

Office of the Registrar

E-PERMIT



Student Guide 2024

1637 Bedford Avenue, S-107
Brooklyn, NY 11225



Who is Eligible to Apply for an E-Permit Request?

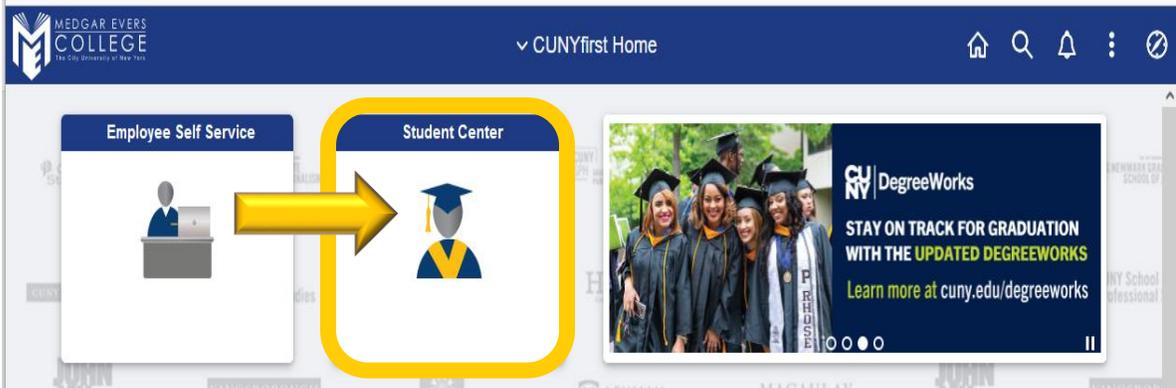
- ❖ Students who are enrolled as a degree-seeking student
- ❖ Undergraduate students with a minimum cumulative GPA of 2.00
- ❖ Newly admitted transfer students
- ❖ Newly admitted and continuing Macaulay Honors College, ROTC, and CUNY BA students with advisor approval
- ❖ Students cannot have any holds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

NOTE: Please contact the Office of the Registrar at mecregistrar@mec.cuny.edu if you encounter issues filing your permit.

