

Memo 1. Beginning the “New Normal”

Dear Student,

First we hope that you and your families are safe and feeling well during this challenging time. The Office of Student Disability Services is working remotely Monday through Friday 9-5. The best way to communicate with us is through email or disability.services@Lehman.cuny.edu. We all check email regularly throughout the day. We also check the office phone 718 960-8441 several times daily, but this communication is not always reliable. If you must use the phone, please speak slowly and repeat your phone number at least twice.

If you have any questions about your accommodations, or how to access to your remote classes or anything else, please contact us. Since accommodations are not retroactive we urge you to be proactive, nobody will know what you need unless you ask. Don't panic, we are here to help you get through the semester.

If you receive extra time for exams don't worry. You will continue to receive your testing accommodations. When communicating with our office about challenges you may be having with particular courses, please be prepared with the course numbers, and the professor's name and email. Also tell us what program or method your instructor will be using for instruction.

Please reach out to the Student Disability Services Office if you are having any problems with technology or course material. Tutoring will become available remotely: a separate announcement will come out shortly. CUNY is developing ways to get technology to students who are in need.

The Lehman Academic calendar has been updated in order to help you to complete the spring 2020 semester successfully <http://www.lehman.edu/registrar/calendars.php>. The last day to withdraw from a class has been moved to May 14. We anticipate that the deadline for course completion for INC's for the Fall 19 will be pushed back as well. Please make sure to read the Provost's emails carefully since it contains valuable information about grading and academic options.

Sandy Holy is available to work with students remotely starting on March 23. She is available by appointment only, first come first serve. Initially she will be using email and phone and is available Monday and Thursday from 1pm-6pm. Eventually we may be able to add hours to this schedule. To make an appointment with Sandy contact her at holsand48@gmail.com. She will confirm the appointment with you directly.

Over the next few days we will be posting additional tips and resources for you. In the meantime, please know that your faculty and our office will be there to help you get through this transition. It is important that you stay well and heed all medical advice. Stay safe.

Best wishes,

Disability.Services@Lehman.cuny.edu

Merrill Parra, merrill.parra@Lehman.cuny.edu

Gabriella Kohler, gabriella.kohler@Lehman.cuny.edu

Doreen Patrick, doreen.patrick@Lehman.cuny.edu

Pedro Laureano, pedro.laureano@Lehman.cuny.edu