![Lehman College | CUNY logo]

**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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**Office of the Registrar** |250 Bedford Park Boulevard West  Shuster Hall Room 102 | Bronx, NY 10468
Live Chat: https://www.lehman.edu/registrar/

# 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](mailto:ePermit.Registrar@lehman.cuny.edu)**

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

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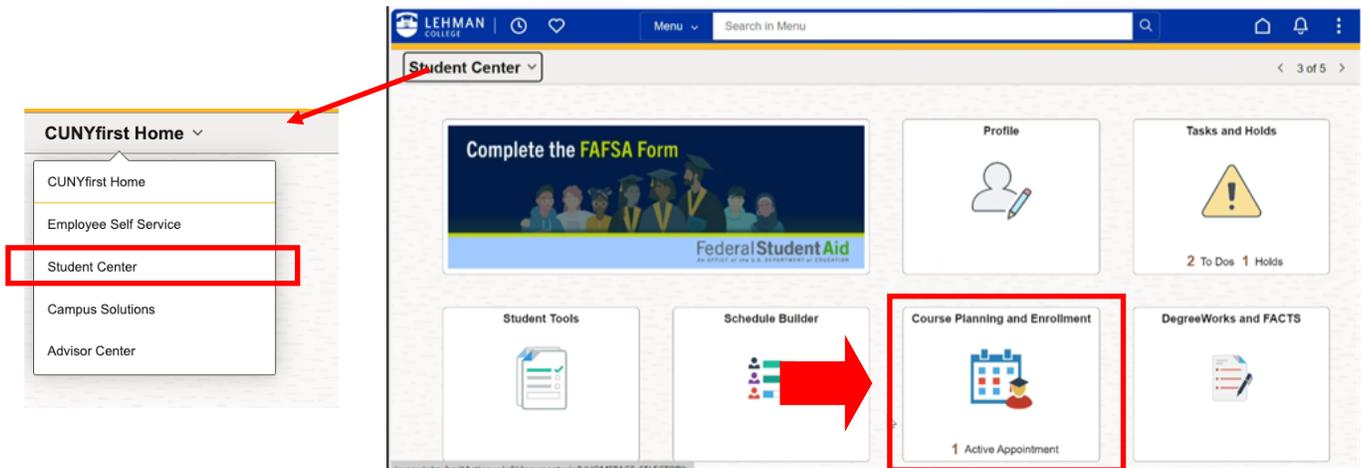