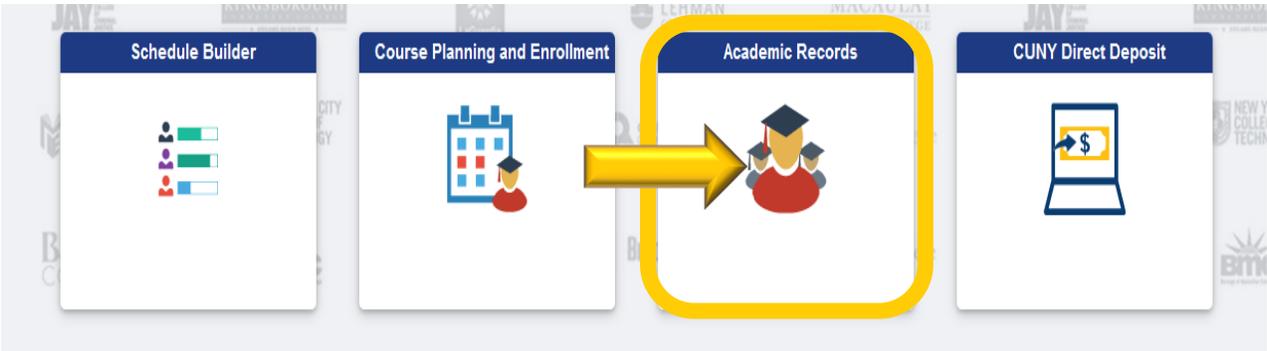


How to Initiate an e-Permit in CUNYfirst

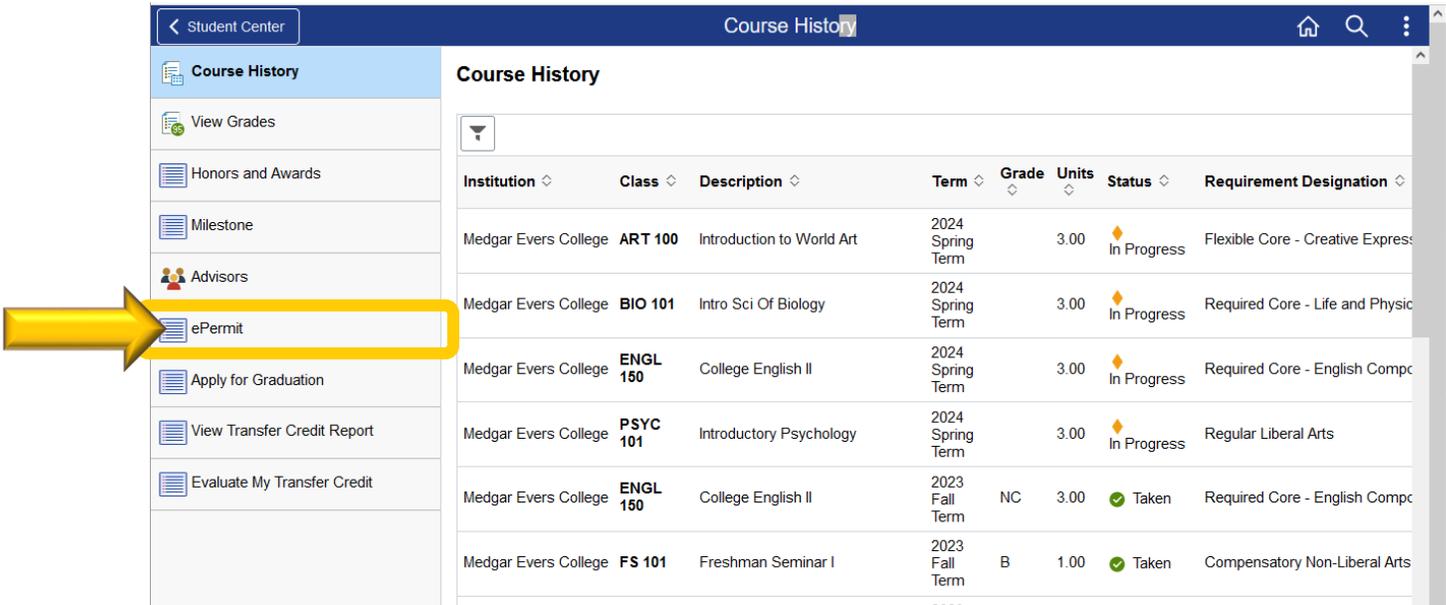
❖ Log onto CUNYfirst and from your CUNYfirst Home Page, click on the “Student Center” tile



❖ Click on the “Academic Records” tile



❖ Click on “e-Permit” in the left-hand navigation menu





How to Initiate an e-Permit in CUNYfirst (Cont.....)

- ❖ Undergraduate students are recommended to use the **“Add e-Permit with Equivalent Courses”** option, select the appropriate **Term** and click **Continue**

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/>	2024 Summer Term	Undergraduate	Medgar Evers College	03/25/2024	07/08/2024
<input type="checkbox"/>	2024 Fall Term	Undergraduate	Medgar Evers College	03/25/2024	08/21/2024

- ❖ Use the **“Browse Catalog”** to select the Medgar Evers College course equivalent. (i.e. click on the letter **“M”** to look for course subjects that begin with M). Then **click on the desired subject** to review the courses under the selected subject

Course Nbr	Course Title	Typically Offered
200	Principles of Management	Fall, Spring
311	Management Theory and Practice	Fall, Spring
314	Organizational Behavior	Fall, Spring
316	Human Resource Management	Fall, Spring
317	Labor Relations Management	Fall, Spring
351	Operation Management	Fall, Spring
371	International Management	Fall, Spring



How to Initiate an e-Permit in CUNYfirst (Cont.....)

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

Browse Catalog

Select Institution:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Select subject code to display or hide course information.

MAN - MAN - Management

Course Nbr	Course Title	Typically Offered
200	Principles of Management	Fall, Spring
311	Management Theory and Practice	Fall, Spring
314	Organizational Behavior	Fall, Spring
316	Human Resource Management	Fall, Spring

- ❖ Click on **“Fetch Equivalent CUNY Courses”** to search for equivalent courses across all CUNY Institutions

Course Offer Details

Course Detail

[Return to Browse Course Catalog](#)

MAN 200 - Principles of Management

Course Detail	
Career	Undergraduate
Units	3.00
Grading Basis	Graded
Course Components	Lecture Required
Campus	Medgar Evers College
Academic Group	School of Business
Academic Organization	Business Administration

[fetch equivalent CUNY courses](#)

Enrollment Information

Typically Offered	Fall, Spring
Enrollment Requirement	ENGL 150 AND MTH 136 PRE-REQS

Description

This is a practical course designed to examine management concepts, principles and processes and to improve personal competencies in problem solving, decision making and communication. The course deals with functional approach to management and covers the functions of planning, organizing, directing and controlling. Emphasis is paid to leadership characteristics, motivation, communication and conflict management. Cases are discussed for practical application of management fundamentals.



