# HOW TO HELP A STUDENT ADD COURSE DESCRIPTIONS TO eTCE
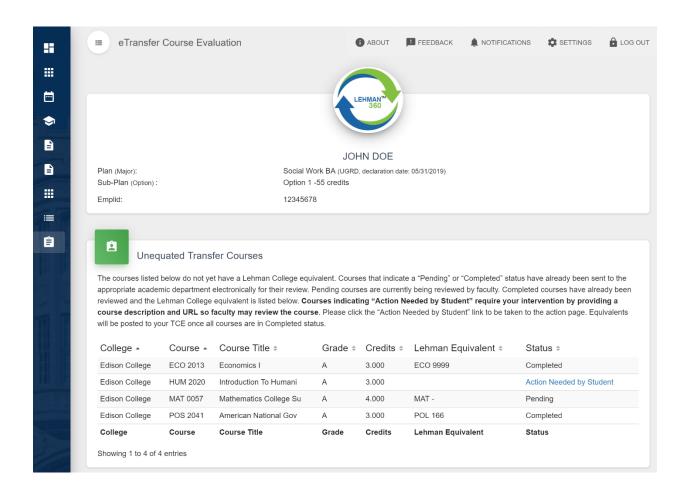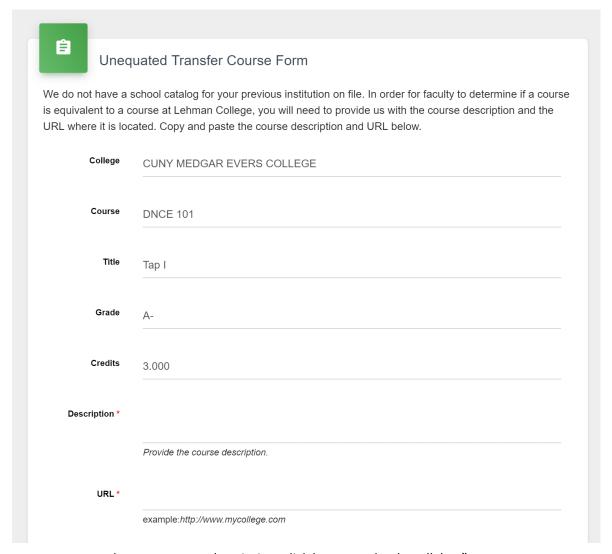
1. Student logs into their Lehman360
2. Student chooses courses with Action Needed by Student

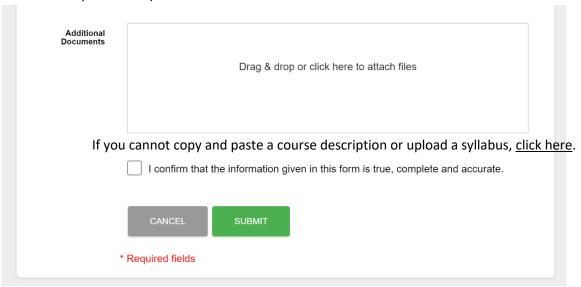3. First option is to copy/paste course descriptions:

### 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 ***

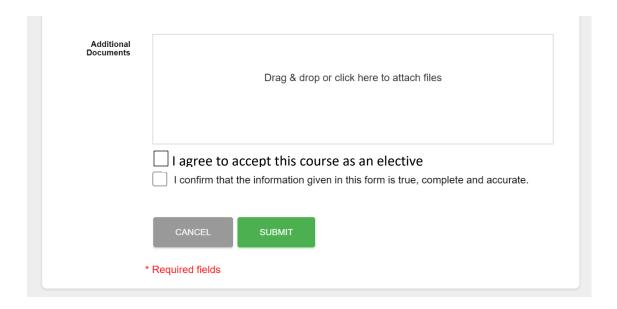*example:http://www.mycollege.com*

"If you cannot copy and paste a course description, <u>click here</u> 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, <u>click here</u>.

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

CANCEL  SUBMIT

* 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.

CANCEL  SUBMIT

* Required fields

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