

Required for All New SEEK Freshmen

WHO? All persons planning to register in the fall, whether or not you have completed all ten steps.

WHEN? Come on the earliest date.

- SEEK Counselors will introduce you to everything you need to know about SEEK; the policies, people, requirements, benefits, etc.
- Answers to all your questions: SEEK Income Eligibility, Financial Aid, Admissions, Testing, Scholarships, Freshman Summer Program, etc.

WHERE? SEEK Tutoring Center, Old Gym Building 212

If you cannot attend, call the SEEK Office for an appointment.

SPECIAL NOTE: During the Readiness Meeting, SEEK Counselors will be available to receive the documentation of income referred to in STEP 3. Make every effort to bring this documentation to this meeting. If you don't have it, please come anyway!

2 TAKE THE CUNY SKILLS TESTS

WHEN? If you have not already taken these tests, call the Testing Office for the earliest available test.

New SEEK freshmen are required to take all three CUNY Skills Tests (reading, writing and mathematics) on the earliest available test date regardless of particular exemptions based on Regents or SAT scores. Freshman Skills Test results are necessary for assessment of skill levels for course placement in pre-freshman

summer and first semester courses. Test results do not affect eligibility for admission.

Usually, the University Application Processing Center or the College mails an initial test date to you. Again, be certain to take all three Skills tests, regardless of exemptions. If necessary, contact Lehman's Office of Test and Scholarships at (718) 960-8156 for the earliest test date. The office is in Shuster Hall, Room 205.

3 CONFIRM YOUR ECONOMIC ELIGIBILITY FOR SEEK

Submit Proof of Household Income

WHEN? Upon acceptance to Lehman College SEEK freshmen must provide proof / documentation of last year's household income based on New York State guidelines for admission to SEEK. Specific income documents must be submitted to the College's Financial Aid Office. New students are permitted to register only after their eligibility is confirmed.

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' 2009 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

WHEN? As soon as possible; you cannot register without it! Follow instructions received in the mail. Otherwise, call the College's Student Health Center at (718) 960-8900 (T-3 Building, Room 118).

5 FINANCIAL AID

File a FAFSA Application for Financial Aid

WHEN? 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) and TAP (Tuition Assistance Program) application; or visit the website fafsa.ed.gov and HESC.com. Follow the instructions provided in that package. Questions may be directed to the Financial Aid Office, located in Shuster Hall, Room 136 (718-960-8545).

6 ATTEND THE FRESHMAN SUMMER PROGRAM

All new SEEK freshmen are required to participate in the College / SEEK Freshman Summer Program. SEEK students not completing this requirement lose their eligibility for admission.

The Freshman Summer Program provides two activities:

- Retest Preparation Workshops
- Enrichment Programing

WHEN? Freshman Summer Program classes begin in late June and end in early August.

✓ RETEST PREPARATION WORKSHOPS

New SEEK freshmen who do not receive passing scores (or exemptions) on all three of the CUNY Skills Assessment Tests are required to attend this program.

There are only two exceptions to this requirement:

- the student attends a high school summer class required for high school graduation and provides documentation of completion of that class to the SEEK Program; or
- the student attends a summer CLIP (CUNY Language Immersion Program).

Skills Immersion Program classes provide students with an intensive preparation for retaking required CUNY Skills tests, as well as an opportunity to enhance their overall readiness for successful first-year study.

The Skills Immersion Program for SEEK students offers:

- Effective skills instruction in all CUNY Skills Test subjects
- Multiple opportunities to retest
- Helpful orientation to college success
- Tuition-free instruction
- Flexible scheduling
- Free books, supplies and stipend support (subject to special program's fiscal ability)

✓ ENRICHMENT PROGRAM

For students with passing scores or exemptions on all three of the CUNY Skills Assessment Tests, SEEK has designed an educational enrichment program to enhance prospects for further college success.

Freshman Summer Program Registration is scheduled for early June. If you don't hear from us by then, contact the SEEK Program for exact dates.

7 SUBMIT SAT OR ACT SCORES

WHEN? Right away, if you have not already done so.

Students graduating from high school after May 1999 must submit Scholastic Aptitude Test or American College Testing scores before enrollment. If you have not already taken the SAT, please contact the CUNY Office of Testing at (212) 290-5631 for information about SAT testing.

8 SUBMIT PROOF OF HIGH SCHOOL GRADUATION

WHEN? As soon as possible

The SEEK Program and 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. The Admissions Office number is (718) 960-8131.

Students registering for Freshman Summer Program skills or enrichment classes (Step #5) must present proof of graduation before the first day of Summer Program classes; however, those who have not received their high school diplomas by that time may instead bring official high school letters certifying completion of all requirements for graduation.

9 ORIENTATION AND ADVISEMENT

Planning First Semester Courses

WHEN? Orientation / Advisement generally takes place during registration periods.

- Freshmen plan first-semester courses in consultation with SEEK and College advisors.
- "BLOCKS", sets of pre-selected courses, are offered through the College's award winning Freshman Year Initiative program.
- Students with scores of Pass, Certified or Exempt on all three CUNY Skills Tests may be informed of opportunities for early advisement and registration.

10 REGISTRATION AND TUITION PAYMENT

WHEN? Registration is usually scheduled for August. Registration appointments will be mailed to students.

- Freshmen are guided through the registration process by SEEK and the Freshman Year Initiative program.
- Students pay tuition to complete the registration process.
- 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 and PROUD of it.

COLLEGE DIRECTORY	Admissions Office: Shuster Hall, 159 (718) 960-8700
	Financial Aid Office Mr. William Hill, Assoc. Director
	Coordinator of SEEK Financial Aid: Shuster Hall, 136 (718) 960-8545
	Freshman Year Initiative: Carman Hall, 339 (718) 960-8720
	Skills Immersion Program: Carman Hall, 339 (718) 960-8720
	Math And Computer Science: Gillet Hall, 211 (718) 960-8117
	Student Disability Services: Shuster Hall, 238 (718) 960-8441
	Student Health Center: T-3 Bldg., 118 (718) 960-8900
	Testing And Scholarships: Shuster Hall, 205 (718) 960-8156

THE SEEK PROGRAM

Lehman College, 250 Bedford Park Boulevard West
Bronx, New York 10468
Shuster Hall, Room 257 (718) 960-7979

SEEK OFFICE HOURS

Mon - Thurs, 9 am - 4:30 pm; Fri, 9 am - 3 pm

SEEK Program Director: Dr. Annette Hernández
CUNY Office Assistant: Ms. Jocelyn Archibold
Coordinator, SEEK Tutoring: Ms. Jennifer Fasulo
Coordinator, SEEK Financial Aid: Mr. William Hill
SEEK Counselors: Ms. Dorothy Arthur, Ms. Lisa Jones, Dr. Alberto Navarro, Ms. Carrie Zimmerman, Ms. Angelia Holloway-Pinnock and Mr. Pedro Luna.