



LEHMAN
COLLEGE



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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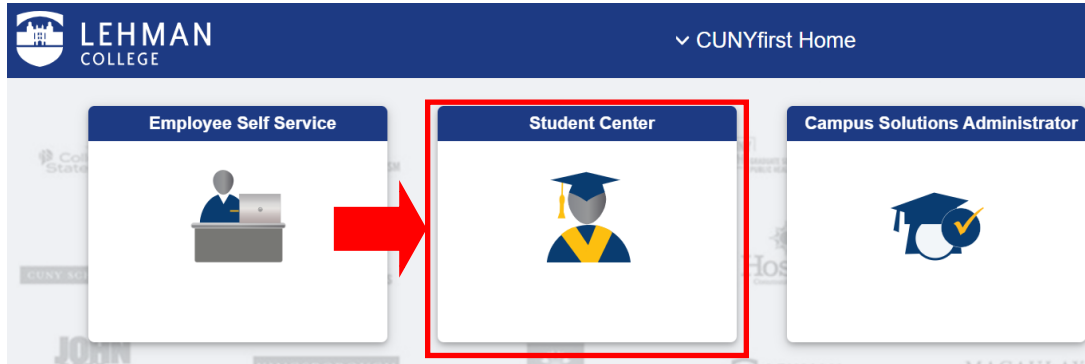
Who is eligible to apply for an ePermit request?

- 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

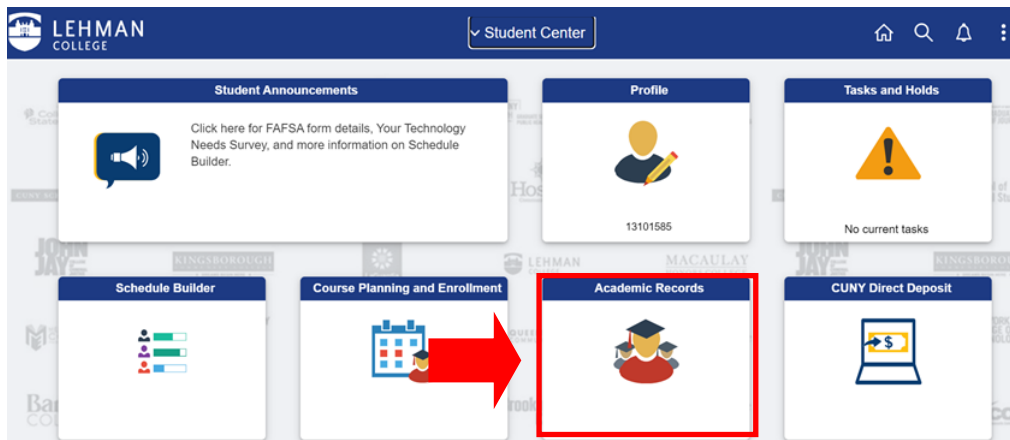
NOTE: Newly admitted transfer students may take an ePermit in their first semester. To submit a request, the student must contact the Office of the Registrar and fill out a manual ePermit. Students may contact the Office of the Registrar at ePermit.Registrar@Lehman.Cuny.Edu

How to initiate an ePermit in CUNYfirst (Undergraduate)

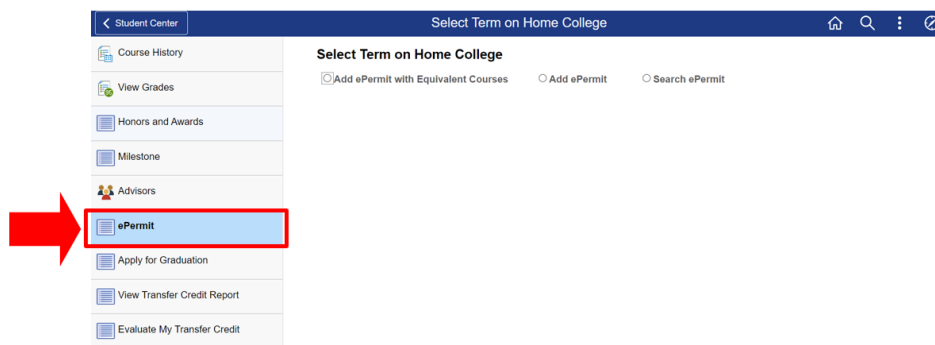
1. Log onto [CUNYfirst](#) and from your **CUNYfirst Home** Page, click on the “**Student Center**” file



2. Click on the “**Academic Records**” file



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**

Select Term on Home College

Add ePermit with Equivalent Courses Add ePermit Search ePermit

Select a term

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/>	2022 Summer Term	Undergraduate	Lehman College	04/06/2022	07/20/2022
<input checked="" type="checkbox"/>	2022 Fall Term	Undergraduate	Lehman College	05/03/2022	08/25/2022

[Continue](#)

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 Catalog

Select Institution: Lehman College

ABCDEFGHIJKLMNOPQRSTUVWXYZ
0 1 2 3 4 5 6 7 8 9

[Collapse All](#) [Expand All](#)

Select subject code to display or hide course information.

