How to Submit Course Descriptions on eTCE
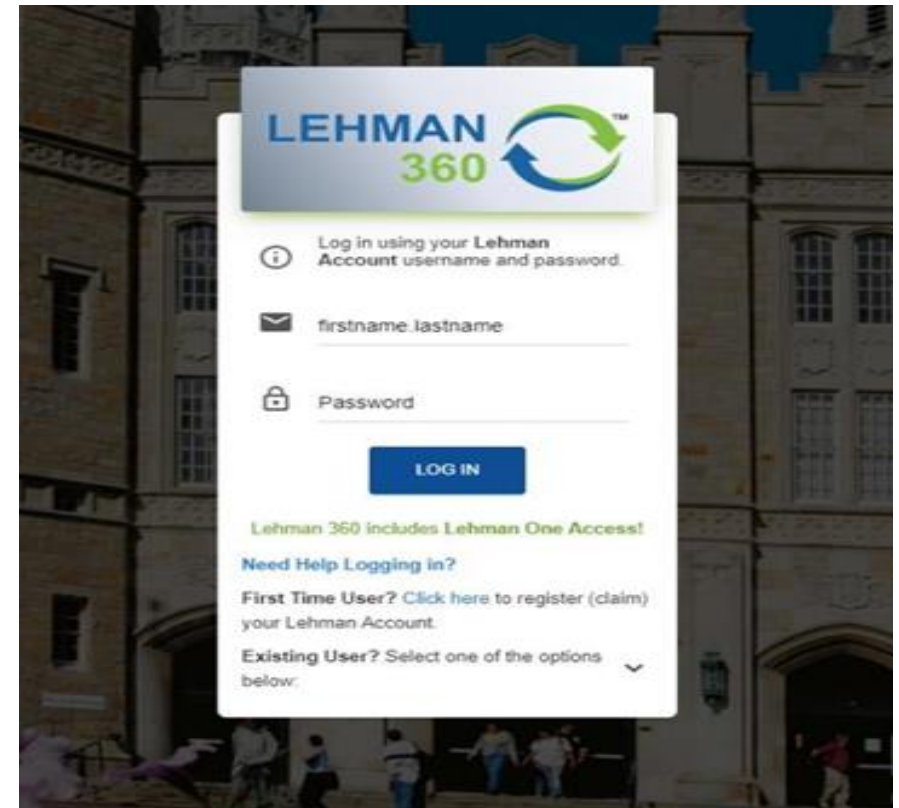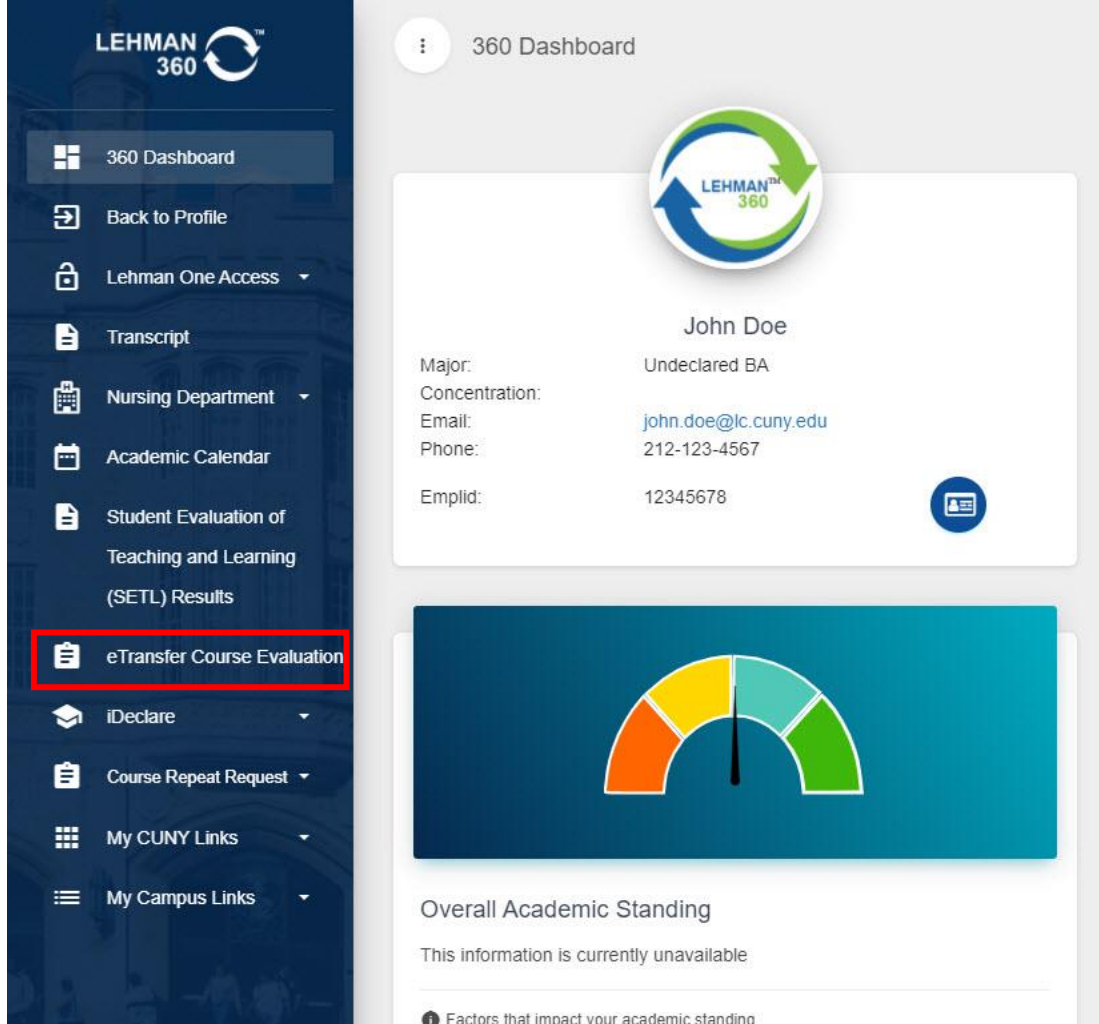
LEHMAN COLLEGE | CUNY