How to Initiate an e-Permit in CUNYfirst (Cont.....)

- ❖ Select one or multiple institutions by checking the box next to the institution under “**Request e-Permit**.”. You may also click on “**View Class Sections**” to view open sections at the Host Institution. Once you have selected the institution, click on “**e-Permit Form**”.

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

Course Offer Details

Medgar Evers College MAN 200 - Principles of Management

ePermit

Host Institution	Course	Request ePermit	
Baruch College	BUS 874 - Organizational Behavior I	<input type="checkbox"/>	*** This course has not been scheduled. ***
Baruch College	MGT 3120 - Fundamentals of Management	<input type="checkbox"/>	View Class Sections
Bronx CC	BUS 51 - Principles of Management	<input type="checkbox"/>	View Class Sections
Brooklyn College	BUS 501 - Introduction to Management	<input type="checkbox"/>	*** This course has not been scheduled. ***
Brooklyn College	BUSN. 3200 - Principles of Management	<input type="checkbox"/>	View Class Sections
Brooklyn College	ECON 501 - Intro Management	<input type="checkbox"/>	*** This course has not been scheduled. ***
Borough of Manhattan CC	BUS 200 - Business Organization and Management	<input type="checkbox"/>	View Class Sections
College of Staten Island	MGT 110 - Organizational Theory and Management	<input type="checkbox"/>	View Class Sections
College of Staten Island	MGT 210 - Management Process	<input type="checkbox"/>	View Class Sections
City College	ECO 10150 - Principles of Management	<input type="checkbox"/>	View Class Sections

[Return to Course Detail](#) [ePermit Form](#)



How to Initiate an e-Permit in CUNYfirst (Cont.....)

- ❖ 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.*

ePermit page

ePermit

Email Address: Career: Undergraduate
Home College: Lehman College Program: Undergraduate
Cum GPA: 3.315 Plan: Psychology
*Permit Type: Major Elective
Term: Permit Status:
Home Course: Created By: 04/27/22 9:42:25PM
ePer: Last Update:

CUNY Baccalaureate
General Elective
Major Elective
Pathways College Option
Pathways Flexible Core
Pathways Required Core
Study Abroad

Host College	Home	Session	Subject	Catalog Number	Description		
Brooklyn College	Undergraduate	1225	PRLS	2105	New York Latino@ Culture and the Arts	+	-

Comments:

Submit

Return



How to Initiate an e-Permit in CUNYfirst (Cont.....)

- ❖ 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. At this stage, you can check the status of your e-Permit request.

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 Session	Subject	Catalog Number	Description		
Brooklyn College	Undergraduate	1223	WRLS.	2105	New York Latino@ Culture and the Arts	+	-

