

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.



1

### TABLE OF CONTENTS

Who is eligible to apply for an ePermit request?.....Page 3

How to initiate an ePermit in CUNYfirst (Undergraduate).....Page 4

How to initiate an ePermit in CUNYfirst (Graduate)......Page 9

How can I check the status of my ePermit?.....Page 12

How to cancel an approved ePermit request?.....Page 13

#### 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 <u>ePermit.Registrar@lehman.cuny.edu</u>

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

1. Log onto <u>CUNYfirst</u> and from your **CUNYfirst Home** Page, click on the page dropdown and select "Student Center", then select the "Course Planning & Enrollment" tile.

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	Student Center ∽			< 3 of 5 >
CUNYfirst Home ~	Complete the FAFSA Fo	rm	Profile	Tasks and Holds
CUNYfirst Home	AAWA		R	
Employee Self Service				<u> </u>
Student Center		Federal Student Aid		2 To Dos 1 Holds
Campus Solutions	Student Tools	Schedule Builder	Course Planning and Enroliment	DegreeWorks and FACTS
Advisor Center		4-	plants (see a)	
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			1 Active Appointment	

2. Click on the "Browse Course Catalog" and select "ePermit"

Herbert H. Lehman College	Change
View My Classes/Schedule	Search for Courses ()
	Enter keyword e.g. course, subject, topic
Enrollment Appointments	Additional ways to search
Q Class Search and Enroll	~ Recently Viewed
	BIO 181
🔣 Browse Course Catalog	Anatomy and Physiology I
	4.00 Units
ePermit 🖑 🗸	available until 10/01/0004

3. Undergraduate students are recommended to use the "Add ePermit with Equiv Courses" in the left-hand navigation, select "Herbert H. Lehman College"

$\leftarrow \mid \odot  \heartsuit$	Q Search in Menu
Select a Value	
View My Classes/Schedule	College of Staten Island
Enrollment Appointments	Eugenio Maria de Hostos Community College
	Fiorello H. LaGuardia Community College
Q Class Search and Enroll	Graduate School of Public Health and Health Policy
Browse Course Catalog	Herbert H. Lehman College
ePermit ^	Hunter College
Add ePermit with Equiv Courses	John Jay College of Criminal Justice
Add ePermit	Kingsborough Community College
My ePermits	Macaulay Honors College at CUNY

4. Enter the Lehman course that you want to take on permit in the field provided and click on the arrow to proceed. You can also select "**Additional ways to search**" for more filters. Select the desired course

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Course Search Results			
RLA_RC_MathtclQuantveReasng		Q. Search in Menu	∆ : Ø
	Browse Course Catalog		
✓ Course Attribute	Herbert H. Lehman College	Change	
Major Gateway - Health	i View My Classes/Schedule	Search for Courses ()	
Service/Introductory Statistics	Enrollment Appointments	Enter may work a dig to dealer, weighting may a second and the sec	
	Q Class Search and Enroll	~ Recently Viewed	
✓ Open Entry/Exit	🖹 Browse Course Catalog	DFN 244 Nutritional Biochemistry	,
□ No	eComit	3.00 Units Typically offered Fall, Spring, Summer	
	Course History	CHE 244 Introduction to Biochemistry	
√Subject	🕞 View Grades	3.00 Units Typically offered Fall, Spring	>
MAT/MAT - Mathematics	Honors and Awards	MAT 175	
	📆 Milestones	Calculus I 4.00 Units	>
∼ Career	Advisors	BIO 230	
Undergraduate	View Transfer Credit Report	Microbiology 4.00 Units	,
	Evaluate My Transfer Credit	Typically offered Fail, Spring available until 12/21/2024	
✓ Component	E. Law Exam Numbers		
Lecture			

5. After selecting desired course, click "Fetch Equivalent CUNY Courses" to search for equivalent courses across all CUNY institutions

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Course Detail		
Herbert H. Lehman College		
View My Classes/Schedule	MAT 132	View Classes fetch equivalent CUNY courses
Enrollment Appointments	Introduction to Statistics	
Q Class Search and Enroll	Course Detail Course Career	Undergraduate
🔠 Browse Course Catalog	Units	4 00
ePermit ~	Grading Course Component	Graded
Course History	Campus	Lehman College
Go View Grades	Academic Group Academic Organization	Sch of Natural&Social Science Mathematics
Honors and Awards	Enroliment Information	
E Miestones	Typically Offered Enrollment Requirement	Fall, Spring Pro requisite MAT 104 +
Advisors	Requirement Designation	Required Core - Mathematical&QuantitativeReasoning
View Transfer Credit Report	Description	Nue statistics the features defailed of schedulity random experiments random sampling biostrial and normal usriables confidence
Evaluate My Transfer Credit	intervals and tests of hypotheses for binomial and normal parameters Introduction to a computer statistical package PREREQ: MAT 104 or	Additional topics chosen from tests for the offence of proportions or population means, the Chi Square test, and regression analysis, placement by the Department of Mathematics and Computer Science.
javascript:DoBack('win20')	1	