- [LAT - LAT - Latino Studies](#)
- [LIN - LIN - Linguistics](#)

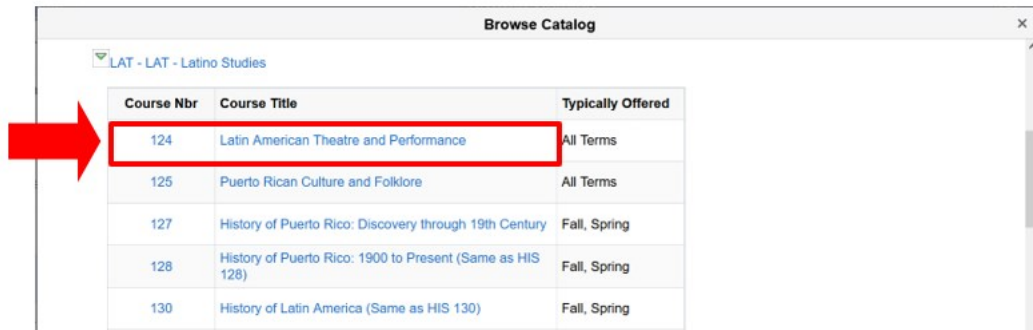
[Collapse All](#) [Expand All](#)

Browse Catalog

LAT - LAT - Latino Studies

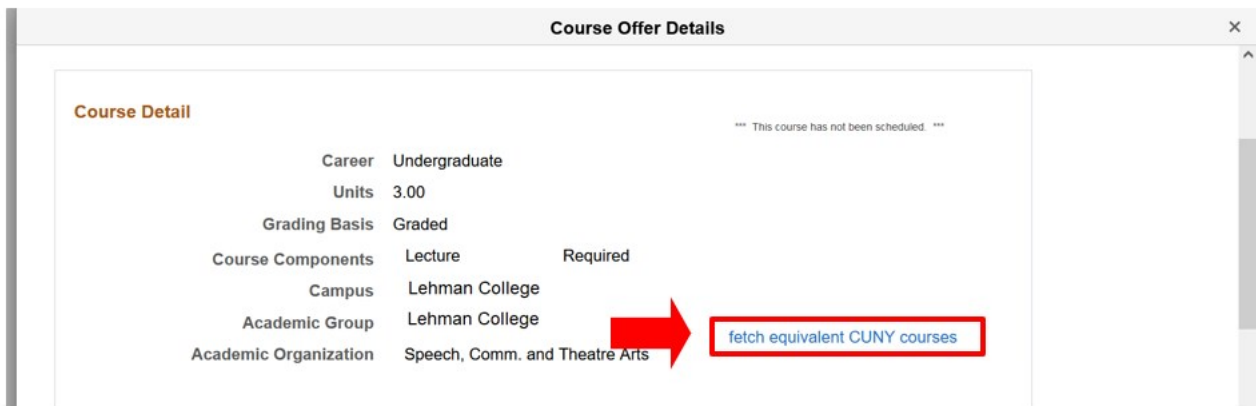
Course Nbr	Course Title	Typically Offered
124	Latin American Theatre and Performance	All Terms
125	Puerto Rican Culture and Folklore	All Terms
127	History of Puerto Rico: Discovery through 19th Century	Fall, Spring
128	History of Puerto Rico: 1900 to Present (Same as HIS 128)	Fall, Spring
130	History of Latin America (Same as HIS 130)	Fall, Spring

6. Once you have found the desired course, click on the “**Course Title**” link



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 Offer Details

Course Detail

Career Undergraduate
Units 3.00
Grading Basis Graded
Course Components Lecture Required
Campus Lehman College
Academic Group Lehman College
Academic Organization Speech, Comm. and Theatre Arts

*** This course has not been scheduled. ***

[fetch equivalent CUNY 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**

The screenshot shows the 'Course Offer Details' page for LAT 125 - Puerto Rican Culture and Folklore. The table lists various host institutions and their respective course offerings. A red box highlights the 'Request ePermit' checkbox for Brooklyn College's PRLS 2105 - New York Latino@ Culture and Arts course. A red arrow points from this checkbox to the 'View Class Sections' button for the same course. Another red arrow points from the 'View Class Sections' button to the 'ePermit Form' button at the bottom left of the page.