Logging into Lehman360

1. Log into Lehman360

Your login information should be your firstname.lastname and the same password you use to access your Lehman email address. If you have trouble, you can try resetting a forgotten password here.

Lehman360

2. Select "eTransfer Course Evaluation" from the menu.

eTransfer Course Page

3. Select course with "Action Needed by Student."

Unevaluated Transfer Course Form

4. Select a method to submit course information.

Unevaluated 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 information about the course.

Choose one of the following methods:

☐ I can provide a course description and URL where I found it.

☐ I can provide a course syllabus.

☐ I cannot provide a course description or syllabus at this time.
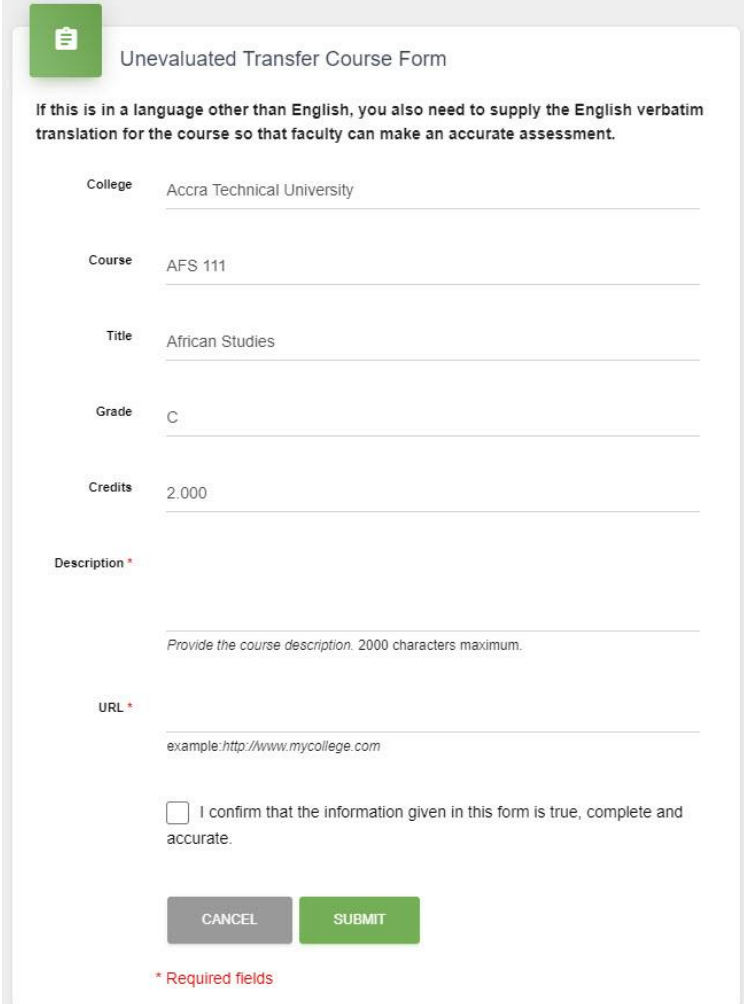
< BACK   NEXT >

