

Office of the Registrar

# CUNYfirst 9.2 E-Permit

### **Student Instructions**

E-Permit facilitates the process of CUNY students obtaining permission to register for courses offered at other CUNY colleges. This process will arrange for your request to be reviewed by the appropriate department for approval and processing.

An ePermit does not automatically register a student for a course, nor does issuance of an ePermit guarantee enrollment at the HOST College.

To access E-Permit, you must have an active CUNYfirst account.







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#### Who is eligible to apply for an ePermit request?

- Students that are enrolled as a degree seeking student
- Undergraduate students with a minimum *cumulative GPA of 2.00*
- Graduate students with a minimum **cumulative GPA of 3.00**
- Newly admitted and continuing Macaulay Honors College, ROTC and CUNY BA students with advisor approval
- Students cannot have any holds on their record
- Students must meet all HOME College registration requirements, such as
  residency and immunization

NOTE: Newly admitted transfer students may take an ePermit in their first semester. To submit a request, the student must contact the Office of the Registrar and fill out a manual ePermit. Students may contact the Office of the Registrar at ePermit.Registrar@Lehman.Cuny.Edu

#### How to initiate an ePermit in CUNYfirst (Undergraduate)

1. Log onto <u>CUNYfirst</u> and from your **CUNYfirst Home** Page, click on the "**Student Center**" tile



2. Click on the "Academic Records" tile

	LEHMAN college	ŀ	Student Center	·	ŵ	Q	۵	:
	Student Announ	cements		Profile	Tasks a	nd Holds	\$	
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- 49	NINGSBOROUGH		E LEHMAN	MACAULAY	No curren	nt tasks	KINGSB	OROUC
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3. Click on "ePermit" in the left-hand navigation



4. Undergraduate students are recommended to use the "Add ePermit with Equivalent Courses" option, select the appropriate Term and click Continue

Student Center			Select Term on	Home College	e		ŵ	Q	:
Course History	Sele 04	ect Term on H Add ePermit with E	lome College	⊖Ado	d ePermit O S	Gearch ePermit			
Honors and Awards	Select	a term	Career	Institution	ePermit Begin Date	ePermit End Date			
Milestone		2022 Summer Term	Undergraduate	Lehman College	04/06/2022	07/20/2022			
🎎 Advisors		2022 Fall Term	Undergraduate	Lehman College	05/03/2022	08/25/2022			
ePermit					Continue	]			
Apply for Graduation						-			
View Transfer Credit Report									
Evaluate My Transfer Credit									

5. Use the **Browse Catalog** to select the Lehman College course equivalent. (I.e. click on the letter "**L**" to look for course subjects that begin with L). Then click on the respective subject to review the courses under the selected subject

	Browse C	atalog	
Select Inst	tution Lehman College V Cr	ange	
ABS	₽ E 9 H I J K M N O P O R S T U V 0 1 2 3 4 5 6 7 8 9	w x y z	
Col	apse All Expand All		
Select subject	ode to display or hide course information.		
LAT - LAT	- Latino Studies		
▶ LIN - LIN	Linguistics		
Col	anse All Evnand All		
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Col .AT - LAT - Latir Course Nbr	apse All Expand All Browse C o Studies Course Title	atalog Typically Offered	
Col LAT - LAT - Latin Course Nbr 124	apse All Expand All Browse C o Studies Course Title Latin American Theatre and Performance	talog Typically Offered All Terms	
Col LAT - LAT - Latin Course Nbr 124 125	apse All Expand All Browse C o Studies Course Title Latin American Theatre and Performance Puerlo Rican Culture and Foldore	Typically Offered All Terms All Terms	 
Col LAT - LAT - Latin Course Nbr 124 125 127	apse All Expand All Browse C O Studies Course Title Latin American Theatre and Performance Puerto Rican Culture and Foldore History of Puerto Rico: Discovery through 19th Century	Typically Offered All Terms All Terms Fall, Spring	 
Course Nbr 124 125 127 128	apse All Expand All Browse C O Studies Course Title Latin American Theatre and Performance Puerto Rican Culture and Foldore History of Puerto Rico: Discovery through 19th Century History of Puerto Rico: 1900 to Present (Same as HIS 128)	Typically Offered All Terms All Terms Fall, Spring Fall, Spring	 