2. Click on the **"Browse Course Catalog"** and select **"ePermit"**
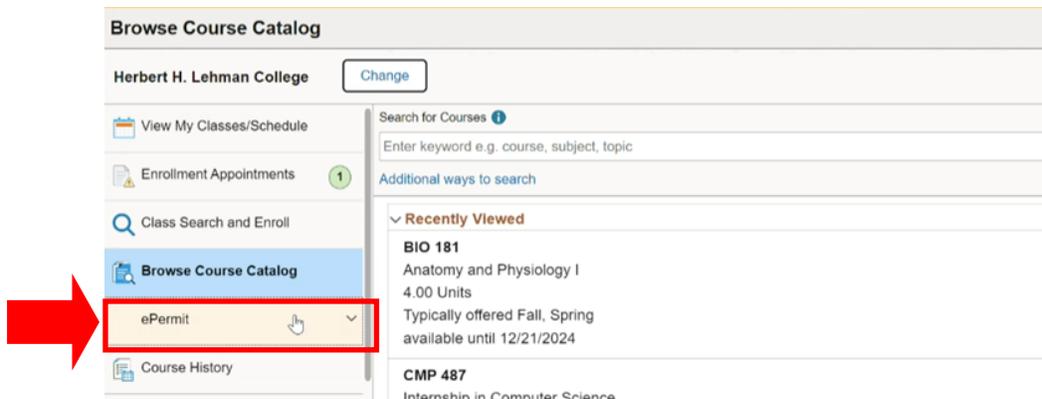


3. *Undergraduate students are recommended to use the "**Add ePermit with Equiv Courses**" in* the left-hand navigation, select **"Herbert H. Lehman College"**
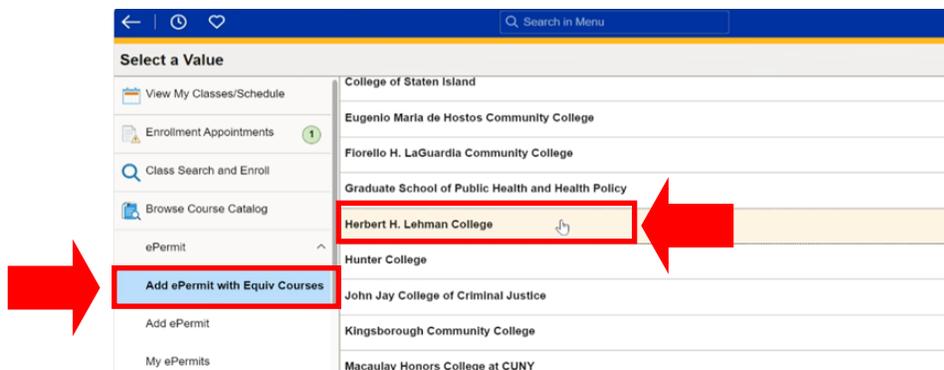
4. Enter the Lehman course that you want to take on permit in the field provided and click on the arrow to proceed. You can also select "**Additional ways to search**" for more filters. Select the desired course
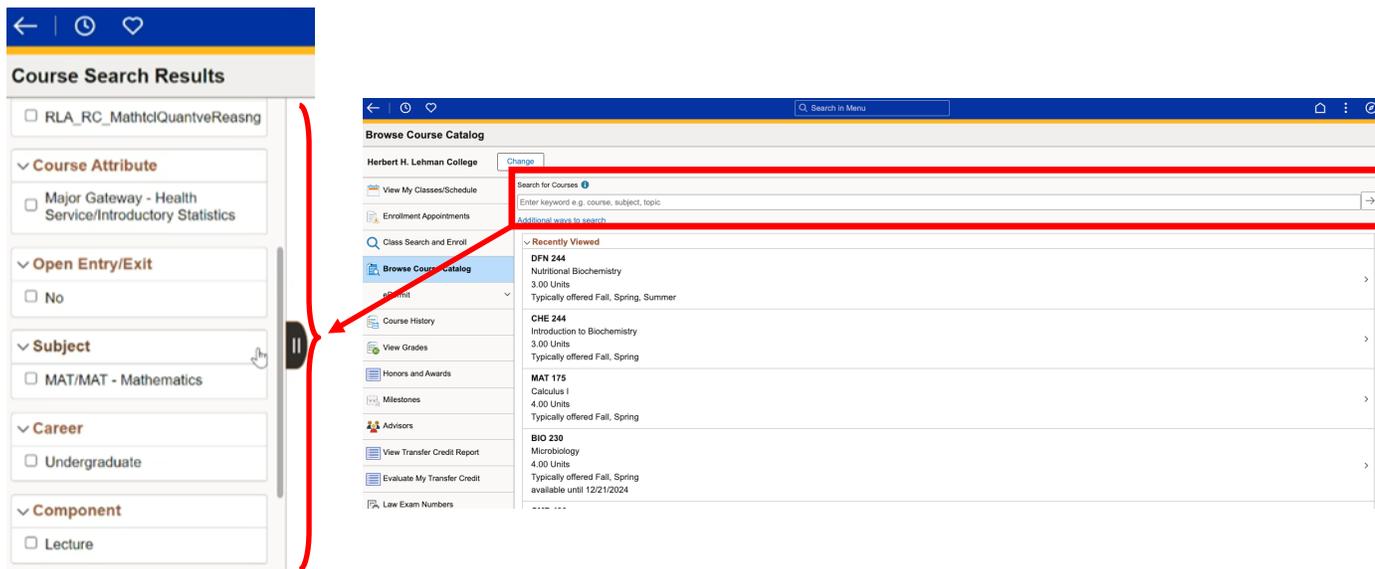