Unevaluated Transfer Course Form

Course Description and URL

5a. If you selected the Course Description and URL option, copy and paste the course description from school website and include the URL.

If this is in a language other than English, supply a verbatim translation. Google translations are acceptable.

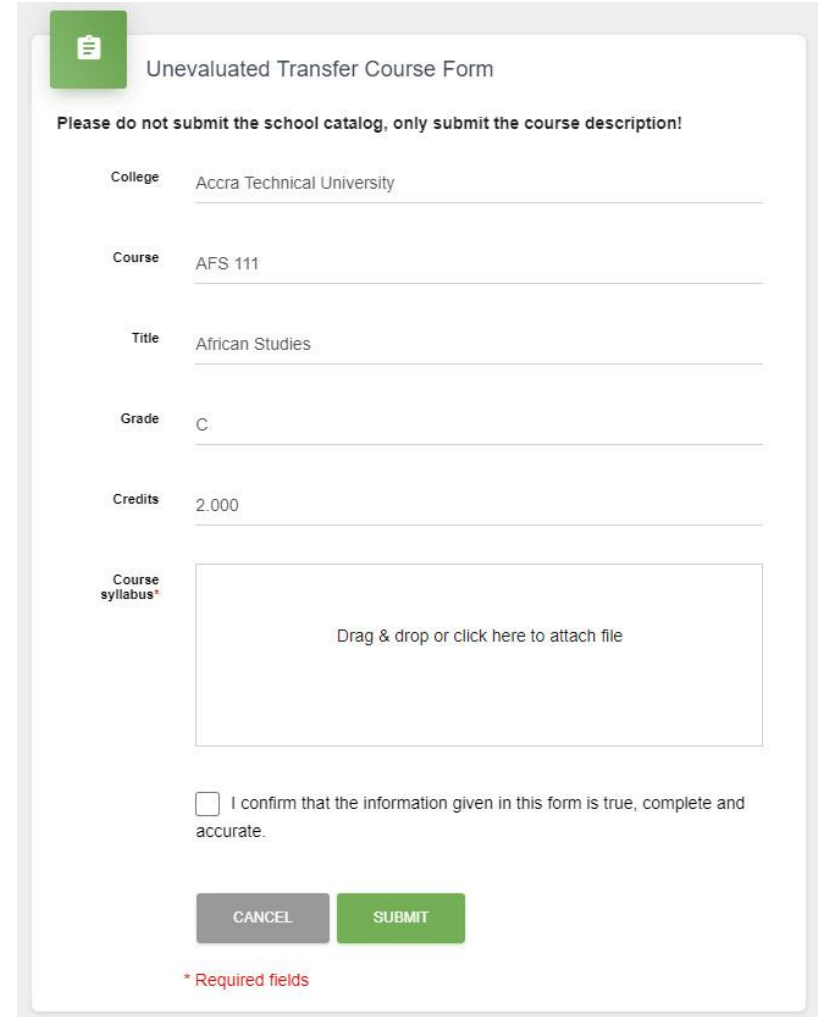Check the box confirming this information is accurate, then click Submit.

