



How to Submit Course Descriptions on eTCE



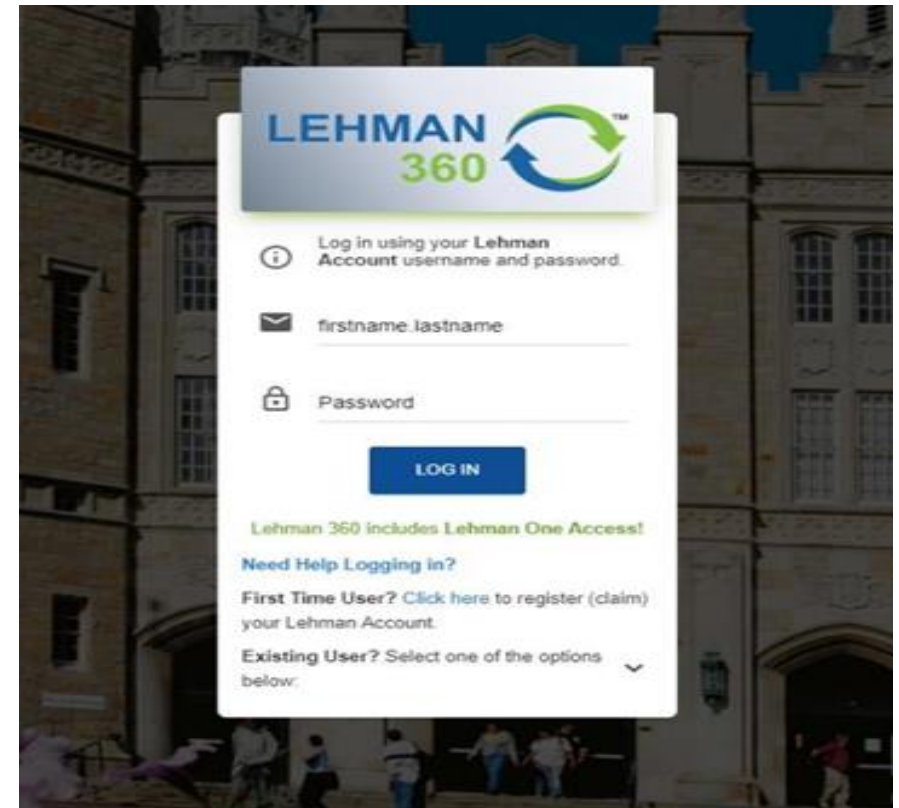
LEHMAN
COLLEGE

CU
NY

Logging into Lehman360

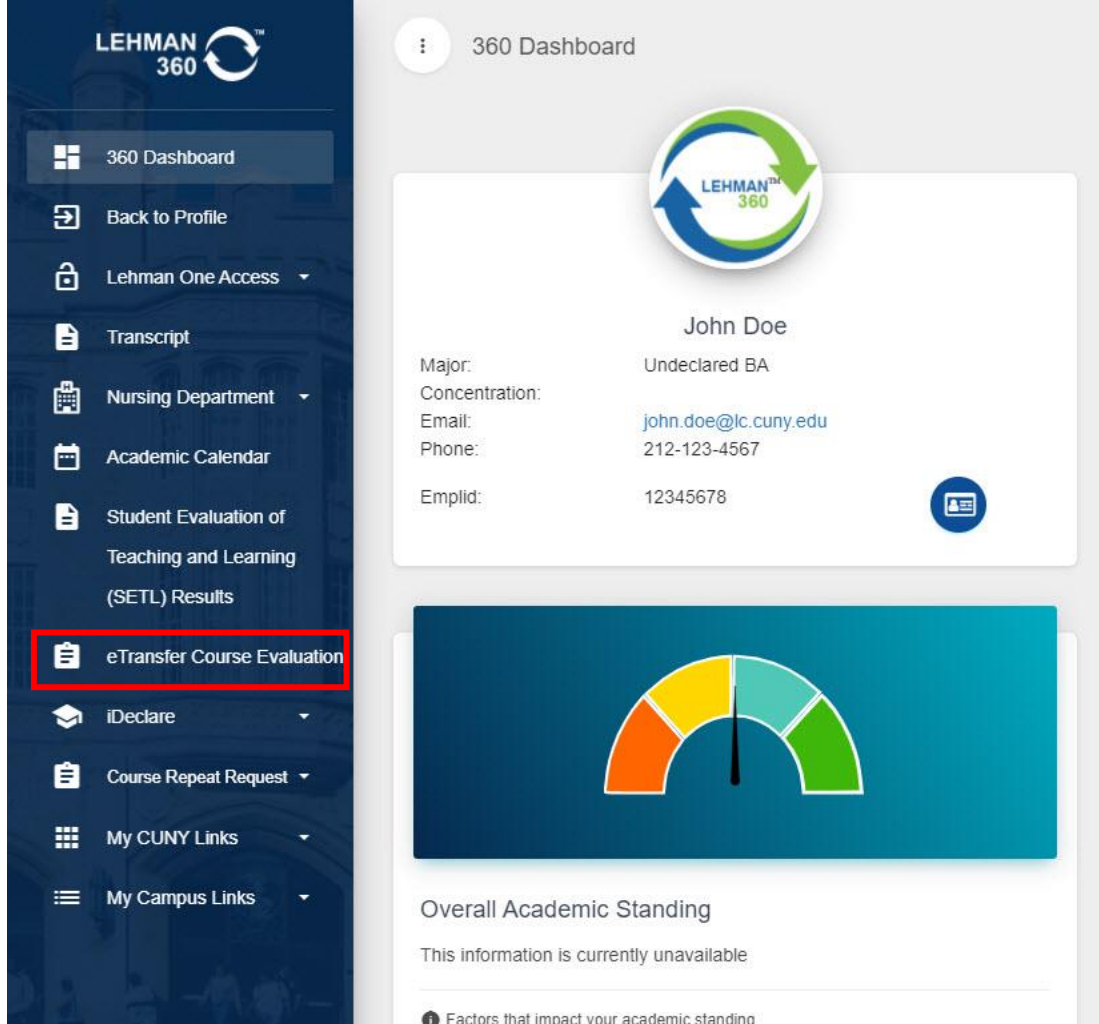
1. Log into [Lehman360](#)

