

E-PERMIT



Student Guide

*1637 Bedford Avenue, S-107
Brooklyn, NY 11225*



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

- ❖ 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.**

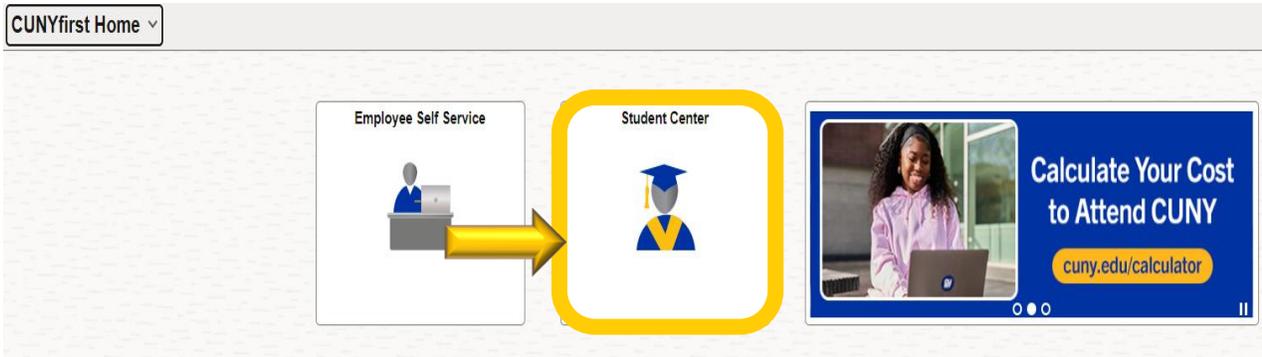
NOTE:

