



**LEHMAN**  
COLLEGE

**CU**  
**NY**

**Undergraduate Traditional/Online RN-BS  
Application  
Step-By-Step Guide**

**INFORMATION TECHNOLOGY/NURSING DEPARTMENT**

## UNDERGRADUATE TRADITIONAL/ONLINE RN-BS APPLICATION STEP-BY-STEP GUIDE

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### **PURPOSE**

The purpose of this document is to provide a step-by-step guide on how to submit a new application electronically for the Undergraduate Traditional or Online RN-BS Program using Lehman 360.

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### **AUDIENCE**

Lehman students who meet the requirements to apply for the Undergraduate Traditional or Online RN-BS Program.

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### **USER EXPERIENCE**

This process allows for initiation of an application to be submitted to the Undergraduate Traditional or Online RN-BS Program, as well as to see the status of a previously submitted application.

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### **NEED HELP?**

If you need login or other technical assistance with the form, please contact the IT Help Desk:

- By email at [help.desk@lehman.cuny.edu](mailto:help.desk@lehman.cuny.edu)

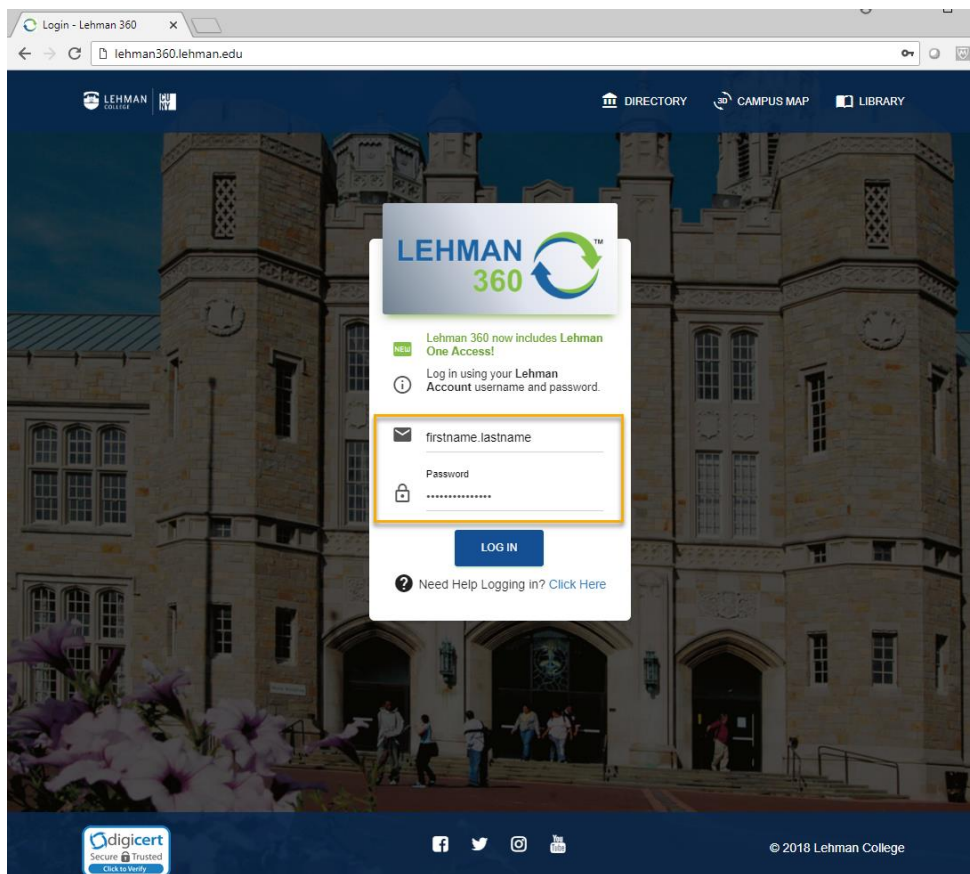
If you need assistance with the application process or requirements, please contact the Nursing Department:

- By email at [nursing.department@lehman.cuny.edu](mailto:nursing.department@lehman.cuny.edu)

## ACCESSING LEHMAN 360

From a Browser:

- 1) Go to the Lehman 360 website at <https://lehman360.lehman.edu/>
- 2) On the login page, enter your Lehman Account username and password.




**Note:** You can also access Lehman 360 from the Lehman Mobile app.

## SUBMITTING A NEW APPLICATION:

- 1) Once logged into Lehman 360, click on the **Nursing Department** section in the left navigation menu. Then, click on **RN Traditional/Online Form**.