Unevaluated Transfer Course Form

Course Syllabus

5b. If you selected the Course Syllabus option, load the file in the upload field. **Do not submit the entire school catalog.**

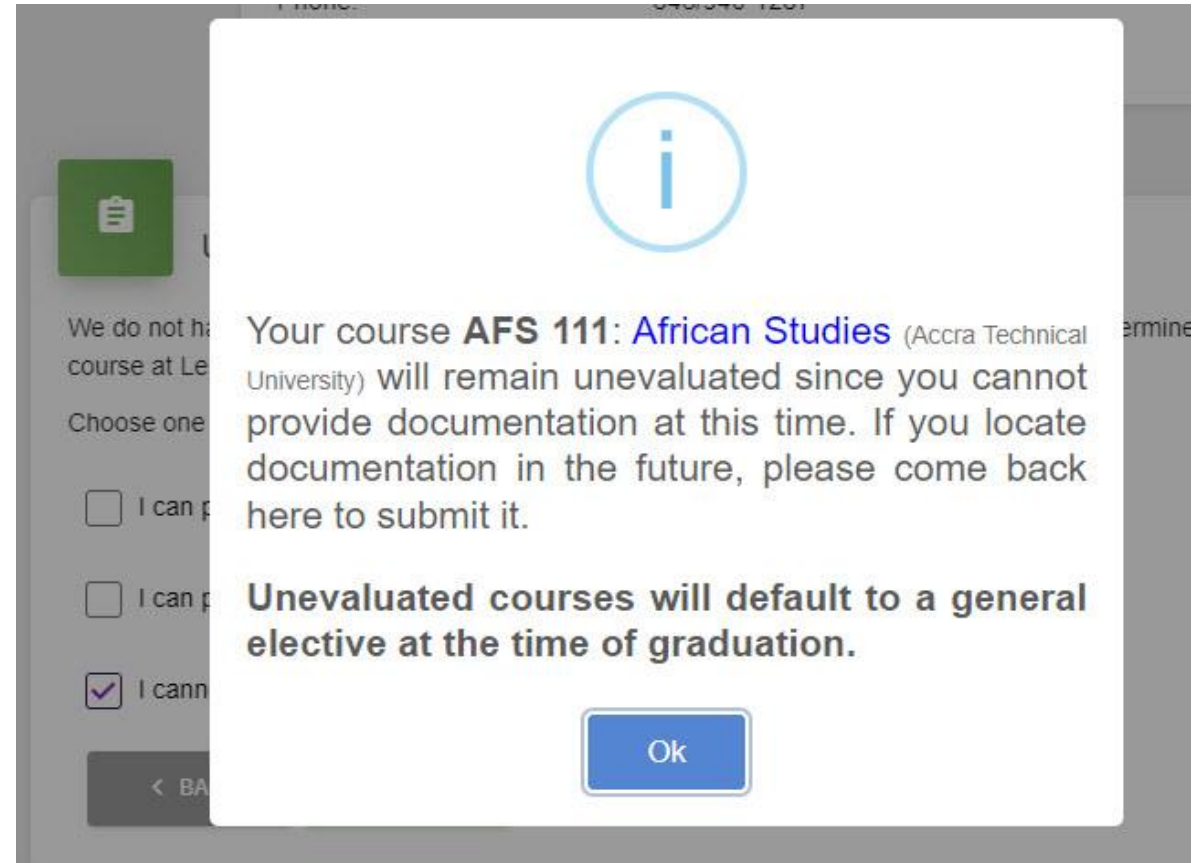Check the box confirming this information is accurate, then click Submit.

Unevaluated Transfer Course Form

Cannot Provide Information

5c. If you cannot provide a course description or syllabus at this time, you will receive message informing you that your course will remain unevaluated. If you can provide a description or syllabus in the future, return to this page to submit it. **Unevaluated courses will default to general electives at the time of graduation.**

Unevaluated Transfer Course Form

6. Repeat for any other courses with "Action Needed by Student" status.

7. If you need assistance, contact the Admissions Office at https://bit.ly/3b27v21.