

# BMCC @ Lehman College

## Faculty Resource Sheet



## Welcome to BMCC @ Lehman College!

### BMCC @ Lehman College Coordinator

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646-872-8819 (work cell)  
Friday 1:30 pm – 6:30 pm  
ONLY



### Background & Overview

BMCC has partnered with Lehman College to offer its students the opportunity to experience the Lehman College campus while enrolled in BMCC classes on Friday during the fall and spring semester.

This resource sheet is intended to assist you in navigating the Lehman College campus while sharing essential information about the resources available to you as a BMCC @ Lehman College faculty member.

### Location

All BMCC at [Lehman College](#) classes are held at  
Carman Hall  
250 Bedford Park Boulevard West, Bronx, NY 10468

### Public Transportation

To get to *Lehman College*:

- Take the 4 train or D train to Kingsbridge Road. The campus is a 5-8 minute walk from the subway station.
- You can enter the campus at Gate 13 and walk directly to Carman Hall. For weekday MTA service and changes please visit <https://new.mta.info/>.

## **ID Cards & Access**

You must have your BMCC ID card and completed all necessary Cleared4 information to gain access to the building. Lehman College will provide temporary ID cards to gain access to the library and other facilities on the campus. Contact the coordinator for more information.

## **The First Day of Class**

Please stop by Carman Hall, Room CA-222, a classroom, to share your contact information with the coordinator.

## **Coordinator's Office**

The coordinator's office is in Room CA-222, a classroom. As such, we are unable to store any supplies you may need for your class. Please come prepared with any supplies you will need for your class. The coordinator's hours are 1:30 pm to 6:30 pm on Friday.

## **Lateness and/or Absent Policy**

If you will be late, absent, plan to plan take your class off-campus or plan to cancel your in-person class for any reason, you must inform the coordinator and your department on or before the designated start time of your class. The coordinator will inform students and take attendance.

## **Scheduling a Proctor for Your Class**

If you need to arrange to have a proctor for your respective class, you must contact your department chair as all arrangements must be made via your academic department.

## **Library**

Students can access the Lehman College Library with their temporary Lehman student ID cards. However, there are not any printers. Students can use the library for studying or researching information on databases. The Library closes at 5:30 pm on Friday.

## **Food**

There is both a café and a cafeteria located on the 1<sup>st</sup> floor of Carman Hall. When classes are in session the cafe usually closes at 2:30 pm, but the cafeteria is always open for students and faculty who want to purchase snacks or beverages from vending machines.

**Note:** This area is a good meeting place, beyond the classroom, for faculty and students.

## **Printing/Duplicating Services**

Faculty and students do not have access to printing or duplicating at Lehman College.

## **Textbooks**

You can order textbooks through the BMCC Barnes & Noble bookstore at 199 Chambers Street.

## **WiFi Access**

WiFi service is available to BMCC faculty and students on the Lehman College campus. Please contact the coordinator for more information.

# A Guide to the Lehman Campus