5. After selecting desired course, click "**Fetch Equivalent CUNY Courses**" to search for equivalent courses across all CUNYinstitutions
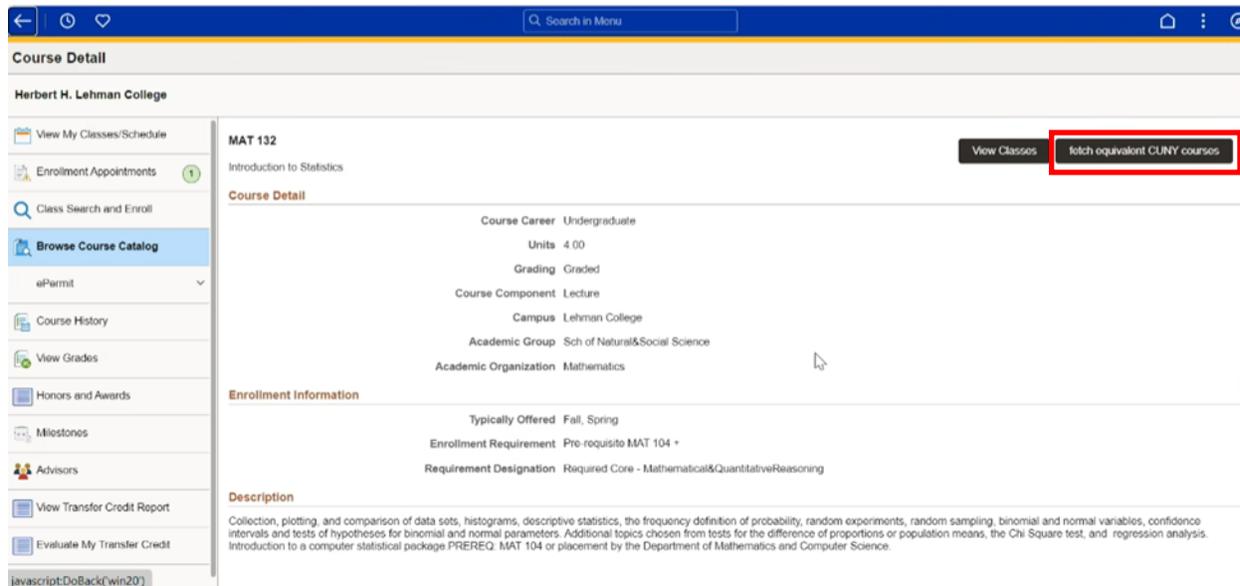
6. Select one or multiple institutions by selecting the **"Host Term", "Host Session" and** clicking the slide bar under the **"Request ePermit".** You may also click on "**View Class Sections**" to view open sections at the Host Institution. Once you have selected the institution, click on "**Apply for ePermit**" located on the top right

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

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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 CUNY Baccalaureate 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.**
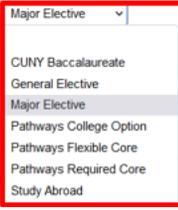


8. Type any additional comments if applicable. Once the host session has been selected, you may click the "**Submit**" button. A dialog box will appear, confirming your submission is successful. To check the status of your ePermit request, continue onto page 12.

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

1. Log onto **CUNYfirst** and from your **CUNYfirst Home** Page, click on the "**Course Planning &Enrollment**" tile
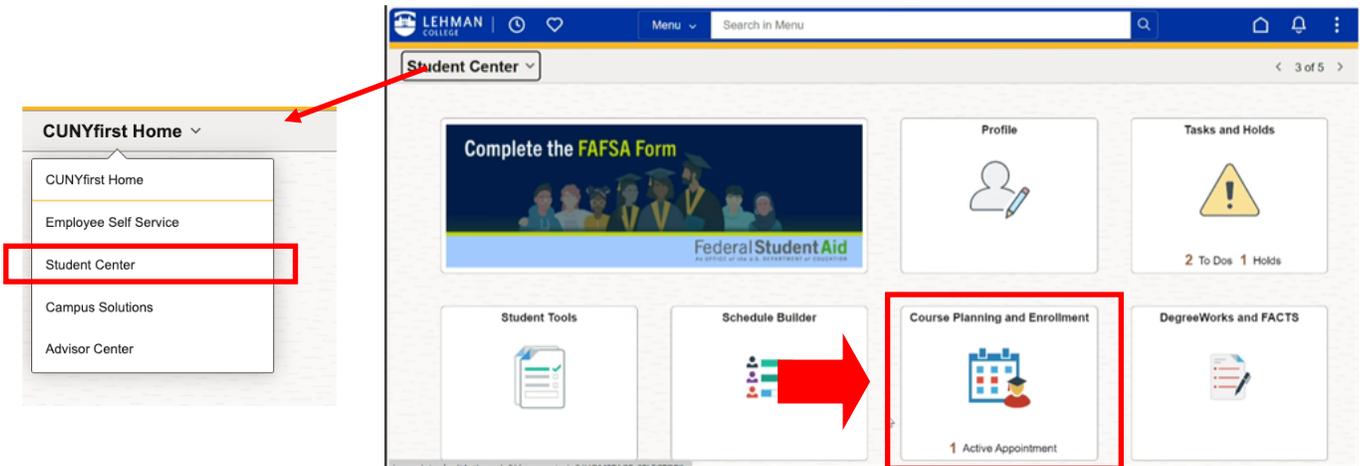


