



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.

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Email: registrar.office@lehman.cuny.edu

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 interface. At the top is a dark grey header bar with the word "Login". Below it is a white form area with two input fields: "Username" containing "firstname.lastname" and "Password" containing a series of dots. At the bottom right of the form is a "Login" button.

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)

A screenshot of the Lehman Connect interface. At the top, there is a header with the Lehman College logo, the word "LEHMAN" in blue, and "COLLEGE" in smaller blue letters. To the right of the logo are links for "Home", "Documents", and "Reports". On the far right, it shows "One, User (user1) | Logout", "Using workspace workflow", and the date "2016-08-12 14:17:01".

The main content area has a sidebar on the left titled "Cases" with options: "New case", "Inbox (4)", "Draft (12)", "Participated (90)", "Unassigned (0)", and "Paused (1)". The main panel displays a table header for "Overdue" tasks with columns: "#", "S...", "C...", "Case", "Process", "Task", "Sent By", "Due Date", "Last Modify", and "Pri...". Below the table, a message says "No records found". At the bottom, there are navigation icons for back, forward, and search, along with a page number "1 of 1" and a status "Displaying Empty".

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 2016-08-12 14:27:17
Date

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

Previous Task Student Submit Form

Previous User Web Entry

Claim This Case **Cancel**

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	CAREER
23310991	UGRD

Last Name	First Name	M.I.
SMITH	JOHN	M

Email	Phone
john.smith@lehman.cuny.edu	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.

The form consists of several sections:

- Career Goals:** A text area containing placeholder text about career goals.
- English Composition Office's Approval:**
 - Placement:** A dropdown menu showing "EXEMPT".
 - Approver:** A dropdown menu showing "One, User".
 - Special Requirements:** A note stating "Student have satisfied Lehman's English Composition requirement."
- Advisor's Approval:**
 - Action:** A dropdown menu showing "Change Graduate Plan/Sub Plan".
 - Current Plan Advisor's Approval:** A dropdown menu showing "Yes".
 - New Plan Advisor's Approval:** A dropdown menu showing "Yes". A red error message "This field is required." is displayed below it.
- Advisor's Approval:**
 - Do you approve this request?**: "Yes" (selected)
 - Comments**: An empty text area.
 - Next** button
- Advisor's Approval:**
 - Do you approve this request?**: "No" (selected)
 - Comments**: An empty text area.
 - Next** button

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.

Advisor's Approval:

[Download Instructions](#)

Do you approve this request? *

Pending

Reason:

Walk in visit
 Student must make appt.
 Email notification
 Other

Type below content of email notification

Hello

[Preview Email](#) [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.

[Previous Step](#)

Assign Task

Next Task: Registrar's Office

Employee: Unassigned

[Continue](#)

[Previous Step](#)

Assign Task

Next Task: End of process

[Continue](#)

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.lastnamename#, 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 your 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.

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.**