E-PERMIT



OFTICH OF THE REGISTRY

1637 Bedford Avenue, S-107 Brooklyn, NY 11225



- Students who are enrolled as degree-seeking students
- Undergraduate students with a minimum cumulative GPA of 2.00
- CUNY BA students with advisor approval
- Graduate students with a minimum cumulative GPA of 3.0
- Newly admitted and continuing Macaulay Honors College, ROTC, and CUNY BA students with advisor approval
- Students who do not have any holds on their records

IMPORTANT:

- Students must meet all HOME College registration requirements, such as prerequisites, residency, and immunization.
- Newly admitted transfer students may take an ePermit class in their first semester. To make a request, the student must contact the Office of the Registrar to fill out a manual ePermit.
- > You must check the status of your ePermit in CUNYfirst.
- Once your permit request from Medgar Evers College has been approved, please contact the HOST College registrar's office for registration details.

NOTE:

Please contact the Office of the Registrar at <u>mecregistrar@mec.cuny.edu</u> if you encounter issues filing your permit.



How to Initiate an e-Permit with Equivalent Courses in CUNYfirst

Log onto CUNYfirst and from your CUNYfirst Home Page, click on the "Student Center" tile

CUNYfirst Home ~



Click on the "Course Planning and Enrollment" tile



Click on the ePermit drop-down arrow, select "Add ePermit with Equivalent Course" then select "Medgar Evers College."

Select a Value	
🗮 View My Classes/Schedule	
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My ePermits	Macaulay Honors College at CUNY
Course United	
	Medgar Evers College
🗟 View Grades	
E Vien orades	New York City College of Technology

Note: Students are recommended to use this feature to log in their e-Permit requests.

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

Search for Courses.

- > 1. Click the "Search for Courses" box
- > 2. Type in the class you want to permit for... *Ex: ENGL 150*
- > 3. Use the arrow to search for the available course

	Browse Course Catalog		
	Medgar Evers College Change	2	3
	Hiew My Classes/Schedule	Search or Courses 0	- <u>1</u>
	Enrollment Appointments 3	Additional ways to search	
	Q Class Search and Enroll	√Recently Viewed	
1	Browse Course Catalog	ACCT 217 Principles of Accounting I	>
	ePermit ~	3.00 Units Typically offered Fall, Spring	,
	E Course History	Delete All	

Click on the desired course.

Course Search Results		
∼ Number of Units	View Search Results	
0 - 3 Units	1 result for keyword:"ENGL 150"	
✓ Typically Offered	4	↑ ↓
Fall, Spring	ENGL 150 - College English II 3 units Typically Offered Fall, Spring	>
✓ Grading Basis		
Alternate Graded		
✓ Requirement Designation		

Course Detail	
Medgar Evers College	
View My Classes/Schedule	ENGL 150 Key Charge Liddle an include Class and
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Class Search and Enroll	Course Detail
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View Grades	Academic Group Liberal Arts
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Honors and Awards	Enrollment Information
Milestones	Typically Offered Fall, Spring
	Add Consent Department Consent Required
Advisors	Enrollment Requirement ENGL 112
View Transfer Credit Report	Requirement Designation Required Core - English Composition
Evaluate My Transfer Credit	Description
	This composition course continues the emphasis on the various types of critical and expository writing students will need in the content area courses they will take throughout their college careers. Students will improve their writing skills thr
📑 Law Exam Numbers	in ermining an a revision of weeky essays and use compression or a major research page. Course resumps win induce licitin all'a finit-licition intern a variety of cuttures and in all least two gettes, and subjettis win be introduced to the vicabula methodology of literary officiary.

How to Initiate an e-Permit with

Equivalent Courses in CUNYfirst (Cont...)

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Then on "Fetch Equivalent CUNY Courses"

- > 1. Select the Host Institution
- > 2. Select the **Host Term**
- > 3. Select the **Host Session**

	fetch equivalent CUNY course	5
Medgar Evers College ENGL 150 College English II	Close	Apply for ePermit

Undergraduate

Equivalent Courses	found at other Institutions			2	3	47 ro
Host Institution	Course		View Class sections	Host Term	Host Session	Request ePermit
Queensborough CC	ENGL 102 - English Composition II: Introduction to Literature		View Class sections	2025 Spring Term	✓ Regular ✓	No
Queensborough CC	EN 1022 - Eng Comp2 Intr Lt	*** This course has not been scheduled. ***				
Queensborough CC	EN 12 - Engl Comp 2	*** This course has not been scheduled. ***		I		
Queensborough CC	EN 23 - Engl Comp 2	*** This course has not been scheduled. ***				
Queensborough CC	LE 102 - English Comp 2	*** This course has not been scheduled. ***				
	ENCL 21200 Advanced	*** This course				



