



LEHMAN
COLLEGE



Office of the Registrar

iDeclare

Student Instructions

Welcome to iDeclare, the electronic Declaration of Academic Plan and/ or Sub-Plan process. iDeclare allows you to initiate a request to declare, drop, or change your Academic Plan (major) and/or subplan online. The process for the request to change or acquire a major is subject for review by the appropriate departmental advisor for approval and processing.

Once you submit your iDeclare request, check "STATUS", located in the iDeclare main menu in Lehman 360 Dashboard.

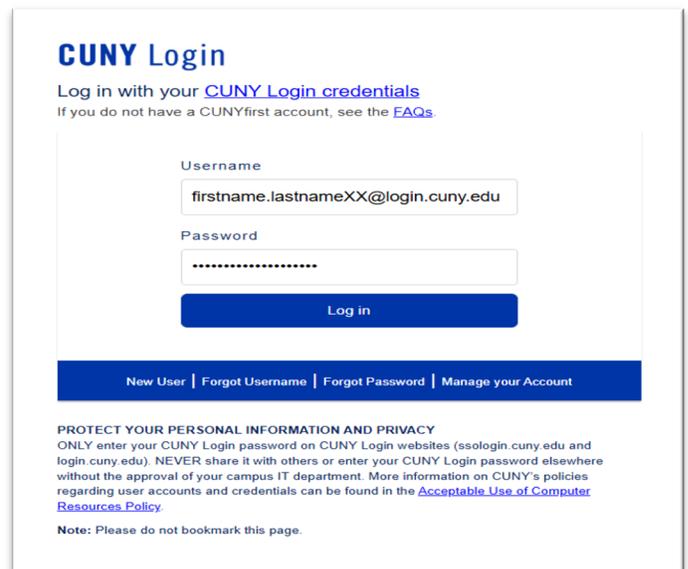
*To access iDeclare, you must register your Lehman College account. Instructions are on page 5.

HOW TO INITIATE AN IDECLARE REQUEST

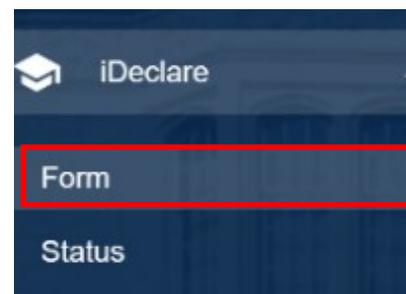
1. From the Lehman College home page, click "**LOGIN**" and select "**LEHMAN 360**"



2. **Log onto CUNYfirst** Single- Sign on using your CUNYfirst credentials to access the Lehman 360 Dashboard:

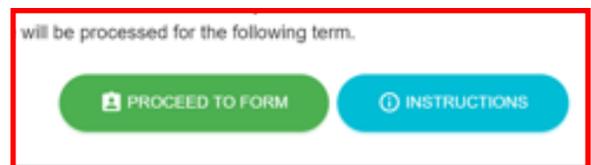


3. From the 360 Dashboard, click on "iDeclare" and select "Form".



4. To start, click **PROCEED TO FORM**.

Your information will be auto-populated



For Undergraduate students, follow steps [5-6](#) or 7 (if you are dropping your major)

For Graduate students, follow step 8

HOW TO INITIATE AN iDECLARE REQUEST: UNDERGRADUATE STUDENTS

5. Declaring your Academic Plan*

- If you are undeclared, the **“FIRST MAJOR”** option is pre-selected from the drop down menu; click **“ADD FIRST MAJOR”**
- If you already declared a major, select the appropriate options available

(The option(s) available are based on the academic data that exist on your CUNYfirst record)

Check One *
First Major

Add First Major

Check One *
First Major
First Minor
Second Major
Second Minor

*For Second Degree Students (students who are entering Lehman and previously earned a Bachelor’s Degree):

- Enter your intended career goals (required field)

Please indicate your intended career goals. This information will help the department advisor with the review process * (500 words maximum)

Words: 0

*Students who need to follow updated major requirements (i.e. “Re-Declare” their major):

- Select the appropriate Major or Minor from the drop down menu
- Click the **“RE-DECLARE”** option for your major. You will be prompted to confirm if the major is correct.
- If the your major is correct, select **“YES”** and proceed to Step 8. If your major is incorrect, select **“NO”**. An alert message will appear, prompting you to submit the iDeclare request as a change

Check One *
First Major

Change Therapeutic Recreation BS (plan)

Re-Declare (Update Requirements) Therapeutic Recreation BS (plan)

The major above currently reflects your declared major in CUNYfirst. Is this correct?*

Yes No

*Students who need to change their major:

- Select the appropriate Major or Minor from the drop down menu
- Click the **“Change”** option for your major.