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 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.

The screenshot shows the 'ePermit page' form. The 'Permit Type' dropdown menu is open, showing options: Major Elective, CUNY Baccalaureate, General Elective, Major Elective, Pathways College Option, Pathways Flexible Core, Pathways Required Core, and Study Abroad. A red box highlights the 'Major Elective' option, with a red arrow pointing to it. The form also displays fields for Email Address, Home College (Lehman College), Cum GPA (3.315), Career (Undergraduate), Program (Undergraduate), Plan (Psychology), Permit Status, Created By, and Last Update. A 'Submit' button is visible at the bottom.

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](#).

ePermit page

ePermit

Email Address: Career: Undergraduate
Home College: Program: Undergraduate
Cum GPA: 3.315 Plan: Psychology
*Permit Type: Major Elective
Term: 2022 Fall Term Permit Status:
Home Course: Puerto Rican Culture and Folklore Created By: 04/27/22 9:42:25PM
ePermit #: 1 Permit Method: Auto Last Update:

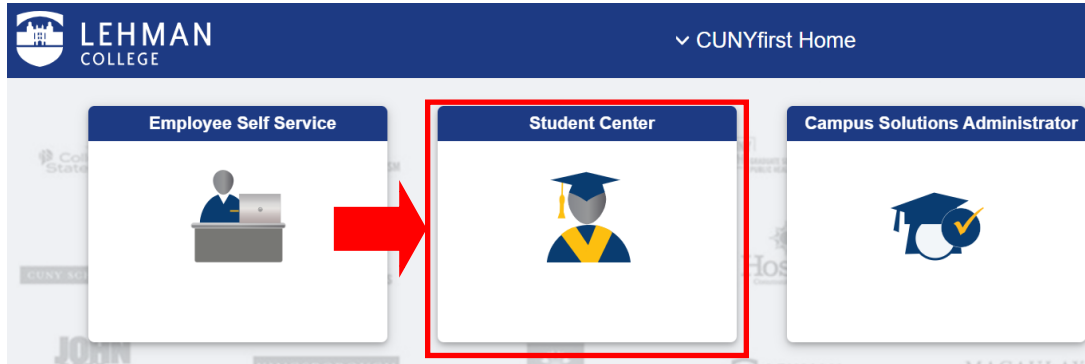
Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description
Brooklyn College	Undergraduate	1222	Q	PRLS	2105	New York Latino@ Culture and the Arts

Submit

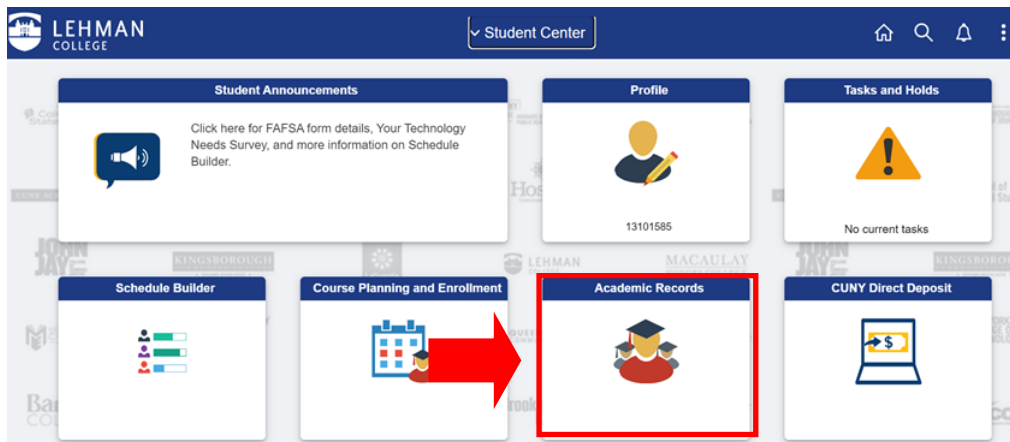
Return

How to initiate an ePermit in CUNYfirst (Graduate)