Your login information should be your firstname.lastname and the same password you use to access your Lehman email address. If you have trouble, you can try resetting a forgotten password [here](#).



Lehman360


2. Select “eTransfer Course Evaluation” from the menu.



LEHMAN 360

- 360 Dashboard
- Back to Profile
- Lehman One Access
- Transcript
- Nursing Department
- Academic Calendar
- Student Evaluation of Teaching and Learning (SETL) Results
- eTransfer Course Evaluation**
- iDeclare
- Course Repeat Request
- My CUNY Links
- My Campus Links

360 Dashboard



John Doe

Major: Undeclared BA
Concentration:
Email: john.doe@lc.cuny.edu
Phone: 212-123-4567
Emplid: 12345678


Overall Academic Standing

This information is currently unavailable

Factors that impact your academic standing

eTransfer Course Page

3. Select course with
“Action Needed by
Student.”

 Unevaluated Transfer Courses

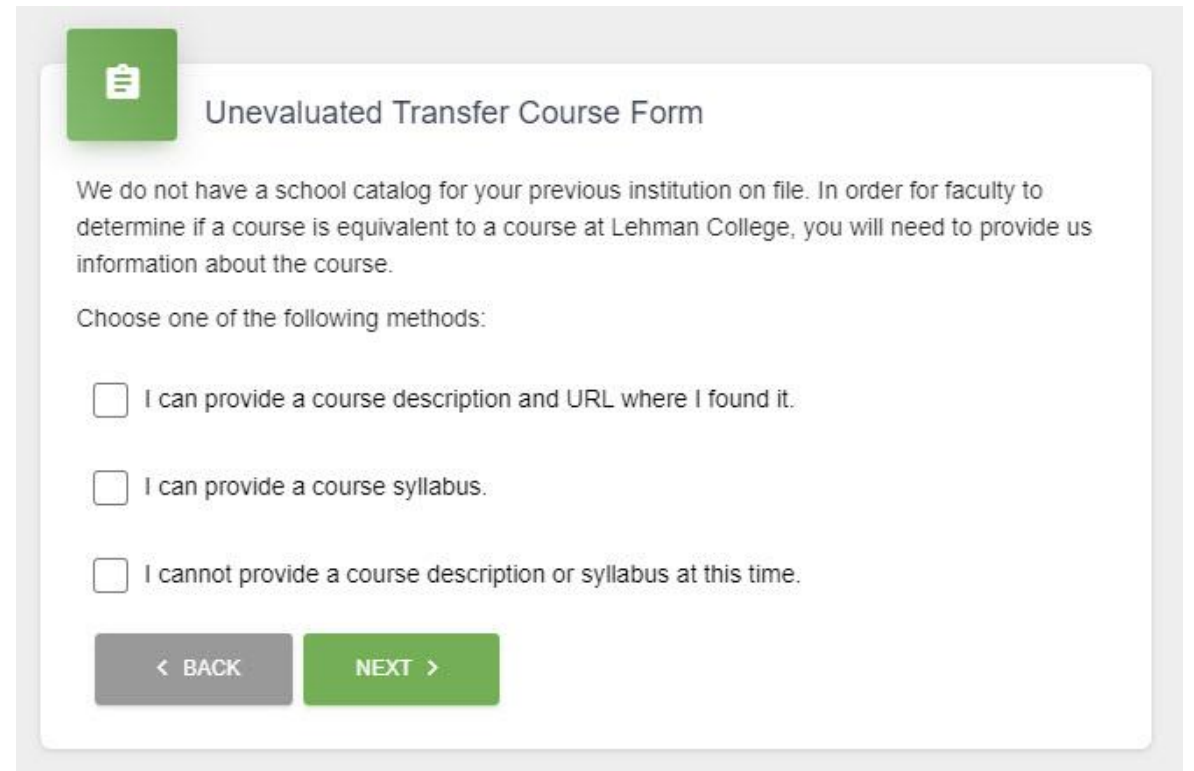
The courses listed below do not yet have a Lehman College equivalent. Courses that indicate a “Pending” or “Completed” status have already been sent to the appropriate academic department electronically for their review. Pending courses are currently being reviewed by faculty. Completed courses have already been reviewed and the Lehman College equivalent is listed below. **Courses indicating “Action Needed by Student” require your intervention by providing a course description and URL so faculty may review the course.** Please click the “Action Needed by Student” link to be taken to the action page. Equivalentents will be posted to your TCE once all courses are in Completed status.