6. Once you have found the desired course, click on the "Course Title" link

		Browse C	atalog	×
Þ	LAT - LAT - Latir	no Studies		
	Course Nbr	Course Title	Typically Offered	
	124	Latin American Theatre and Performance	All Terms	
	125	Puerto Rican Culture and Folklore	All Terms	
	127	History of Puerto Rico: Discovery through 19th Century	Fall, Spring	
	128	History of Puerto Rico: 1900 to Present (Same as HIS 128)	Fall, Spring	
	130	History of Latin America (Same as HIS 130)	Fall, Spring	

7. Click "Fetch Equivalent CUNY Courses" to search for equivalent courses across all CUNY institutions

Course Detail				*** This course has not been scheduled. ***	
Career	Undergraduate				
Units	3.00				
Grading Basis	Graded				
Course Components	Lecture	Required			
Campus	Lehman College				
Academic Group	Lehman College			fatale anninglant OUNV annang	
Academic Organization	Speech, Comm. and	d Theatre Arts	-	fetch equivalent CONY courses	

8. Select one or multiple institutions by checking the box next to the institution under "Request ePermit.". You may also click on "View Class Sections" to view open sections at the Host Institution. Once you have selected the institution, click on "ePermit Form"

\*NOTE: Students should not submit duplicate requests for the same course/institution

	LAT 125 - Puerto Rican Culture and Folklore	C	ourse Offer Details	
Permit				
B) Q			1-10 of 24	View A
Host Institution	Course	Request ePermit		
aruch College	HSP 3007 - Puerto Rican Culture		*** This course has not been scheduled. ***	
Brooklyn College	PR&LS 14 - Puerto Rican Cultural Patterns		*** This course has not been scheduled. ***	
irooklyn College	PR&LS 16 - Artistic Expr&Symb		*** This course has not been scheduled. ***	
Brooklyn College	PRLS. 2105 - New York Latino@ Culture an Arts			View Class Sections
Brooklyn College	PRLS. 3105 - Puerto Rican and Latin@ Cultural Formations			View Class Sections
Brooklyn College	PRLS. 3120 - Artistic Expression and Symbolism of thePuerto Rican and Latino People		*** This course has not been scheduled. ***	
lostos CC	CUP 3212 - Puerto Rican Society and Culture		*** This course has not been scheduled. ***	
lostos CC	CUP 3356 - Puerto Rican Folklore		*** This course has not been scheduled. ***	
lunter College	AFPRL 14100 - Puerto Rican Folklore		*** This course has not been scheduled. ***	
lunter College	AFPRL 24300 - Puerto Rican Culture			View Class Sections

- 9. Select the appropriate **Permit Type**. Example: General Elective or Major Elective
- NOTE: If you are in the CUNY Baccalaureate program, select CUNY BA as the permit type. The <u>CUNY</u> <u>Baccalaureate</u> program is for a specific cohort of students. If you are not part of this program (you may click on the link above for more information) do not select this option.

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Permit							*	
mail Address:	Lehman Cr					Career:	Undergraduate	
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rermit Type: erm: ome Course Perm	CUNY Bac General El Major Elec	calaureate ective tive	e			Permit Status: Created By: Last Update:	04/27/22 9:42:25PM	
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Host College Hos	Pathways Study Abro	Required Core ad	5e	ssion	Subject	Catalog Number	Description	
Brooklyn College Unde	rgraduate	1229	0	ι	PRLS.	2105	New York Latino@ Culture and the Arts	•
omments:							<i>"</i>	
						Submit		
Retur	n							