4. Click to change Request E-Permit to "Yes"

LE 102 - English Comp 2

ENGL 21800 - Advanced

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

5. Click on "Apply for e-Permit".

Queensborough CC

Hunter College

NOTE: <u>Students should not submit duplicate requests for the same course/institution.</u>

				fetch e	quivalent CUN	Y courses
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Undergraduate						
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Queensborough CC	EN 1022 - Eng Comp2 Intr Lt	*** This course has not been scheduled. ***				
Queensborough CC	EN 12 - Engl Comp 2	*** This course has not been scheduled. ***				
Queensborough CC	EN 23 - Engl Comp 2	*** This course has not been scheduled. ***				
		*** This course				



- 1. Note the terms open for E-Permit and filing dates
- 2. Select the appropriate "Permit Type". <u>Ex</u>: <u>General Elective</u> or <u>Major Elective</u>
- > 3. Verify the course information and add any comments you have for the ePermit reviewer
- ➤ 4. Click on "Submit". A dialog box will appear confirming your submission.

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, do not select this option.





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

Log onto CUNYfirst and from your CUNYfirst Home Page, click on the "Student Center" tile.



Click on the "Course Planning and Enrollment" tile





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

Click on "Add ePermit"

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	Honors and Awards	Plan Psychology BA							_	
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- 1. Click on the downward arrow to add the "ePermit Type". <u>Ex</u>: <u>General Elective</u> or <u>Major Elective</u>
- 2. Go to "Select Home Course"
 - Subject
 - Catalog





3. Then on "Select Host Information" to select the

- > a. Host College
- b. Host Career
- > c. Host Term
- d. Host Session
- ➢ e. Subject
- ➢ f. Catalog Number
- > g. Comments

Click on "Submit". A dialog box will appear confirming your submission.

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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 "**My e-Permit**" functionality

Toggle View ePermits from "N" to "Y"

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- ✤ All applicable permits will populate after you complete this step.
 - Select ePermit to view its details and status



NOTE: "*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 Medgar Evers College and you must contact the HOST College to register. If your request is "Denied", the reason will be in the "eRegistrar Comments"





- Go to "My ePermit" on CUNYfirst. Select the appropriate term and your home college (Medgar Evers College)
- Select the request that you would like to cancel

View My Classes/Schedule					
Enrollment Appointments 3	Open ePermit Terms for Home	Jareer	Home Colle	ege ePermit Begin Date	ePermit End Date
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Add ePermit	Nbr Host Institution	Term Subjec	t Catalog	Course Description	ePermit Status
My ePermits	1 Medgar Evers College	2025 Fall Term PSYC	150	PSYC 150 - General Psychology	Initiated
Course History					

Click on the "Cancel" button located on the bottom right corner of the e-Permit form





How to Cancel an e-Permit Request

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

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My ePermits	2	Permit				
View My Classes/Schedule	Trajerovani i samariji	Cancel ePer	Close			
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How to Cancel an e-Permit Request

Once the e-Permit cancellation is confirmed on CUNYfirst for the Home College, ensure the course at the HOST College has been dropped on CUNYfirst as well before the first day of classes to avoid tuition liability.

My ePermits						
Tiew My Classes/Schedule						
Enrollment Appointments	Open ePermit Terms for Home College					
	View ePermits Term	Career	Home Co	ollege	ePermit Begin Date	ePermit End Date
Q Class Search and Enroll	N 2025 Spring	g Term Undergrad	luate Medgar E	vers College	10/01/2024	01/18/2025
Browse Course Catalog	N 2025 Summ	ner Term Undergrad	luate Medgar E	vers College	03/01/2025	07/11/2025
ePermit	Y 2025 Fail Te	erm Undergrad	luate Medgar E	vers College	03/01/2025	08/18/2025
Add ePermit with Equiv Courses	Select ePermit to View Deta	ils				
Add ePermit	Nbr Host Institution	Term S	ubject Catalog	Course Desc	ription	ePermit Status
My ePermits	Medgar Evers College	2025 Fall Term P	SYC 150	PSYC 150 -		Cancelled
Course History	,					
View Grades						
Honors and Awards						

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

IMPORTANT: 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



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