Check One *
First Major

Change Therapeutic Recreation BS (plan)

Re-Declare (Update Requirements) Therapeutic Recreation BS (plan)

6. Select the Department & Academic Plan

- Select the department in which the Academic Plan is offered, then select the Academic Plan.
- If the Academic Plan as a Sub-Plan (Track, Concentration or Specialization), you must select one accordingly to proceed.

A screenshot of a web form with three dropdown menus. The first is labeled 'Department *', the second 'Plan (Major) *', and the third 'Sub-Plan (Track, Concentration and/or Specialization)'. Each dropdown menu has a small arrow icon on the right side. The entire form is enclosed in a red rectangular border.

8. Dropping your Academic Plan*

- If you are undeclared or if you have only one major declared, you can not use this feature.
- Select the major you intend to drop (i.e. **"SECOND MAJOR"**) from the drop down menu; and click the check box beside **"Drop"**
- **Please review your choices to be sure you are dropping the major your are intend on dropping. Review your options and please select the one that is appropriate.**

(The option(s) available are based on the academic data that exist on your CUNYfirst record)

** All students are required to have at least have one major on file. If you have only one major and need to change your major, please refer back to step 5 and 6.*

A screenshot of a 'Check One *' dropdown menu. The menu is open, showing four options: 'First Major', 'First Minor', 'Second Major', and 'Second Minor'. The 'Second Major' option is highlighted in blue. A red rectangular border is drawn around the dropdown menu.

A screenshot of a 'Check One *' dropdown menu with 'Second Major' selected. Below the dropdown, there are two options with checkboxes: 'Change Nursing Home Admin CERT (plan)' and 'Drop Nursing Home Admin CERT (plan)'. The 'Drop' option is checked, and a red rectangular border is drawn around it.

A screenshot of a 'Check One *' dropdown menu with 'First Minor' selected. Below the dropdown, there are two options with checkboxes: 'Change Early Childhd/Child Edu Minor (plan) & Minor with 12 cr (sub-plan)' and 'Drop Early Childhd/Child Edu Minor (plan) & Minor with 12 cr (sub-plan)'. The 'Drop' option is checked, and a red rectangular border is drawn around it.

9. Complete the Request

- To finalize your request, type your first and last name in the field provided and click **"SUBMIT"**.

A screenshot of the 'Student Signature' section. It includes a dark grey header with the text 'Student Signature:'. Below this is a paragraph of text: 'I certify the information on this application is accurate and complete and will be treated confidentially for institutional purposes only. I acknowledge by signing this form that: I have made the decision to change my degree requirements by changing my Academic Curriculum Plan, I know the program requirements, and understand that I must complete these program(s) requirements according to the rules and regulations listed in the current undergraduate bulletin.' Below the text are two input fields: 'Student Signature *' with a placeholder 'Type Your Full Name' and 'Date' with the value '01/30/2019'. A green 'SUBMIT' button is located below the signature field. A red rectangular border is drawn around the signature and date fields.

Congratulations! You have successfully submitted your iDeclare request.

Contact the department to inquire about the status of your request.