10. Select the appropriate "**Host Session**" for the Host College (ex. Regular, 1, etc.). Type any additional comments if applicable. Once the host session has been selected, you may click the "**Submit**" button. To check the status of your ePermit request, please continue onto page 12.

			ePe	ermit page	
ePermit					
					*
					<u>^</u>
Email Address:			(	Career:	Undergraduate
Home College:			F	Program:	Undergraduate
Cum GPA:	3.315		P	lan:	Development
*Permit Type:	Major Elective	·			Psychology
Term:	2022 Fall Term		1	Permit Status:	
Home Course:	Puerto Rican Culture	and Folklore	(	Created By:	04/27/22 9:42:25PM
ePermit #:	1 Permit Me	thod: Auto	I	.ast Update:	
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Host College	Host Career Tern	Host Session	Subject	•Catalog Number	Description
Brooklyn College	Undergraduate	٩	PRLS.	2105	New York Latino@ Culture and the Arts
				Submit	

#### How to initiate an ePermit in CUNYfirst (Graduate)

1. Log onto <u>CUNYfirst</u> and from your **CUNYfirst Home** Page, click on the "Student Center" tile



2. Click on the "Academic Records" tile

	LEHMAN college	ŀ	Student Center	·	ŵ	Q	۵	:
	Student Announ	cements		Profile	Tasks a	nd Holds	\$	
Co State	Click here for FAFSA f Needs Survey, and mo Builder.	orm details, Your Technology ore information on Schedule						A of
CUNY SC	,		Hos	12101595	12			l Studi
- 49	NINGSBOROUGH		E LEHMAN	MACAULAY	No curren	nt tasks	KINGSB	OROUC
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3. Click on "ePermit" in the left-hand navigation

Student Center	Select Term on	Home College		ŵ	Q	÷	$\oslash$
Course History	Select Term on Home College						
View Grades	OAdd ePermit with Equivalent Courses	⊖ Add ePermit	○ Search ePermit				
Honors and Awards							
Milestone							
Number of the second se							
ePermit							
Apply for Graduation							
View Transfer Credit Report							
Evaluate My Transfer Credit							

4. Undergraduate students are recommended to use the "Add ePermit with Equivalent Courses" option, select the appropriate Term and click Continue

Student Center			Select Term on	Home College	e		ŵ	Q	:
Course History	Sel	<b>ect Term on H</b> Add ePermit with E	<b>lome College</b> Equivalent Courses	⊖Ado	dePermit OS	Search ePermit			
Honors and Awards	Selec	t a term							
		Term	Career	Institution	ePermit Begin Date	ePermit End Date			
Milestone		2022 Summer Term	Undergraduate	Lehman College	04/06/2022	07/20/2022			
Advisors		2022 Fall Term	Undergraduate	Lehman College	05/03/2022	08/25/2022			
ePermit					Continue	]			
Apply for Graduation									
View Transfer Credit Report									
Evaluate My Transfer Credit									

5. Then select the "**Permit Type**" (*Major* or *General Elective*), the "**Host College**" you wish to take this ePermit in, the "**Host Career**" (graduate or undergraduate), "**Host Term**", "**Host Session**", the "**Subject**" and "**Catalog Number**". The description will auto-fill once everything is filled out

Email Address:					Care	er:					
Home College:					Prog	gram:					
Cum GPA:	3.315		_		Plan:		Psvc	hology			
*Permit Type:	Major E	lective					-				
Term:	2022 Fa	all Term			Perr	nit Status:					
Home Course:					Crea	ated By:		04/27/22 10:11:36PM			
ePermit #:	1	Permit Met	thod: Manual	lly	Last	Update:					
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Host College	•Host Career	Host Term	-Host Session	Subject		Catalog N	umber	Description			
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6. Type any additional comments if applicable. Once all fields are filled, click on the "**Submit**" button. To check the status of your ePermit request, please continue onto page 12.