6. Select one or multiple institutions by selecting the "Host Term", "Host Session" and clicking the slide bar under the "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 "Apply for ePermit" located on the top right

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

				fetch	equivalent CUN	Y courses
Lehman College MAT 132 Introduction	to Statistics				Clo	ose Apply for ePe
Undergraduate						
quivalent Courses foun	d at other Institu	tions				41 rows
lost Institution	Course		View Class sections	Host Term	Host Session	Request ePermit
ity College	Probability and Statistics	not been scheduled.				
ollege of Staten Island	MTH 113 - Introduction to Probability and Statistics		View Class sections	),	-	No
ingsborough CC	MAT 2000 - Elements of Statistics		View Class sections	),	-	No
	MAT 2200 -					
uivalent Courses fou	nd at other Instit	utions				41 ro
ost Institution	Course		View Class sections	Host Term	Host Session	Request ePermit
ostos CC	Introduction to Probability and Statistics	course has not been scheduled.				
ork College	MATH 111 - Introduction to Statistics and Probability		View Class sections	2025 Spring Term 🗸	Regular V	Yes 🗌
	MATH.	*** This				

- 7. 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.

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
Y	2025 Spring Term	Undergraduate	Lehman College	11/01/2024	01/18/2025
	Email	@lc.cuny.edu			
Home C	college Lehman Co	llege			
Cumulativ	ve GPA 3.721				
*Perm	it Type General E	ective ~	Major Elective V		
Permit M	Method Auto		CUNY Baccalaureate		
Pr	rogram Undergradu	ate	Major Elective		
	Plan Computer S	clence BS	Pathways Conege Option Pathways Flexible Core Pathways Required Core Study Abroad	1	
elect Home Course	e		l	- Ch	
	Subject MAT - Mat	hematics			
	Catalog 132 - Intro	duction to Statistics			
	MAT 132	Introduction to Sta	tistics		

8. Type any additional comments if applicable. Once the host session has been selected, you may click the "**Submit**" button. A dialog box will appear, confirming your submission is successful. To check the status of your ePermit request, continue onto page 12.

rms Open for e	Permit Application								-0
Add ePermit	Term	Career I	nstitution	ePermit Begin Date	ePermit End Date				
Y	2025 Spring Term	Undergraduate	ehman College.	11/01/2024	01/18/2025				
elect Host	Information								
+									
*Host College	*Host Career	Host Term	"Host Session	*Subject	*Catalog Number		Description		
York College	Undergraduate	2025 Spring Terr	n Regular	MATH - Mathematics	111 - Introduction to	Statistics and Probability	Introduction to Statistics and Probability		
Comments								,	

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

 Log onto <u>CUNYfirst</u> and from your CUNYfirst Home Page, click on the "Course Planning &Enrollment" tile



2. Click on the "Browse Course Catalog" and select "ePermit"

Browse Course Catalog	
Herbert H. Lehman College	Change
View My Classes/Schedule	Search for Courses ()
	Enter keyword e.g. course, subject, topic
Enrollment Appointments	Additional ways to search
Q Class Search and Enroll	✓ Recently Viewed
	BIO 181
🔠 Browse Course Catalog	Anatomy and Physiology I
	4.00 Units
ePermit 🖑 🗡	available until 12/21/2024
Course History	
Phil Oddiae History	CMP 487

3. Graduate students are recommended to use the "Add ePermit" in the left-hand navigation. Click on slide bar under "Add ePermit", then "Permit Type" (Major or General Elective).

Add ePermit								
View My Classes/Schedule								
Enrollment Appointments								Submit
Q Class Search and Enroll	Terms Open fo	or ePermit Applic	ation					
E Browse Course Catalog	Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date		
ePermit ^	Y	025 Spring Term	Undergraduate	Lehman College	11/01/2024	01/18/2025		
Add ePermit with Equiv Courses	Email	iosolun stophones	n @le eunu edu				Major Elective	×
Add ePermit	Home College	Lehman College	magic.curry.euu				CUNY Baccal	aureate
My ePermits	Cumulative GPA	3.557					General Electi	ve
Course History	Permit Type						Major Elective Pathways Col	lege Opti
View Grades	Program	Undergraduate					Pathways Flex	tible Core
							Pathways Red Study Abroad	uired Co

4. Under the "**Select Home Course**" section, enter the desired Lehman subject and catalog course that you want to take on permit in the fields provided.