College ▾	Course ▾	Course Title ⇅	Grade ⇅	Credits ⇅	Lehman Equivalent ⇅	Status ⇅
Accra Technical University	AFS 111	African Studies	C	2.000		Action Needed by Student
College	Course	Course Title	Grade	Credits	Lehman Equivalent	Status

Showing 1 to 1 of 1 entries

Unevaluated Transfer Course Form

4. Select a method to submit course information.



 Unevaluated Transfer Course Form

We do not have a school catalog for your previous institution on file. In order for faculty to determine if a course is equivalent to a course at Lehman College, you will need to provide us information about the course.

Choose one of the following methods:

- I can provide a course description and URL where I found it.
- I can provide a course syllabus.
- I cannot provide a course description or syllabus at this time.

[< BACK](#) [NEXT >](#)

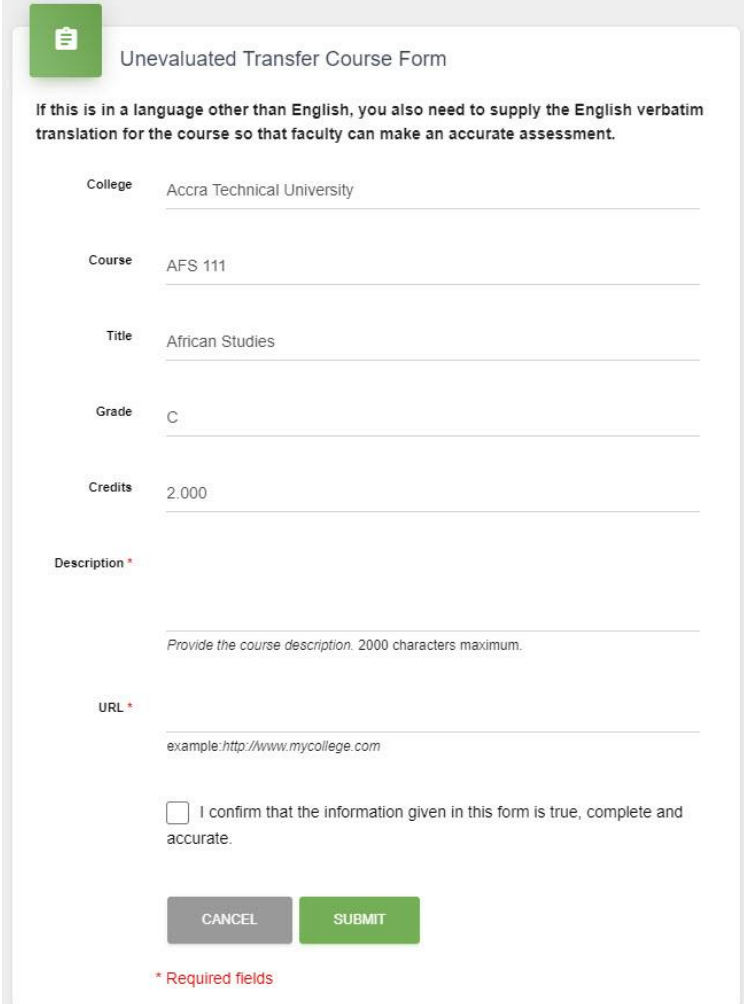
Unevaluated Transfer Course Form

Course Description and URL

5a. If you selected the Course Description and URL option, copy and paste the course description from school website and include the URL.