							ePermit	page						
Email Address:						Car	eer:	Underg	graduat	te				
Home College:						Pro	gram:	Underg	graduat	te				
Cum GPA:	3.315					Plan	c	David						
*Permit Type:	Major	Elective	~					Psych	lology					
Term:	2022 F	all Term				Per	mit Status:							
Home Course:						Cre	ated By:	152656	605	04/27/22 10:11:36	6PM			
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Subject: Host College Baruch Co v Comments:	<ul> <li>Host Career</li> <li>Grac ✓</li> </ul>	Host Term	Host Sessio	n Q	•Subject	٩	*Catalog N 9721	umber Q	Desc ACC	eription 9721 - Auditing	•	1-1 of 1	~ +	
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Subject:	Host Career Grac ✓	Host Term 1229	·Host Sessio	n Q	Subject ACC	Q	•Catalog N 9721	lumber Q	Desc	9721 - Auditing	• [	1-1 of 1	· +	
Subject:	•Host Career Grac ~	Host Term 1229	-Host Sessio 1	n Q	Subject	٩	•Catalog N 9721	umber Q it	Desc	9721 - Auditing	•	1-1 of 1	~ +	

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#### How can I check the status of my submitted ePermit?

Once submitted, the status of the ePermit can be checked through CUNYfirst at any time byclicking the "Search ePermit" functionality

1. Select the Term and Institution (Lehman College)



2. Once the semester and the institution are selected, all the requests that have been made will appear on the page. Select the ePermit request that you wish to check the status for and press **"CONTINUE"** 

3. If the boxes are **blue**, that signifies that they are currently **pending approval** from their respective departments. If the boxes are **green**, that signifies that it has been **approved** by their respective departments. **When all boxes appear green**, that signifies that your **ePermit requesthas been** <u>completely approved</u> by Lehman College

Comments:			11
eRegistrar Comments:	For information on how to check the status of an submitted ePermit request: https://www.lehman.edu/registrar/documents/ePermitOnlineStudentInstructions.pd	df	* *
Approve		Cancel	
💌 eF	ermit Approval:Pending		
One comm Pending M Le	tte approval           Image: Second s		

NOTE: Undergraduate students have 2 levels of approvals, while graduate students have 3 levels of approval.

<u>DISCLAIMER:</u> Approval of your ePermit request does not automatically enroll you into the course. You must still enroll into the course through CUNYfirst once the host institution has processed your request.

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#### How to cancel an ePermit request?

1. Go to the ePermit page on CUNYfirst and use the **"Search ePermit"** functionality. Select the appropriate term and your home college (Lehman College)

Student Center	Select Term on Home College							ŵ	Q	;
E Course History		Sele O A	ect Term on H dd ePermit with E	ome College	⊖Add					
Honors and Awards		Select	a term Term	Career	Institution	ePermit Begin Date	ePermit End Date			
Milestone			2022 Summer Term	Undergraduate	Lehman College	04/06/2022	07/20/2022			
Advisors			2022 Fall Term	Undergraduate	Lehman College	05/03/2022	08/25/2022			
ePermit						Continue	]			
Apply for Graduation										

- 2. Select the request which you would like to cancel
- 3. Click on the "Cancel" button located on the bottom right corner of the ePermit form

Comments:		4
eRegistrar Comments: Approve	For information on how to check the status of an submitted ePermit request: https://www.lehman.edu/registrar/documents/ePermitOnlineStudentInstructions.pdf	<b>*</b>
👻 eF	ermit Approval:Pending	
One comm	te approval	
Pendin M	Not Routed Multiple Approvers Multiple Approvers Registrar Office	

4. Once the ePermit has been cancelled on CUNYfirst, ensure the course at the HOST College has been dropped on CUNYfirst prior to the first day of classes to avoid tuition liability

NOTE: ePermit cancellations take 1-3 business days to process completely.

DISCLAIMER: ePermit requests may be cancelled up to the 3rd week of classes. If a student enrolls in a course at the selected HOST college and decides not to attend the course, it is the student's responsibility to cancel the course registration at the HOST campus, and cancel the ePermit request through CUNYfirst.