HOW TO INITIATE AN IDECLARE REQUEST: GRADUATE STUDENTS

5. Changing your Graduate program*

- Please select the Request type for the action you are taking on your current or DESIRED graduate program.
- Select the appropriate department your desired graduate program belongs to
- Select your program you wish to change, update, or modify

The screenshot shows the 'Request Type' section with a dropdown menu containing the following options: Change Graduate Plan/Sub Plan, Change, Track, Sequence, Option, or Extension, Add Track, Sequence, Option, or Extension, Add Certificate or Extension, and Remove Certificate or Extension. The 'Department' dropdown is set to 'Counseling, Leadership, Literacy & Special Edu'. The 'Plan (Major/Minor)' dropdown is set to 'AC Spec Ed Adolescent MSED (SEAAC-MSED)'. Other options in the dropdown include Clinical Mental Hlth Couns MS (CMHC-MS), Counselor Edu: Sch Coun MSED (CESC-MSED), Ed Admin Schl Bldg Leader MSED (EDBL-MSED), and Lit B-6 & Spec Ed 1-6 MSED (LITSE-MSED).

*Note- Graduate Program Request types:

- **Change Graduate Plan/ Sub Plan**– Use this option if you are changing from your current program to a completely different program (the program could be in another school or another department within the school)
(i.e. From: ENG-MSED > SPED-MSED **OR**
SPED-MSED > SPETE-MSED)
- **Change Track, Sequence, Option or Extension**– Use this option if you intend to change a Track, Sequence, Option or Extension (Advanced Certificate) within your current program or changing your Advanced Certificate program
(i.e. From: ECEBI-MSED, Sequence 2 > ECEBI-MSED, Sequence 4 **OR**
CESC-MSED, BECRITI-ADVCRT > CESC-MSED & BCE-ADVCRT)
- **Add Track, Sequence, Option, or Extension**–Use this option if you are keeping your existing program but want to add a Track, Sequence, or Option that already exist in your current program
(i.e. SPED-MSED > SPED-MSED, SEDU)
- **Add Certificate or Extension**– Use this option if you intend to keep your current program AND want an additional Advanced Certificate/ Extension
(ie. CESC-MSED > CESC-MSED & BCE-ADVCRT)
- **Remove Certificate or Extension**– Use this option if you intend to keep your current program BUT want to remove your current Advanced Certificate/ Extension
(ie. CESC-MSED & BCE-ADVCRT > CSED-MSED)

6. Complete the Request

- To finalize your request, type your first and last name in the field provided and click **“SUBMIT”**.

The screenshot shows the 'Student Signature' section. It includes a text area for the student's signature, a date field set to 01/30/2019, and a 'SUBMIT' button. The text area contains the text: 'I certify the information on this application is accurate and complete and will be treated confidentially for institutional purposes only. I acknowledge by signing this form that: I have made the decision to change my degree requirements by changing my Academic Curriculum Plan, I know the program requirements, and understand that I must complete these program(s) requirements according to the rules and regulations listed in the current undergraduate bulletin.'

Congratulations! You have successfully submitted your iDeclare request.

Contact the department to inquire about the status of your request.

New Freshmen / Transfer students who have not registered (claimed) their

Lehman Accounts:

From Lehman 360 login, select the **“Click Here”** link below LOG IN to access the Lehman College Password Manager.

1. Select **“Register Your Lehman Account”**
2. Enter your:

Lehman Account Username: “FirstName.LastName*”

***Note:** In some cases, your Lehman Account username will be followed by a digit in the format of firstname.lastname#, where # is your assigned digit.

Lehman Account Default Password:

- The initial of your first and last name in upper case letters (i.e. Jane Doe = JD)
 - Followed by the year and month of your birth in the format “YYYYMM”
 - Followed by the 4th and 5th digits of you CUNYfirst EMPLID (i.e. 123**45**678)
3. Register your security questions and click **“SUBMIT”**
 4. Return to Lehman 360 login to enter your newly registered (claimed) Lehman Account credentials.
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Frequently Asked Questions

What Happens Next?

- Your request will be forwarded to the respective Department for approval.
- If your request is approved, it will be processed by the Office of the Registrar .
- If you have a hold due to declaring a major, it will be released from your academic record

How do I check the status of my submitted iDeclare request?

- Login to iDeclare and click “STATUS” located in the iDeclare main menu in Lehman 360 Dashboard.

OR

- Contact the department to inquire about the status of your request.

If my request is still pending, what can I do?

- If your request is still pending, you can contact the department to inquire about the status of your request.
- **Do not submit a duplicate request; it delays the approval process and increase processing times.**