2. Click on the **"Browse Course Catalog"** and select **"ePermit"**
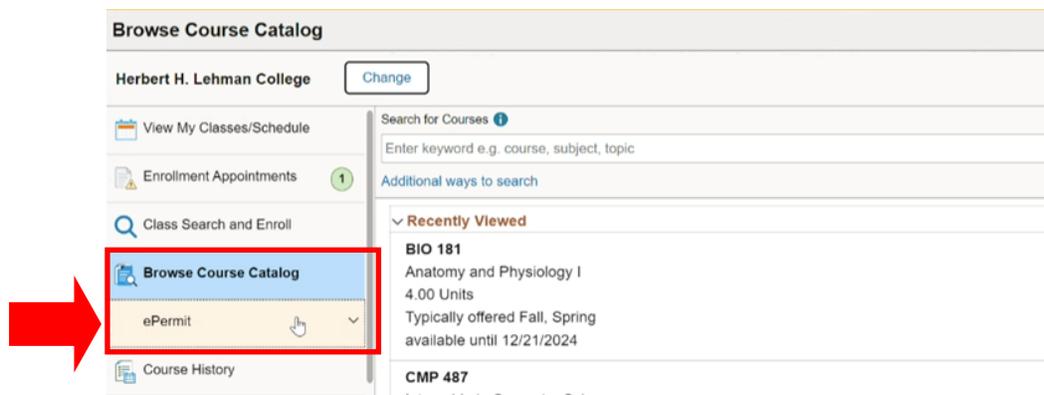


3. Graduate students are recommended to use the "**Add ePermit**" in the left-hand navigation. Click on slide bar under **"Add ePermit"**, then **"Permit Type"** (Major or General Elective).
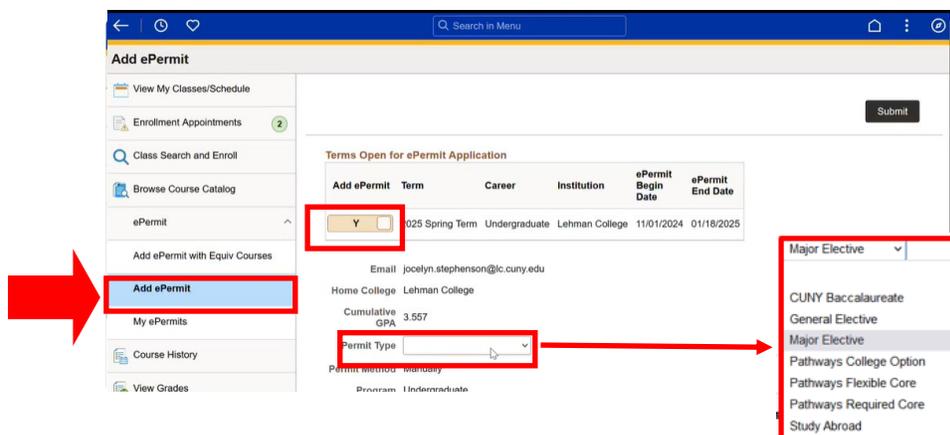
4. Under the "**Select Home Course**" section, enter the desired Lehman subject and catalog course that you want to take on permit in the fields provided.
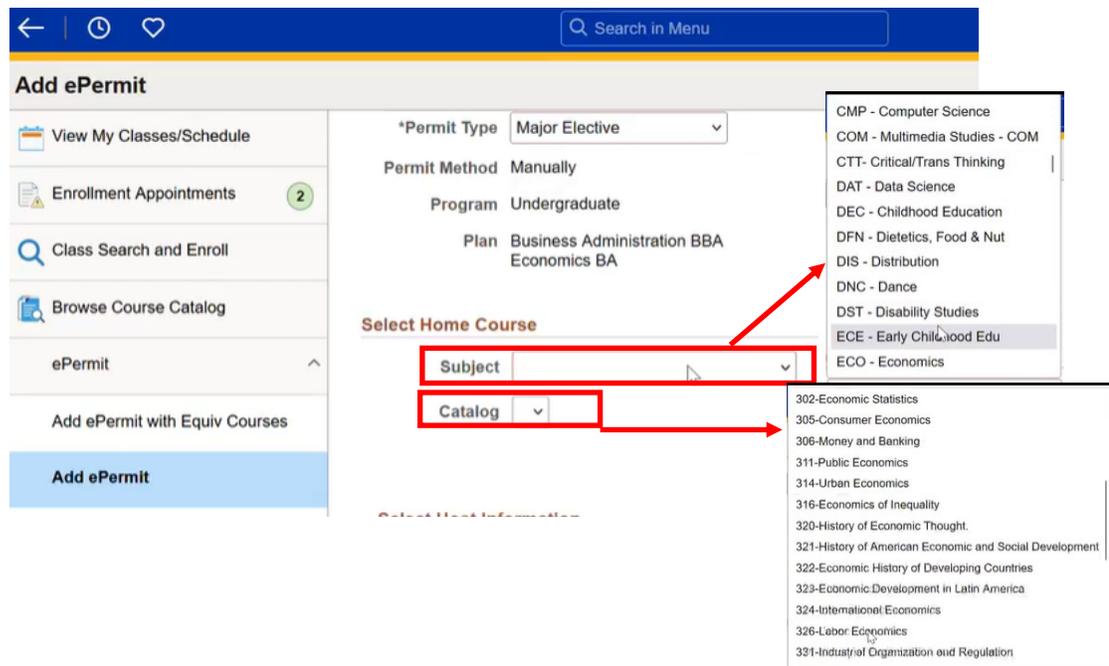


