

HOW TO HELP A STUDENT ADD COURSE DESCRIPTIONS TO eTCE

1. Student logs into their Lehman360
2. Student chooses courses with Action Needed by Student

eTransfer Course Evaluation

ABOUT FEEDBACK NOTIFICATIONS SETTINGS LOG OUT

LEHMAN³⁶⁰

JOHN DOE

Plan (Major): Social Work BA (UGRD, declaration date: 05/31/2019)
 Sub-Plan (Option) : Option 1 -55 credits
 Emplid: 12345678

Unequated 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. Equivalents will be posted to your TCE once all courses are in Completed status.

College ^	Course ^	Course Title ⇅	Grade ⇅	Credits ⇅	Lehman Equivalent ⇅	Status ⇅
Edison College	ECO 2013	Economics I	A	3.000	ECO 9999	Completed
Edison College	HUM 2020	Introduction To Humani	A	3.000		Action Needed by Student
Edison College	MAT 0057	Mathematics College Su	A	4.000	MAT -	Pending
Edison College	POS 2041	American National Gov	A	3.000	POL 166	Completed
College	Course	Course Title	Grade	Credits	Lehman Equivalent	Status

Showing 1 to 4 of 4 entries

3. First option is to copy/paste course descriptions:



Unequated 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 with the course description and the URL where it is located. Copy and paste the course description and URL below.

College CUNY MEDGAR EVERS COLLEGE

Course DNCE 101

Title Tap I

Grade A-

Credits 3.000

Description *

Provide the course description.

URL *

example: <http://www.mycollege.com>

“If you cannot copy and paste a course description, [click here](#) to upload a syllabus”

4. If student can't copy and paste, click the link to get upload field. Help them scan their course description and upload it in this field.

Additional Documents

Drag & drop or click here to attach files

If you cannot copy and paste a course description or upload a syllabus, [click here](#).

I confirm that the information given in this form is true, complete and accurate.

* Required fields

5. If a student can't upload a syllabus, click the link to get a checkbox

Additional Documents

Drag & drop or click here to attach files

I agree to accept this course as an elective

I confirm that the information given in this form is true, complete and accurate.

* Required fields

6. Check both boxes and submit. Repeat for any other 8888 courses.