



LEHMAN
COLLEGE



Office of the Registrar

iDeclare

Department Advisor Instructions

Welcome to iDeclare, the electronic Declaration of Academic Plan and/ or Sub Plan process. iDeclare allows a student to initiate a request to declare or change the major online. This process will arrange their request(s) to be reviewed by the appropriate departmental and administrative officials for approval and processing.

Once students submit their iDeclare request(s), they will be instructed to contact the department to check their status or check "STATUS" in the iDeclare main menu in Lehman 360. Students will also receive communication alerts sent to their Lehman College email.

***Students are required to have a registered Lehman College account in access Lehman 360.**

Instructions are on page 7.

Disclaimer: Recommended browsers for this application: Google Chrome or Mozilla Firefox. Users may experience some formatting issues in Internet Explorer.

Office of the Registrar | 250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468
Email: registrar.office@lehman.cuny.edu

01/2019

HOW TO REVIEW/ APPROVE/ DENY AN IDECLARE REQUEST

Access **iDeclare** via **Lehman Connect** (<https://connect.lehman.edu>) and login using your Lehman email's *username* (e.g., *firstname.lastname*) and *password* as shown in the screen below.

A screenshot of a login form. It has a dark grey header with the word "Login" in white. Below the header, there are two input fields: "Username" with the placeholder text "firstname.lastname" and "Password" with a masked password "*****". A "Login" button is positioned below the password field.

After a successful login:

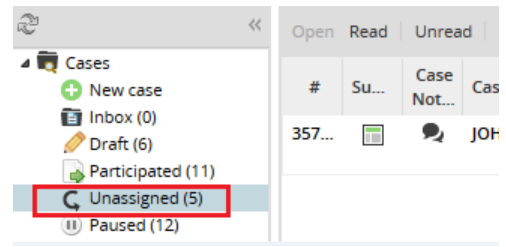
- Click on "My Lehman Connect" tab,
- Under "My Web Applications", click on "**Lehman College Automated Forms**" link.

(If you do not see the navigation on the left-hand side of the screen (as shown below), click on the arrow, to the left of the screen, and unhide)

The screenshot shows the Lehman Connect interface. At the top left is the Lehman College logo. To its right are navigation tabs: "Home" (underlined), "Documents", and "Reports". In the top right corner, it says "One, User (user1) | Logout" and "Using workspace workflow" with a timestamp "2016-08-12 14:17:01". The main content area is a table titled "Cases". The table has columns: "#", "S...", "C...", "N...", "Case", "Process", "Task", "Sent By", "Due Date", "Last Modify", and "Pri...". The table is currently empty, displaying "No records found". On the left side, there is a sidebar with a "Cases" section containing: "New case", "Inbox (4)", "Draft (12)", "Participated (90)", "Unassigned (0)", and "Paused (1)". At the bottom of the table, there is a pagination bar showing "Page 1 of 1" and a "Displaying Empty" message.

TO REVIEW A CASE:

1. Click on the **Unassigned** folder to view new cases



2. Select the case and click "Claim this case" to view the details

Claim Case

Process **iDeclare**

Case Status **To do (Unassigned)**

Case Title **JOHN SMITH [23310991]**

Case Number **35743**

Case Uid **50524902357ae1502dfa580096982318**

Task **Advisor**

Task Delegate Date **2016-08-12 14:27:17**

Task Due Date **2016-08-15 14:27:17**

Previous Task **Student Submit Form**

Previous User **Web Entry**

3. Advisors will see a variation of the screen to the left (**See Note on page 4**).

Follow normal advising procedures as deemed appropriate.

Declaration of Academic Plan & Sub-Plan

Student Information:

EMPLID: 23310991 CAREER: UGRD

Last Name: SMITH First Name: JOHN M.I.: M

Email: john.smith@lehman.cuny.edu Phone: 123-456-7890

Academic Plan/Sub Plan:

Program Action: Add First Major

Department: Speech-Language-Hearing Sci [SPCH-LEH]

Major Plan: Linguistics BA [LIN-BA]

Major Sub-Plan: N/A

General Education Requirement Term: Spring 2014 [1142]

Note: For all Second Degree Students (students who are entering Lehman and earned a Bachelor's Degree), they are required to provide their intended career goals.

Students who earned their first Bachelor's degree outside the US will be instructed to visit the English Composition office to take the English Proficiency Assessment for English placement. Once the results are determined, the student is notified of placement results.

These fields will be available in a view only format.

Second degree students are required to complete the major requirements and must complete a minimum of thirty credits in residence

Graduate Student Advisors: The Action section of the request is highlighted in red for immediate view.

Based on your role in the respective graduate program, you will be designated as the current or new advisor (in some cases, an advisor can be both roles). Regardless of the roles, you will still be prompted to either approve or deny.

4. To approve the case, select "YES" from the dropdown menu or "NO" to deny the request.

If "NO" is selected, you must indicate a reason in the Comments field. Click "NEXT" to proceed.

Career Goals

Placeholder text: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras eget leo ullamcorper, lacinia nulla eget, egestas augue. Quisque faucibus at nunc in efficitur. Donec a eros eget purus faucibus elementum vel et nunc. Etiam aliquet pellentesque convallis. Duis nec enim mattis, dignissim justo sed, pretium risus. Praesent et orci vitae magna iaculis congue. Vestibulum ut feugiat augue. Fusce velit erat, vehicula id fermentum nec, venenatis

English Composition Office's Approval:

Placement: EXEMPT

Approver: One, User

Special Requirements: Student have satisfied Lehman's English Composition requirement.