5. After selecting the **Home Course**, select the **Host College**, followed by the **Host Career**, **Host Term**, **Host Session**, **Catalog Number** and **Comments,** if applicable.
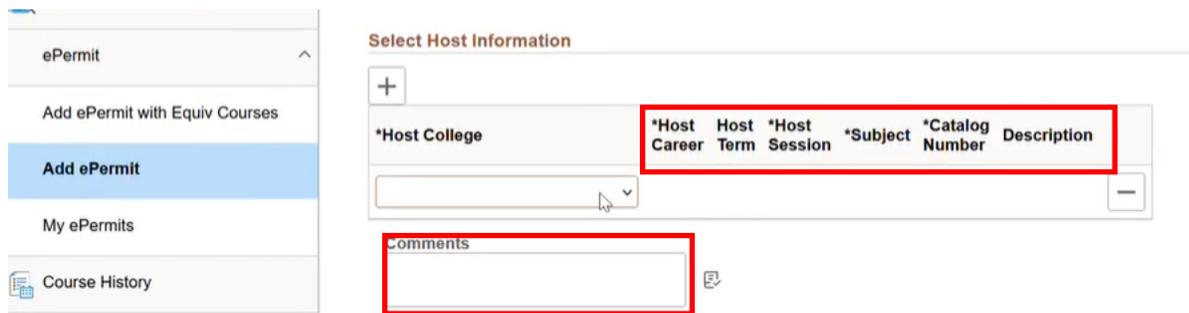


6. After entering and completing al required fields, click the"**Submit**" button. A dialog box will appear, confirming your submission is successful. To check the status of your ePermit request, continue onto page 12.
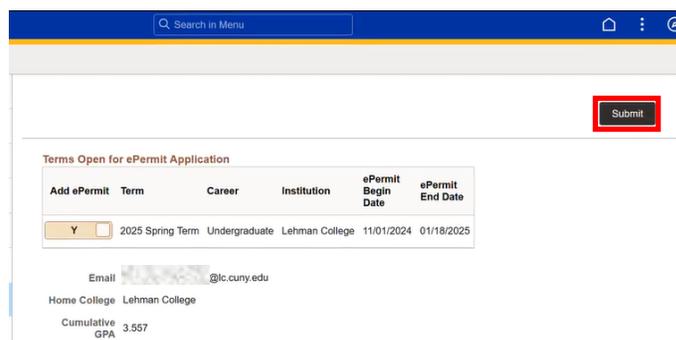
# How can I check the status of my submitted ePermit?