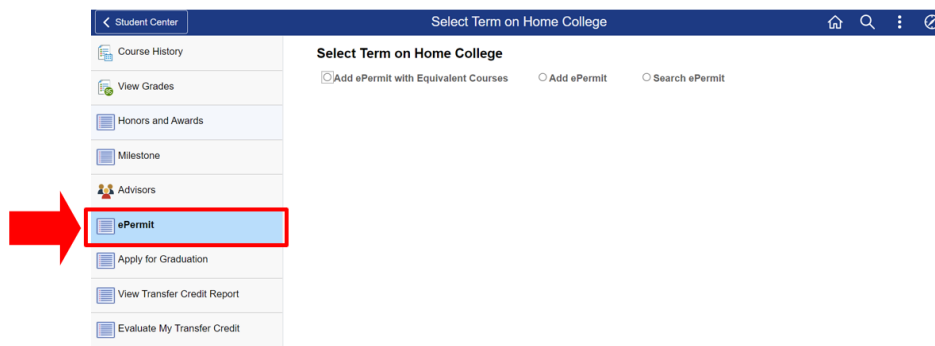
1. Log onto [CUNYfirst](#) and from your **CUNYfirst Home** Page, click on the “**Student Center**” file



2. Click on the “**Academic Records**” file



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**

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

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: _____ Career: Undergraduate
Home College: _____ Program: Undergraduate
Cum GPA: 3.315 Plan: Psychology
*Permit Type: Major Elective
Term: 2022 Fall Term Permit Status: _____
Home Course: _____ Created By: 15265605 04/27/22 10:11:36PM
ePermit #: 1 Permit Method: Manually Last Update: _____

Search for Home Course

Subject: Catalog:

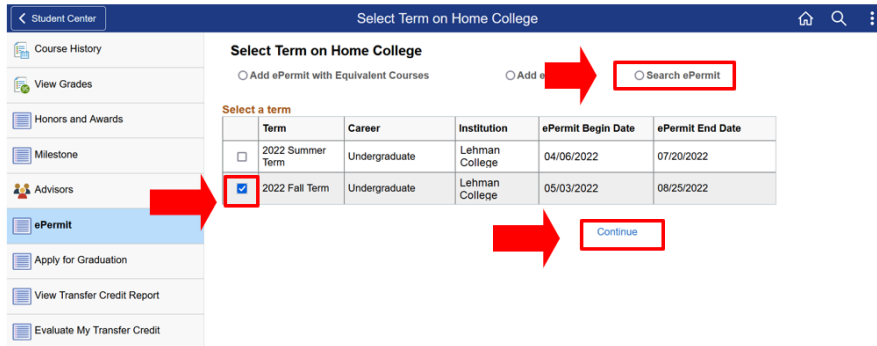
Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description		
Baruch Co	Grac	1229	1	ACC	9721	ACC 9721 - Auditing	+	-

Comments:

How can I check the status of my submitted ePermit?

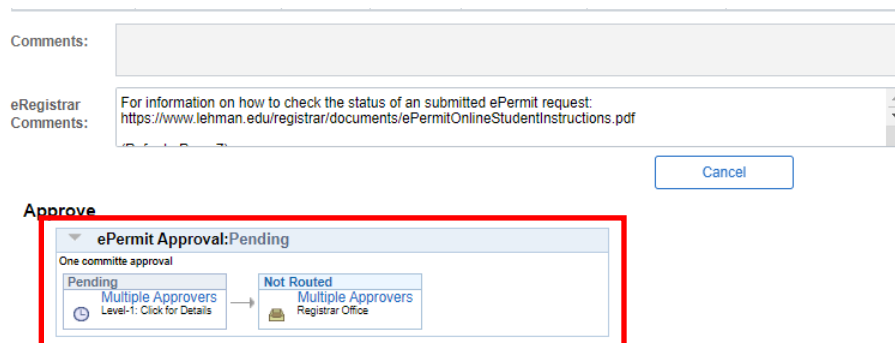
Once submitted, the status of the ePermit can be checked through CUNYfirst at any time by clicking the “**Search ePermit**” functionality

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 request has been completely approved by Lehman College**



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 ePermit page on CUNYfirst and use the “**Search ePermit**” functionality. Select the appropriate term and your home college (Lehman College)

Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> 2022 Summer Term	Undergraduate	Lehman College	04/06/2022	07/20/2022
<input checked="" type="checkbox"/> 2022 Fall Term	Undergraduate	Lehman College	05/03/2022	08/25/2022

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:

eRegistrar Comments: For information on how to check the status of a submitted ePermit request: <https://www.lehman.edu/registrar/documents/ePermitOnlineStudentInstructions.pdf>

Approve

ePermit Approval: Pending

One committee approval

Pending Multiple Approvers Level-1: Click for Details → Not Routed 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.