Office of the Registrar

How to Submit a Request for Excess Credits (eECR)

Student Instructions

The eExcess Credits Request process allows students to initiate a request to register for more than the maximum number of allowable credits for a semester or term.

eECR becomes available in Lehman 360 the morning after students enroll for courses.

Who is Eligible to Apply for Excess Credits?

Students are eligible to submit an eECR request only if they meet all of the following criteria:

1. Minimum of 2.7 GPA **OR** a minimum of 90 credits completed **OR** a first semester student at Lehman

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AND

</div>

2. No outstanding INC grades on the record

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AND

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3. Completion of ENG 121 (taken at Lehman or transferred) <u>OR</u> the completion of an Associate's or Bachelor's Degree

If you do not meet the above criteria, you will not be able to submit a request using this system. Please contact your general academic advisor for an exception.

HOW DO I SUBMIT A REQUEST FOR EXCESS CREDITS?

1. From the Lehman College Home Page, click **LOGIN** and select **LEHMAN 360**
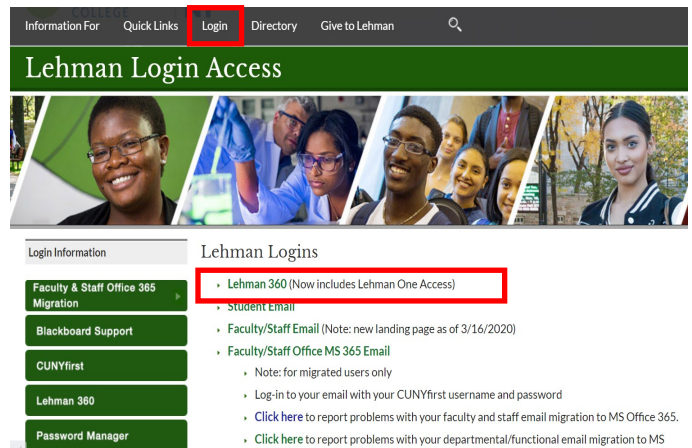
2. Enter your Lehman Account credentials:

A) FirstName.LastName*

B) Password

- **New Freshmen / Transfer students who have not registered (claimed) their Lehman Accounts:** Follow instructions on page 4 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.
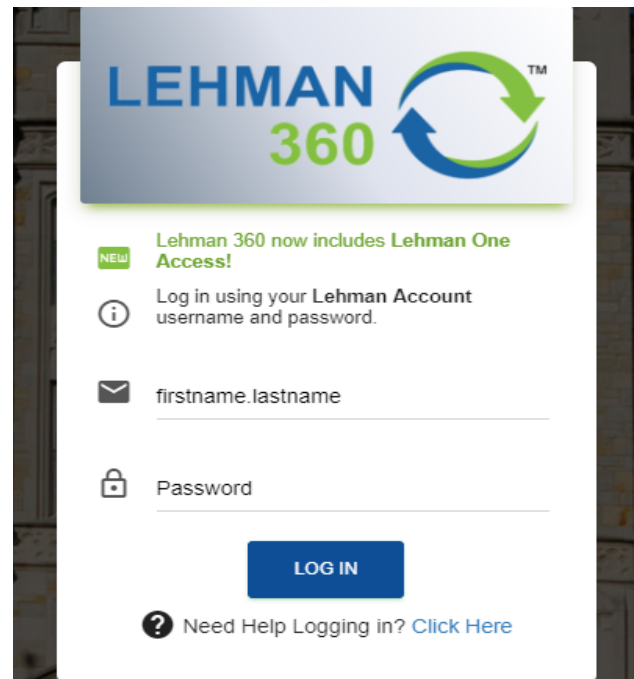
3. From the 360 Dashboard, click on **eExcess Credits Request,** located on the left side of your homepage and click **Submit New eECR***

*If you do not see this option, refer to the criteria listed on page 2.
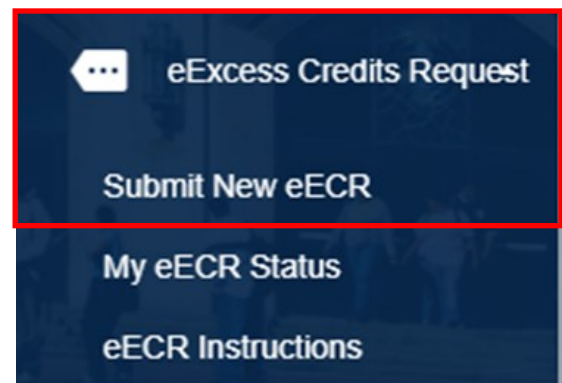
4. You will see the eECR welcome page with your student academic information and a brief overview of the process.

Click **Continue** to proceed to the form.

5. On the following screen, you will see the courses currently enrolled for the semester/session.

Enter the semester/session for which you're requesting excess credits.

Select the additional courses you would like to enroll in.

If there are any additional comments you wish to add to your advisor, enter them in the Notes section (optional).

6. Type your full name and click **SUBMIT** to proceed. You will be asked to confirm before your request is submitted.

Click **YES, PROCEED!** to submit your request for approval. If approved, you will receive an automated email notification **for _you_ to enroll in the additional courses you requested**.

Frequently Asked Questions

What Happens Next?

- Your request will be forwarded to the respective academic advising unit for approval.
- If your request is approved, it will be processed by the Office of the Registrar.
- ***You will receive an automated email notification for you to enroll in the additional courses you requested.***

How do I check the status of my submitted request?

- Login to Lehman 360 and select "My eECR Status" located in the eExcess Credits Request menu.
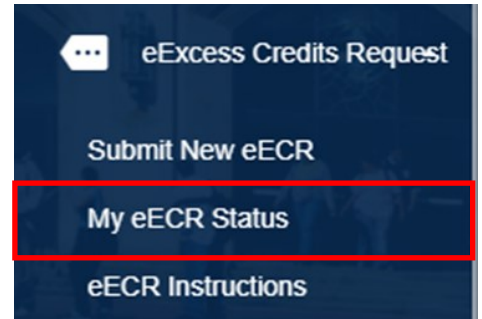
If my request is still pending, what can I do?

- If your request is still pending, you can contact the respective academic advising unit to inquire about the status of your request at ***http://www.lehman.edu/advising***

Do not submit a duplicate request; it delays the approval process and increase processing times.

New Freshmen / Transfer students who have not registered (claimed) their

Lehman Account:

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. 123**45**678)

3. Register your security questions and click ***"SUBMIT"***

4. Return to Lehman 360 login to enter your newly registered (claimed) Lehman Account credentials.