- 2) Next, you will see a message explaining the process and requirements of the application. Click **Continue** to proceed to the form.



### Undergraduate Traditional/Online RN-BS Application

The Undergraduate RN-BS Application to apply for the **Traditional** on-campus classes (**now remote**) or the **Online** program is now available. This application is in addition to the application to Lehman College. Students must be accepted to Lehman College before submitting this application to the Department of Nursing. To submit an application to the Lehman College Department of Nursing Traditional or Online RN-BS Program, applicants must have the following for eligibility:


- An Associate Degree in Nursing from a registered and accredited nursing program or a Diploma in Nursing with a GPA of 2.5 or greater;\*
- An unencumbered nursing license as a registered professional nurse currently registered in New York State;
- Official transcript (s) from all schools attended with evidence of a college level Chemistry course, including both a lecture and a lab totaling at least 4 credits, or chemistry taken in a state approved nursing program (or its foreign equivalent), or successful completion of the following courses at Lehman College:
  - CHE 114: Essentials of General Chemistry: 3 Credits
  - CHE 115: Essentials of General Chemistry Lab: 1.5 Credits
  - MATH 126 (Quantitative Reasoning) or higher (or the equivalent) for Online RN-BS
- Foundation Course HIN 268: Human Growth and Development: 3 Credits (or equivalent course which covers growth and development through the life span.)

Associate of Applied Science (A.A.S) Degree holders applying to the **Online RN-BS program** must **also** have:


- Math 126 (Quantitative Reasoning) or higher (or the equivalent)

**Note:**

- \*Foreign student transcripts will be evaluated individually.
- The Department of Nursing will not accept CR/NC grades for prerequisite courses.



- 3) Proceed to fill out all the required fields on the form after carefully reading all instructions shown.



## Undergraduate Traditional/Online RN-BS Application

Application Term:

Application Type:  Traditional  Online

**REGISTERED NURSE LICENSE INFORMATION: \***

Registered Nurse License #

License Expiration

Upload Registered Nurse License  No file chosen

**STUDENT PROFILE:**

EMPLID:

Term Admitted to Lehman College:

Name:

Gender:  Date of Birth:

Tel (Cell):  Tel (Home):

Lehman Email:

Personal Email:

Mailing Address:

**EDUCATION:** (Please List ALL Educational Institutions You Attended After High School)


College/University	Earned Credits	Major	Dates Attended		Degree Earned
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="calendar"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="calendar"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="calendar"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="calendar"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="calendar"/>	<input type="text"/>

**BASIC NURSING PREPARATION: \***

Name of Nursing School: \_\_\_\_\_

School Address: \_\_\_\_\_

Level of Preparation:

Diploma    Associate Degree   Date of Graduation mm/dd/yyyy 

Have you completed an equivalent Human Growth and Development Course?

Yes    No

**REGISTERED NURSE PROFILE: \***

Are you currently employed as a Nurse?    Yes    No

Employer's Name \_\_\_\_\_

Current Job Title \_\_\_\_\_

Department \_\_\_\_\_

Number of years employed \_\_\_\_\_

Position Status    Full-time    Part-time

Please describe your responsibilities as a nurse:

Please type your response

\_\_\_\_\_

Certification

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Strengths (*Areas you consider yourself an expert*):

Please type your response

\_\_\_\_\_

4) After completing all required fields in the form, proceed to enter your full name as a **Signature**, include a **Date** and **Submit** your application.

Professional Organizations (*List memberships*):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Areas of Interest in Nursing

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Technology/Digital Experience

- Computer Skills (e.g. Microsoft Word, Excel, etc.)  Yes  No
- Blackboard  Yes  No
- Patient Electronic Medical Records  Yes  No
- Digital Clinical Experience  Yes  No
- Other (*Explain*):

Please type your response

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- Do you have access to the Internet  Yes  No

**Student Signature:**

I hereby certify that I read and understand the Instructions and application process contained in this document. I understand that I am responsible for meeting all eligibility and document requirements and deadlines to be considered for admission to the RN-BS Program at Lehman College. I certify that the information I have supplied is accurate and complete. I understand that if I misrepresent or withhold any information, I may jeopardize my admission to the nursing program. Further, I understand that if I am admitted to the nursing program and it is later determined that I misrepresented or withheld any information, I risk removal from the nursing program.

Student Signature \*

Date

**SUBMIT**

---- End of Document ----