$\leftarrow$   $\odot$ $\heartsuit$		Q Search in Menu		
Add ePermit				
<ul> <li>View My Classes/Schedule</li> <li>Enrollment Appointments</li> <li>Class Search and Enroll</li> <li>Browse Course Catalog</li> </ul>	*Permit Type Permit Method Program Plan	Major Elective  Vanually Undergraduate Business Administration BBA Economics BA	/	CMP - Computer Science COM - Multimedia Studies - COM CTT- Critical/Trans Thinking DAT - Data Science DEC - Childhood Education DFN - Dietetics, Food & Nut DIS - Distribution DNC - Dance DST - Disability Studies
ePermit	Select Home Con     Subject	urse	~	ECE - Early Child Good Edu
Add ePermit with Equiv Courses	Catalog	v	302-E 305-0 306-M	Economic Statistics Consumer Economics Money and Banking
Add ePermit			311-F 314-U	Public Economics Jrban Economics Economics of Incountity
	0-11	f Al	320-F 321-F 322-E 323-E 324-t 326-L	Istory of Economic Thought. Istory of Economic Thought. Istory of Amorican Economic and Social Development Economic Development in Latin America International Economics Labor Economics

5. After selecting the Home Course, select the Host College, followed by the Host Career, Host Term, Host Session, Catalog Number and Comments, if applicable.

ePermit ^	Select Host Information							
Add ePermit with Equiv Courses	+	*Host	Host *	Host		*Catalog	-	1
Add ePermit	*Host College	Career	Term S	Session	*Subject	Number	Description	
My ePermits	Comments	5						
Course History		(	3					

6. After entering and completing al required fields, click the "**Submit**" button. A dialog box will appear, confirming your submission is successful. To check the status of your ePermit request, continue onto page 12.



#### 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 **"My ePermit"** functionality

1. Select "**My ePermit**" in the left hand navigation, then click on the slide bar of the term

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 by clicking the arrow near the ePermit status

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My ePermits									
Tiew My Classes/Schedule	0	n «Dermit T	arma faa Hama C						
Enrollment Appointments	Vie	w ePermits	Term	Career	Home	College	ePermit Begin Date	ePermit End	1
Q Class Search and Enroll		N	2024 Fall Term	Undergraduate	Lehma	n College	04/01/2024	08/21/2024	
Browse Course Catalog		Y	2025 Spring Term	Undergraduate	Lehma	n College	11/01/2024	01/18/2025	
ePermit	^				N				
Add aDarmit with Equiv Courses	Sele	ect ePermit	to View Details						
Add -Parmit	Nbr	Host Institution	Term	Subject	Catalog	Course D	escription	ePermit Status	
Add er erma	2	Lehman Co	llege 2025 Spring	Term ACU	160	ACU 160 Greek and	<ul> <li>Introduction to the Roman Cultures</li> </ul>	Initiated	>
My ePermits		Lehman Co	llege 2025 Spring	Term CMP	167	CMP 167	- Programming Methods	Denied	>
Course History									

3. The "ePermit Status" will show the current status of your request. If you request is "Approved", this signifies that your ePermit request has been <u>completely approved</u> by Lehman College. If your request is "Denied", the reason will a comment will be in the "eRegistrar Comments"

			ePermit Details	
			Cancel ePermit Close	Comments
Email Address Home College Cum GPA	omari lyn@lc.cuny edu Lehman College 3.809	Career Ui Program Ui Plan C	Indergraduate Indergraduate Somputer Science BS	eRegistar Comments Deny message from Registrar here
Permit Type	2025 Spring Term General Elective	Created By	lenied	

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.

10

1. Go to the "My ePermits" in the left navigation, then click on the slide bar of the appropriate term

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My ePermits							
View My Classes/Schedule	On an eBermit 1	forme for Home C					
Enrollment Appointments	View ePermits	Term	Career	Home	College ePermit Begin Date	ePermit End Date	
Q Class Search and Enroll	N	2024 Fall Term	Undergraduate	Lehma	an College 04/01/2024	08/21/2024	
Browse Course Catalog	Y	2025 Spring Term	Undergraduate	Lehma	an College 11/01/2024	01/18/2025	
ePermit ^				N			
Add a Parrent with Early Courses	Select ePermit	to View Details					
Add chemin wan Equiv Courses	Nbr Host Institution	Term	Subject	Catalog	Course Description	ePermit Status	
Add ePermit	2 Lehman Co	ollege 2025 Spring	ferm ACU	160	ACU 160 - Introduction to the Greek and Roman Cultures	Initiated	>
My ePermits	1 Lehman Cr	ollege 2025 Spring	ferm CMP	167	CMP 167 - Programming Methods	Denied	>
Course History	L						_

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

		ePermit Details	
			Cancel ePermit Close
0.000550.0			
Email Address	omari.lyn@lc.cuny.edu	Career	Undergraduate
Home College	Lehman College	Program	Undergraduate
Cum GPA	3.809	Plan	Computer Science BS
			P l. d
Term	2025 Spring Term	ePermit Status	Denied

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.