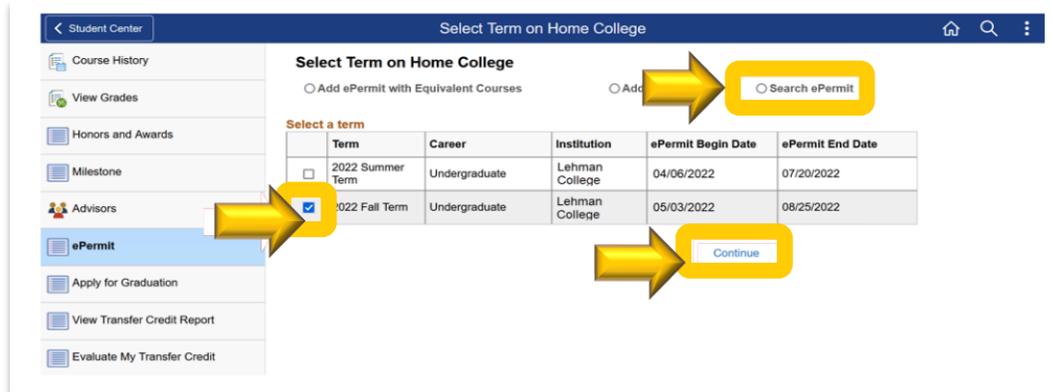
Submit

Return

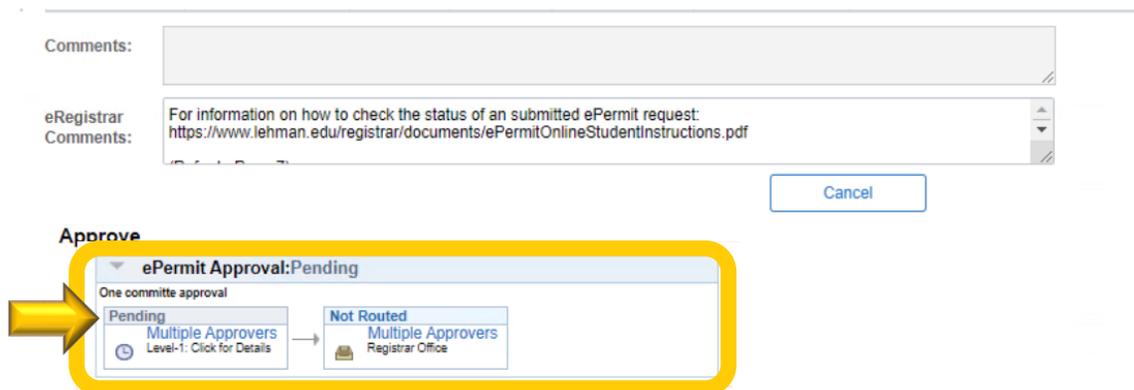


How to Check the Status of a Submitted e-Permit Request?

- ❖ Once submitted, the status of the e-Permit can be checked through CUNYfirst at any time by clicking the **“Search e-Permit”** functionality
- ❖ Select the Term and Institution (Medgar Evers College)



- ❖ Once the semester and the institution are selected, all the requests that have been made will appear on the page. Select the e-Permit request that you wish to check the status for, and press **“CONTINUE”**
- ❖ **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 e-Permit request has been completely approved by Medgar Evers College**



NOTE: Undergraduate students have 2 levels of approval, The primary Institution (Medgar Evers College) and the Host Institution.

DISCLAIMER: Approval of your e-Permit request does not automatically enroll you into the course. You must still enroll in the course through CUNYfirst once the host institution has processed your request.

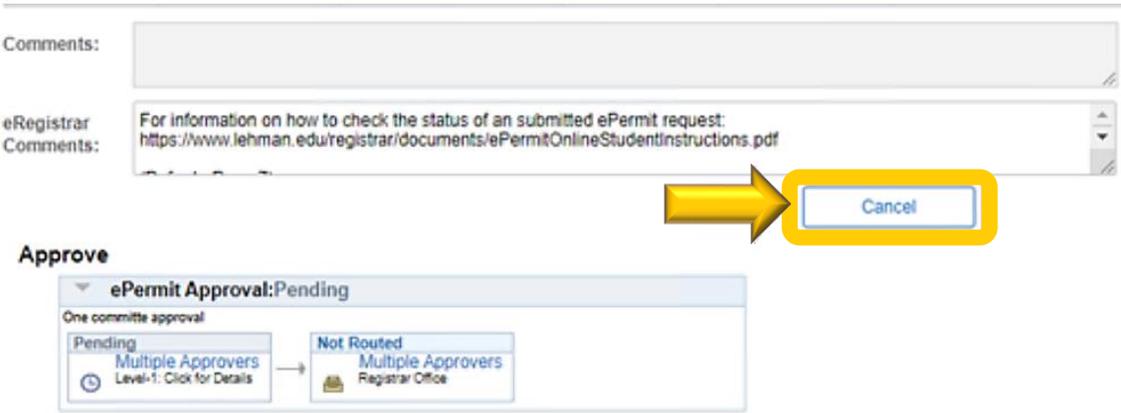


How to Cancel an e-Permit Request?

- ❖ Go to the e-Permit page on CUNYfirst and use the “**Search e-Permit**” functionality. Select the appropriate term and your home college (Medgar Evers College)



- ❖ Select the request that you would like to cancel
- ❖ Click on the “**Cancel**” button located on the bottom right corner of the e-Permit form



- ❖ Once the e-Permit has been canceled on CUNYfirst, ensure the course at the HOST College has been dropped on CUNYfirst before the first day of classes to avoid tuition liability.

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

DISCLAIMER: 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 at the HOST campus and cancel the e-Permit request through CUNYfirst



Having Questions or Concerns?

Contact the Registrar's Office

At:

Phone: 718-270-6040

Email: mecregistrar@mec.cuny.edu

For:

- ❖ General Inquiries
- ❖ E-permit and Non-degree Registration
- ❖ Error Messages