



COLLEGE ENROLLMENT CHECKLIST

Lehman College

This checklist will provide you with all the steps you'll need to take in order to successfully enroll in college. As you complete each task in the sections below, mark it completed using the checkbox, to keep yourself on track. In addition to using this guide, make sure that you regularly check your mail, college email address, and college school portal account over the summer for important information about your enrollment.

Lehman College Resources

Learn more about Lehman College's New Student Orientation:
<http://www.lehman.edu/student-affairs/orientation-enrollment.php>

ADMISSIONS AND COMMITMENT FEE

<input type="checkbox"/> Confirm Admissions You can check your application status by calling the Welcome Center at 212-997-CUNY (2869) or on the CUNY Portal: https://cunyportal.cuny.edu .	Contact Info Admissions Office 718.960.8713	Deadline/Notes
<input type="checkbox"/> Commitment Fee/Deposit CUNY requires new undergraduate students to pay a non-refundable commitment deposit of \$100. This commitment deposit will be applied directly towards your tuition upon enrollment. You may pay this fee by cash, check, or money order at the Bursar Office. Students with an EFC of \$3,000 or less are exempt. If you are exempt, submit the Commitment Deposit form with an electronic print out of your Student Aid Report (SAR) via mail or in person to Lehman's Admissions Office. See http://www.lehman.cuny.edu/academics/adp/documents/FreshmanCommitmentDepositForm.pdf for more information.	Contact Info Admissions Office 718.960.8713	Deadline/Notes
<input type="checkbox"/> Set Up Email Once you have been accepted, make sure you set up your college email account at http://www.lehman.edu/live/faq.php . Check this account daily since important information will be communicated.	Contact Info 718.960.1111 helpdesk@lehman.cuny.edu	Deadline/Notes

TESTING

<input type="checkbox"/> Take Placement Exams After you receive an admissions letter, you should register for testing: http://www.lehman.cuny.edu/academic-testing/index.php . You need to take the CUNY Assessment Tests as soon as possible as your scores can determine your placement in college credit courses, and in some cases, whether or not you can enroll. For more information, see http://www.cuny.edu/academics/testing/cuny-assessment-tests.html .	Contact Info Office of Academic Testing & Scholarships 718.960.8156 testing.office@lehman.cuny.edu	Deadline/Notes
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<input type="checkbox"/> Review Test Scores and Enroll in Summer Workshops (if necessary) You will receive your scores within two weeks of testing. If you haven't received your scores, contact the Testing Office. If you do not pass any sections of the Assessment Tests, contact the Testing Office for information about free summer workshops.	Contact Info Office of Academic Testing & Scholarships 718.960.8156 testing_office@lehman.cuny.edu	Deadline/Notes
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SPECIAL OPPORTUNITY PROGRAMS

<input type="checkbox"/> Submit Forms and Attend Orientation/ Summer Programs If you were accepted to the SEEK program, you need to call them to make sure that you do not need to provide any additional information and to find out when the summer program begins. See http://www.lehman.edu/students/seek/pre-freshman.php for additional information.	Contact Info SEEK Office 718.960.7979 Seek.Office@lehman.cuny.edu	Deadline/Notes
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FINANCIAL AID

<input type="checkbox"/> Accept Financial Aid/ Set Up Payment Plan If you have loans or additional scholarships, you may need to accept your financial aid package online. See http://www.lehman.edu/financial-aid/award-status.php for additional information. If you are not sure if you need to accept financial aid, or if you believe that there is a mistake with your financial aid, go to the Financial Aid Office as soon as possible.	Contact Info Financial Aid Office 718.960.8545 financial.aid@mail.lehman.edu	Deadline/Notes
<input type="checkbox"/> Complete Entrance Counseling/ Sign MPN If you are taking out any federal loans for college, you will need to complete entrance counseling and sign your Master Promissory Note (MPN) before their loans are disbursed. Entrance counseling and signing the MPN can be completed at www.studentloans.gov .	Contact Info Financial Aid Office 718.960.8545 financial.aid@mail.lehman.edu	Deadline/Notes
<input type="checkbox"/> Check for Verification Lehman may email you a verification form to verify the information from your FAFSA or indicate in your CUNYFirst account that you are missing documents: http://www.lehman.edu/financial-aid/documents/2013-FA-launch-communication-V3.pdf . They will not be able to process your financial aid until you submit these forms. Complete the verification form and log into your FAFSA to use the IRS link to transfer your family's updated tax forms. If it doesn't work online you will need to request a copy of your tax transcript at www.irs.gov . See http://www.lehman.edu/financial-aid/forms-guides.php for more information and for downloadable forms.	Contact Info Financial Aid Office 718.960.8545 financial.aid@mail.lehman.edu	Deadline/Notes



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<input type="checkbox"/> Complete Residency Form In order to qualify for in-state tuition, you may need to complete a residency form. Contact the Admissions Office for more information.	Contact Info Admissions Office 718.960.8713	Deadline/Notes
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ORIENTATION/ CLASS REGISTRATION

<input type="checkbox"/> Submit Immunization Records and High School Diploma Please present your original high school diploma to the Admissions Office as soon as possible. Obtain clearance from the college nurse by submitting a record of immunization to Measles, Mumps and Rubella. See http://www.lehman.edu/student-health-center/immunization-requirements.php for more information.	Contact Info Student Health Center 718.960.8900	Deadline/Notes
<input type="checkbox"/> Sign Up for Orientation A first-term student may be required to attend a special two-day orientation. At the orientation you will receive academic advisement and get a chance to meet professors and students. See http://www.lehman.edu/student-affairs/orientation-enrollment.php for more information and reserve a space here: http://www.lehman.edu/student-affairs/community-engagement/cenp2.php .	Contact Info Community Engagement and New Student Programs 347.577.4020	Deadline/Notes
<input type="checkbox"/> Register for Classes You will learn how to register for classes at the two-day orientation for new students.	Contact Info Community Engagement and New Student Programs 347.577.4020	Deadline/Notes
<input type="checkbox"/> Follow-Up on Individual Education Plan If you had an individualized education plan (IEP) in high school, you should schedule an appointment with the Office of Student Disability Services to determine what supports are available at Lehman. See http://www.lehman.edu/student-disability-services/ for more information.	Contact Info Office of Student Disability Services 718.960.8441 disability.services@lehman.cuny.edu	Deadline/Notes



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FIRST DAY OF CLASS

<input type="checkbox"/> Confirm First Day of Class See the academic calendar for the first day of class and additional important dates: http://www.lehman.edu/registrar/calendars.php	<i>Contact Info</i>	Deadline/Notes
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SPONSORS:

BOTTOM LINE	COLLEGE BOUND INITIATIVE	COLLEGE NOW
GODDARD RIVERSIDE COMMUNITY CENTER	GRADUATE NYC!	IMENTOR
LINCT FOR SUCCESS	NEW SETTLEMENT APARTMENTS	THE URBAN ASSEMBLY