If this is in a language other than English, supply a verbatim translation. Google translations are acceptable.

Check the box confirming this information is accurate, then click Submit.



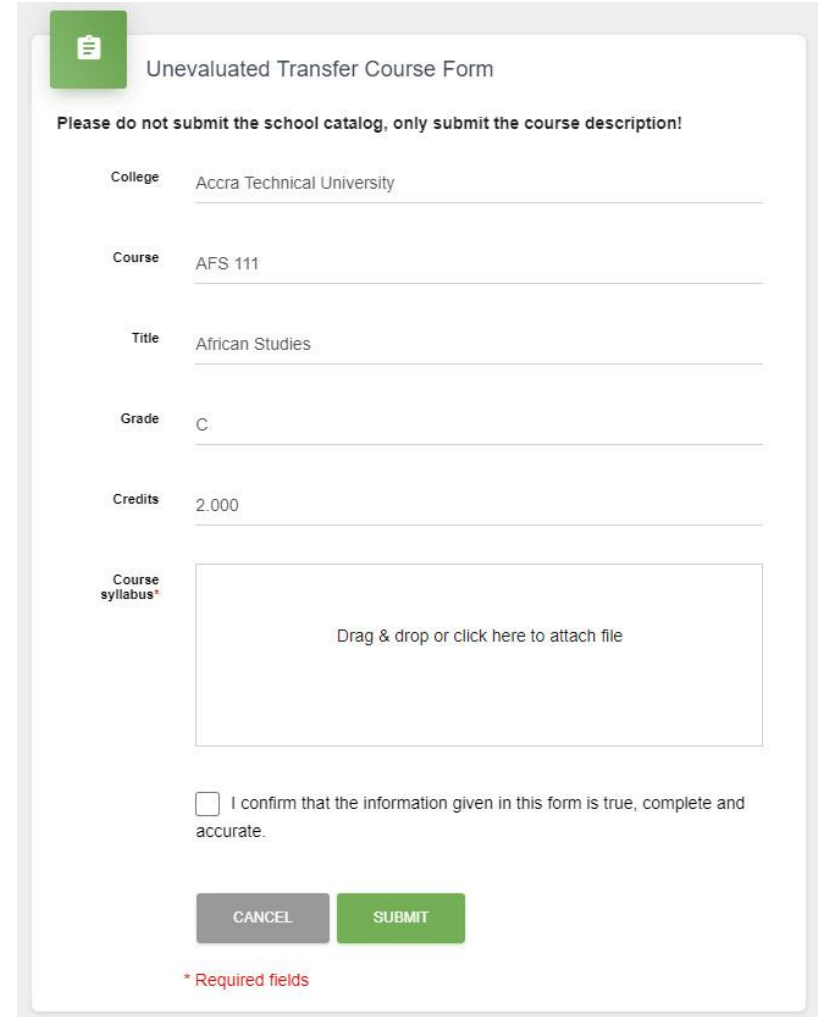
The screenshot shows a web form titled "Unevaluated Transfer Course Form". At the top, there is a green icon of a document. Below the title, a note states: "If this is in a language other than English, you also need to supply the English verbatim translation for the course so that faculty can make an accurate assessment." The form contains several input fields: "College" (Accra Technical University), "Course" (AFS 111), "Title" (African Studies), "Grade" (C), and "Credits" (2.000). The "Description" field is marked with an asterisk and has a placeholder text: "Provide the course description. 2000 characters maximum." The "URL" field is also marked with an asterisk and has a placeholder text: "example: http://www.mycollege.com". At the bottom, there is a checkbox labeled "I confirm that the information given in this form is true, complete and accurate." Below the checkbox are two buttons: "CANCEL" and "SUBMIT". At the very bottom, there is a red asterisk followed by the text "* Required fields".

Unevaluated Transfer Course Form

Course Syllabus

5b. If you selected the Course Syllabus option, load the file in the upload field. **Do not submit the entire school catalog.**

Check the box confirming this information is accurate, then click Submit.

