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.

**STEPS**

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

**Completed / Date**

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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 - (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 calendar 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