



**LEHMAN**  
COLLEGE



**Office of the Registrar**

# iDeclare

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## 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 or change your Academic Plan (major) and/or subplan online. This process will arrange for the request to be reviewed by the appropriate departmental advisor for approval and processing.

Once you submit your iDeclare request, check your Lehman College email for alerts and confirmation.

**\*To access iDeclare, you must register your Lehman College account.**

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

# HOW TO INITIATE AN IDECLARE REQUEST

1. From the Lehman College home page, click “LOGIN” and select “LEHMAN 360”



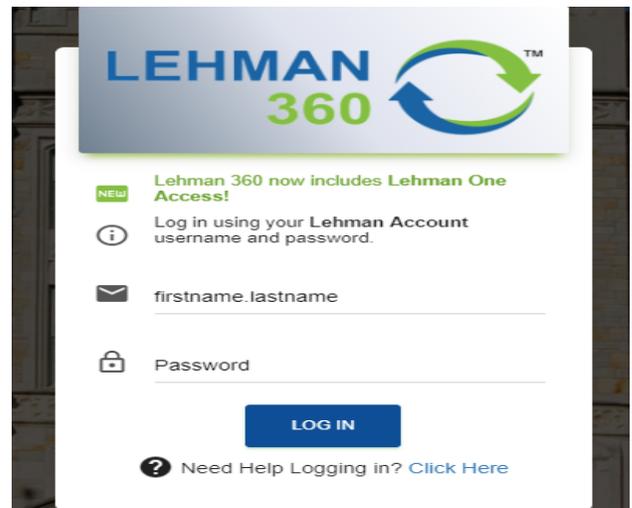
2. Enter your Lehman Account credentials:

A) FirstName.LastName\*

B) Password

- **New Freshmen / Transfer students who have not registered (claimed) their Lehman Accounts:** Follow instructions on back and return to Step 2
- **Continuing Students:** Login using your Lehman Account credentials.

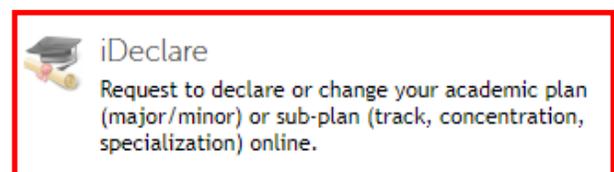
**\*Note:** In some cases, your Lehman Account username will be followed by a digit in the format of `firstname.lastname#`, where `#` is your assigned digit.



3. From the 360 Dashboard, click on “LEHMAN ONE ACCESS” and select “MY APPS”.



4. From “MY APPS” click on “iDECLARE”.



## 5. To begin, click **PROCEED TO FORM**

**\*Your information will be auto-populated\***

Welcome to iDeclare, the online Declaration of Academic Plan and/or Sub Plan workflow. This process allows you to initiate a request to declare or change your major online. In addition, this process will arrange for your request to be reviewed by the appropriate departmental and administrative officials for approval and processing. Once you submit the iDeclare request for approval, we encourage you to check your Lehman College email for confirmation and alerts regarding your submitted request. For more information about academic programs and requirements, visit our [Academics](#) page to view the [Undergraduate/ Graduate Bulletin](#).

All degree-seeking students should declare an academic plan by the time they earned or transferred 60 credits (a combination of credits earned and credits currently enrolled). This is most important for students receiving federal aid: visit our [Financial Aid](#) website for detailed information. Requests to declare an Academic Plan and/or Sub Plan effective for the current term must be submitted by the term deadline stated in the [Academic Calendar](#). Requests submitted after this date will be processed for the following term.

To begin, click [Proceed To Form](#)

## 6. Declaring your Academic Plan

- If you are undeclared, check the **“ADD”** option in the first Academic Plan section.
- If you have an existing Academic Plan, check the **“CHANGE”** option in the first Academic Plan section.

**Academic Plan/Sub Plan:**

If you are undeclared, check the ADD option in the first Academic Plan (major) section. If you have an existing Academic Plan, check the CHANGE option in the first Academic Plan section. You may DROP your second Academic Plan, if you declared one. All students should have at least one (1) Academic Plan declared.

**Check One: \***

First Academic Plan (Major) First Minor (optional)

Add  Change  Add  Change  Drop

Department \*

Plan (Major) \*

Sub-Plan (Track, Concentration and/or Specialization)

## 7. 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 of Specialization), you must select one accordingly to proceed.

**Academic Plan/Sub Plan:**

If you are undeclared, check the ADD option in the first Academic Plan (major) section. If you have an existing Academic Plan, check the CHANGE option in the first Academic Plan section. You may DROP your second Academic Plan, if you declared one. All students should have at least one (1) Academic Plan declared.

**Check One: \***

First Academic Plan (Major) First Minor (optional)

Add  Change  Add  Change  Drop

Department \*

Plan (Major) \*

Sub-Plan (Track, Concentration and/or Specialization)

## 8. Complete the Request

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

**Student Signature:**

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.

Student Signature  Date

Type Your Full Name

[Submit](#)

**Congratulations!**

You have successfully submitted your iDeclare request.

## 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.
- An auto-generated communication will be sent to your Lehman College email address.

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

- Login to iDeclare and click “STATUS” located at the top left of the Welcome Page.  
OR
- Check your Lehman College email for alerts regarding your submitted 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.
- ***We strongly discourage submitting duplicate requests as it delays the approval process and increase processing times.***

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### 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. 12345678)
3. Register your security questions and click **“SUBMIT”**
  4. Return to Lehman 360 login to enter your newly registered (claimed) Lehman Account credentials.