Advisor's Approval:

Download Instructions

Did the student take courses at previous institution(s) that are required for the major? *

Yes

By clicking this box, I acknowledge that Student was advised with enough courses to fulfill residency requirements for graduation purposes. *

Action:

Change Graduate Plan/Sub Plan

Current Plan Advisor's Approval:

Download Instructions

Do you approve this request? *

Yes

New Plan Advisor's Approval:

Download Instructions

Do you approve this request? *

This field is required.

Advisor's Approval:

Do you approve this request? *

Yes

Comments

Next

Advisor's Approval:

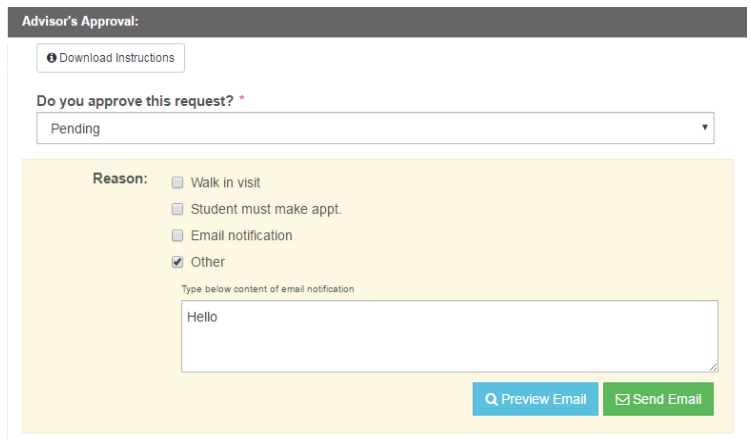
Do you approve this request? *

No

Comments *

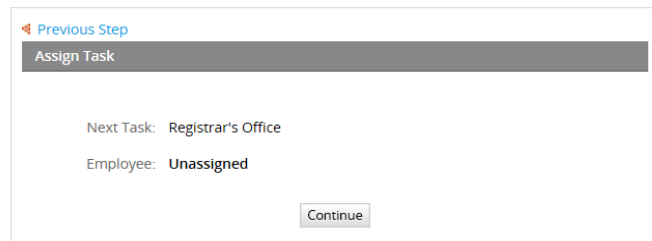
Next

5. The case can also be made “PENDING” until further action by the student. Select “PENDING” from the drop down menu and select the appropriate reason. Once you click the “SEND EMAIL” button, the case is re-routed back into the Unassigned queue.

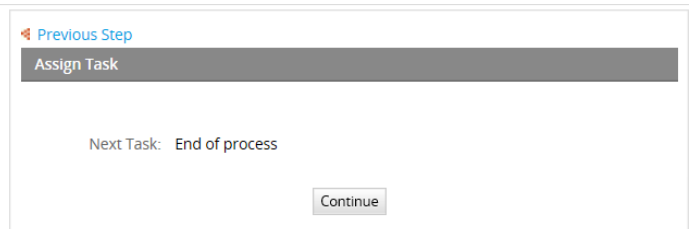


The screenshot shows the 'Advisor's Approval' interface. At the top, there is a 'Download Instructions' button. Below it is a dropdown menu labeled 'Do you approve this request?' with 'Pending' selected. A 'Reason:' section contains four radio button options: 'Walk in visit', 'Student must make appt.', 'Email notification', and 'Other' (which is selected). Below the radio buttons is a text area labeled 'Type below content of email notification' containing the text 'Hello'. At the bottom right, there are two buttons: 'Preview Email' and 'Send Email'.

6. Click “CONTINUE” to finalize the request. If approved, the case will be forwarded to the Office of the Registrar for processing. If denied, communication will be sent automatically to the student. Click “CONTINUE” to finalize the case and no further action is required.



The screenshot shows the 'Assign Task' screen. At the top, there is a 'Previous Step' link. Below it, the text reads 'Next Task: Registrar's Office' and 'Employee: Unassigned'. A 'Continue' button is located at the bottom right.



The screenshot shows the 'Assign Task' screen. At the top, there is a 'Previous Step' link. Below it, the text reads 'Next Task: End of process'. A 'Continue' button is located at the bottom right.

FREQUENTLY ASKED QUESTIONS

Q: How are students instructed to initiate an iDeclare request?

A: New undergraduate students are instructed in the Admissions process to register their Lehman account to access Lehman 360, campus e-mail, etc. If they are transferring or expected to transfer 60 credits or more, a MAJ hold is placed on their CUNYfirst record and will not be released until the student's iDeclare request is approved and the Office of the Registrar processes the request. For Graduate students, they can submit a request at any point in their Graduate career to modify, change or update their graduate program. The following page is the instructions given to new and continuing students to register their Lehman account. These instructions are available on the Office of the Registrar website.

Q: How do I know when my iDeclare request has been processed?

A: You (and the student) will receive an auto-generated email stating the iDeclare request is completed with additional information regarding next steps for the student.

Q: A student notified me that their iDeclare request was rejected. What do I do now?

A: The student received an auto generated communication notifying them that the case is rejected and the reason. They can view the reason in the STATUS option in iDeclare application. In addition, students are also instructed to submit a new request in iDeclare.

Q: I am a chairperson of a department. Can I make an iDeclare request?

A: No, requests can only be initiated by the student.

Q: Who can approve an iDeclare request?

A: Authorized departmental officials such as chairpersons and departmental advisors.

Q: I am a departmental advisor who was recently hired in my department and I am authorized to approve Academic plan changes; however, I do not have access to iDeclare. What is the procedure to get access?

A: The chairperson or program advisor can contact the Office of the Registrar.

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.

Frequently Asked Questions

What Happens Next?

- Your request will be forwarded to the respected Department for approval.
- If your request is approved, it will be processed by the Office of the Registrar .
- **Undergraduate Students:** 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.
- 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.**