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
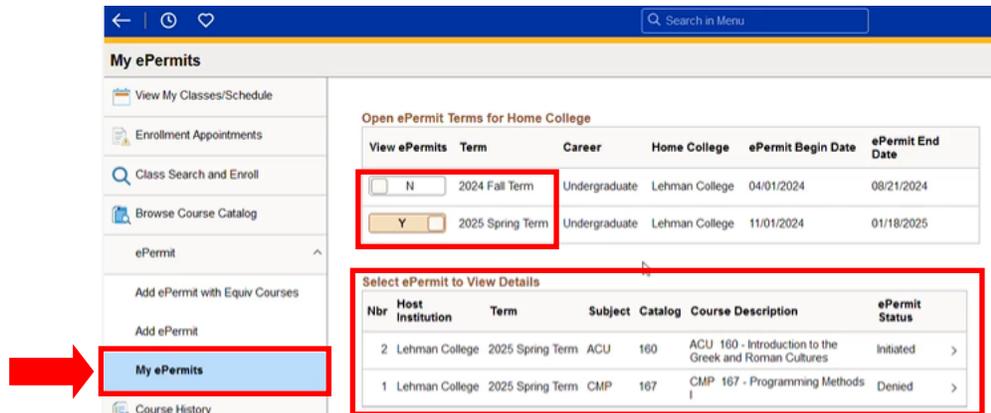


3. The **"ePermit Status"** will show the current status of your request. If you request is **"Approved", this signifies that your ePermit request has been <u>completely approved</u> by Lehman College.** If your request is **"Denied",** the reason will a comment will be in the **"eRegistrar Comments"**
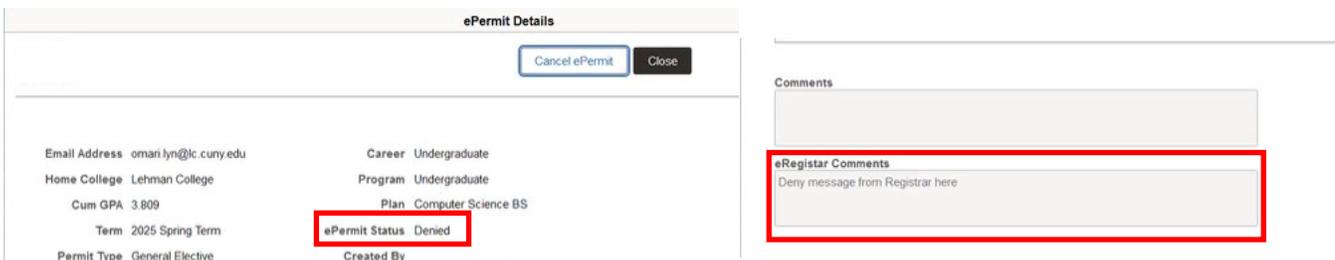


**NOTE: Undergraduate students have 2 levels of approvals, while graduate students have 3 levels of approval.**

_**DISCLAIMER:** 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._

# How to cancel an ePermit request?

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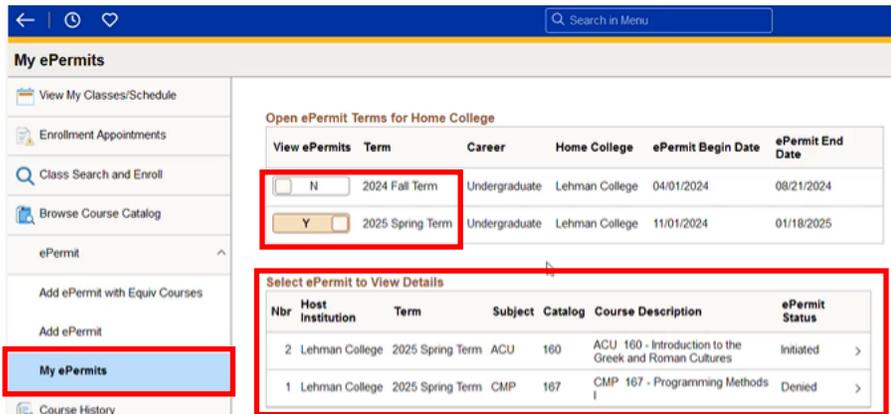


2. Select the request which you would like to cancel

3. Click on the "**Cancel**" button located on the top right corner of the ePermit form



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.*