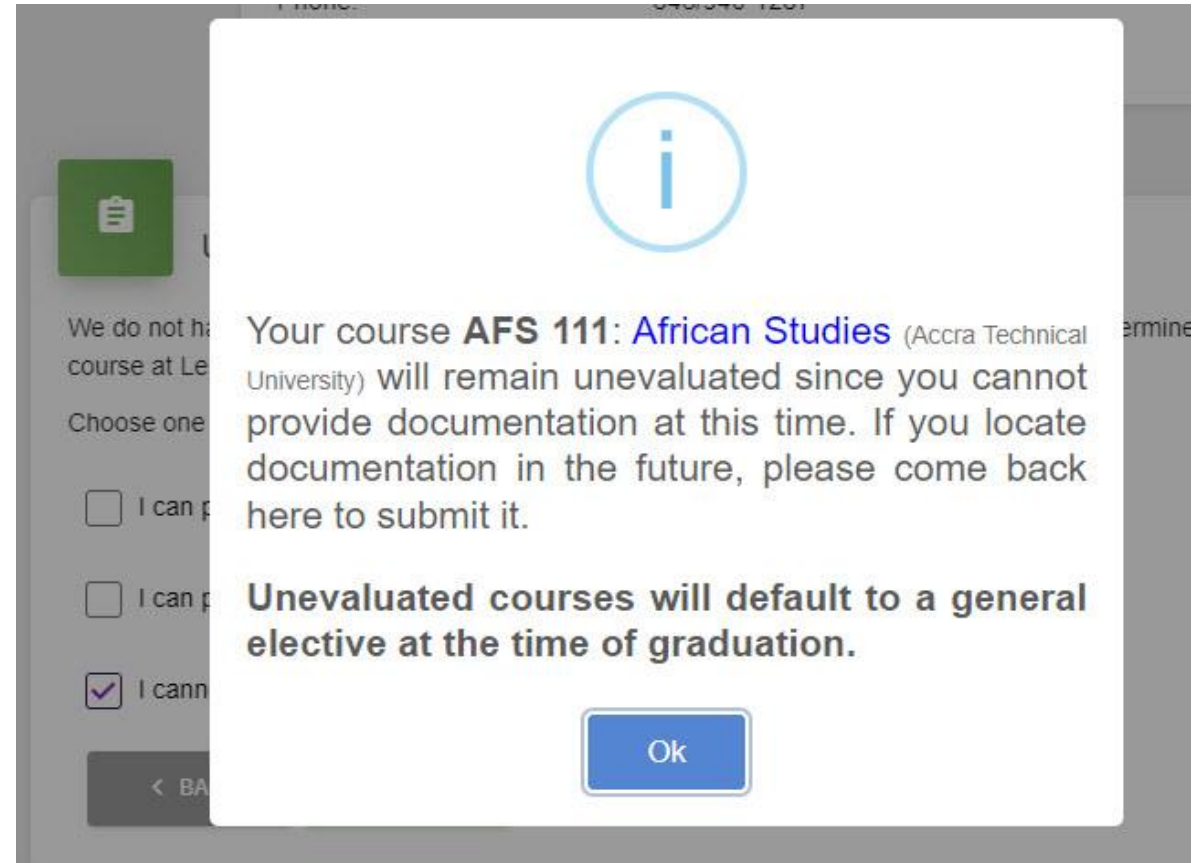


The screenshot shows a web form titled "Unevaluated Transfer Course Form". At the top left is a green icon of a document. Below the title is a green instruction: "Please do not submit the school catalog, only submit the course description!". The form contains several input fields: "College" with "Accra Technical University", "Course" with "AFS 111", "Title" with "African Studies", "Grade" with "C", and "Credits" with "2.000". Below these is a large box for "Course syllabus*" with the text "Drag & drop or click here to attach file". At the bottom, there is a checkbox for "I confirm that the information given in this form is true, complete and accurate." and two buttons: "CANCEL" and "SUBMIT". A red asterisk at the bottom left indicates "* Required fields".

Unevaluated Transfer Course Form

Cannot Provide Information

5c. If you cannot provide a course description or syllabus at this time, you will receive message informing you that your course will remain unevaluated. If you can provide a description or syllabus in the future, return to this page to submit it. **Unevaluated courses will default to general electives at the time of graduation.**



Your course **AFS 111: African Studies** (Accra Technical University) will remain unevaluated since you cannot provide documentation at this time. If you locate documentation in the future, please come back here to submit it.

Unevaluated courses will default to a general elective at the time of graduation.

Ok

Unevaluated Transfer Course Form

6. Repeat for any other courses with “Action Needed by Student” status.

7. If you need assistance, contact the Admissions Office at <https://bit.ly/3b27v21>.