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

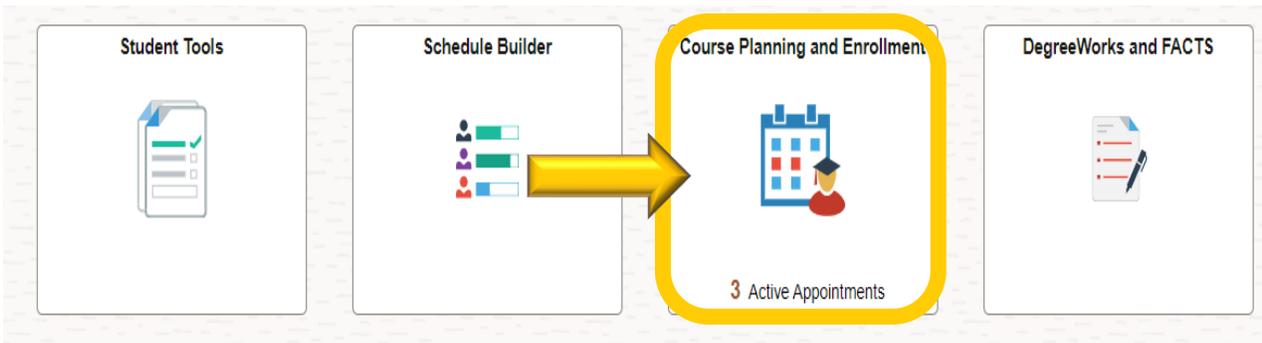


How to Initiate an e-Permit with Equivalent Courses in CUNYfirst

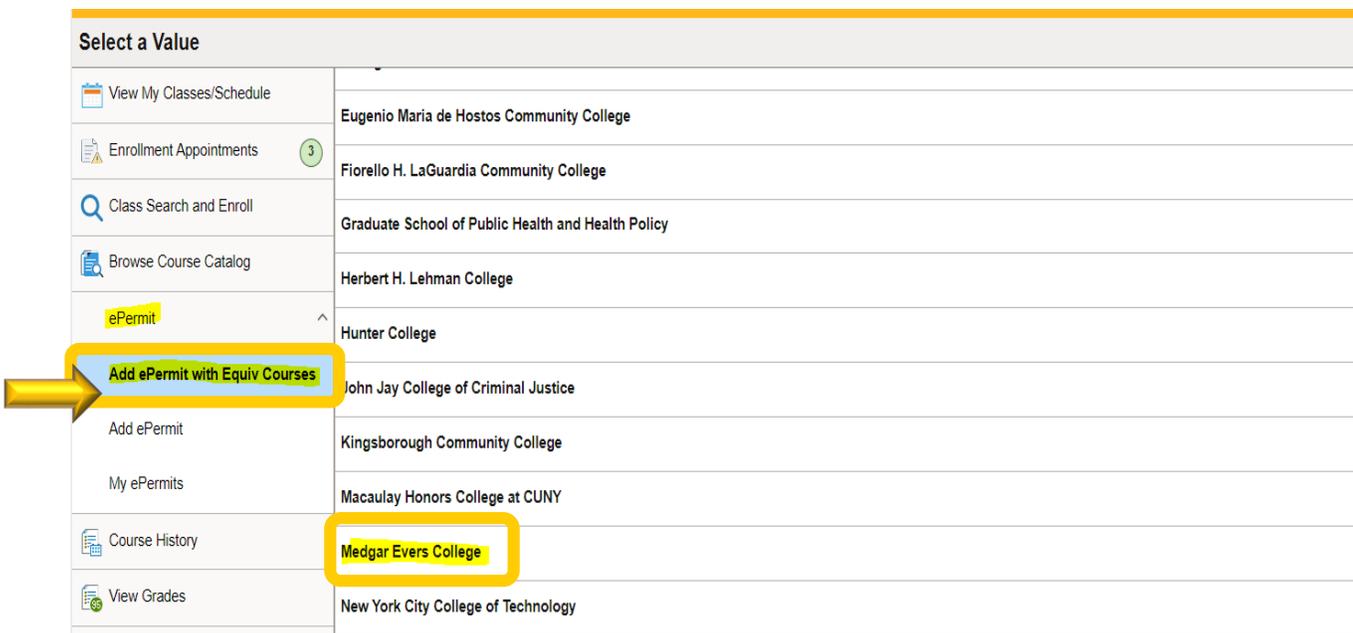
- ❖ Log onto CUNYfirst and from your CUNYfirst Home Page, click on the “Student Center” tile



- ❖ 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.”



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

View My Classes/Schedule

Enrollment Appointments

Class Search and Enroll

1

ePermit

Course History

2

3

Recently Viewed

ACCT 217
Principles of Accounting I
3.00 Units
Typically offered Fall, Spring

❖ Click on the desired course.

Course Search Results

0 - 3 Units

Fall, Spring

Alternate Graded

View Search Results

1 result for keyword:"ENGL 150"

4 3 units Typically Offered Fall, Spring

❖ Review the “Course Details”

5

Medgar Evers College

View My Classes/Schedule **ENGL 150**

Enrollment Appointments

Class Search and Enroll

Browse Course Catalog

ePermit

Course History

View Grades

Honors and Awards

Milestones

Advisors

View Transfer Credit Report

Evaluate My Transfer Credit

Law Exam Numbers

Course Career Undergraduate

Units 3.00

Grading Alternate Graded

Course Component Lecture

Campus Medgar Evers College

Academic Group Liberal Arts

Academic Organization English

Enrollment Information

Typically Offered Fall, Spring

Add Consent Department Consent Required

Enrollment Requirement ENGL 112

Requirement Designation Required Core - English Composition

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 through the writing and revision of weekly essays and the completion of a major research paper. Course readings will include fiction and non-fiction from a variety of cultures and in at least two genres, and students will be introduced to the vocabulary and methodology of literary criticism.



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

❖ Then on “Fetch Equivalent CUNY Courses”

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



fetch equivalent CUNY courses

Medgar Evers College

ENGL 150 College English II

Close Apply for ePermit

Undergraduate

Equivalent Courses found at other Institutions

2

3

47 rows

1

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. ***
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. ***
Queensborough CC	ENGL 2400 - Advanced				*** This course has not been scheduled. ***



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

- 4. Click to change **Request E-Permit** to “Yes”
- 5. Click on “**Apply for e-Permit**”.

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

fetch equivalent CUNY courses 5

Medgar Evers College Close **Apply for ePermit**

ENGL 150 College English II

Undergraduate

Equivalent Courses found at other Institutions 47 rows

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	Yes <input type="checkbox"/>
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. ***
Queensborough CC	LE 102 - English Comp 2				*** This course has not been scheduled. ***
Hunter College	ENGL 21800 - Advanced				*** This course has not been scheduled. ***



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

- 1. Note the **terms open for E-Permit and filing dates**
- 2. Select the appropriate **“Permit Type”**. **Ex:** General Elective or Major Elective
- 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.

The screenshot shows the 'fetch equivalent CUNY courses' interface. It includes a table for 'Terms Open for ePermit Application' and a form for selecting a home course and host information. A 'Comments' field is highlighted with a yellow box and arrow labeled '3'. A 'Submit' button is highlighted with a yellow box and arrow labeled '4'. A confirmation dialog box 'ePermit Successfully Submitted' is shown at the bottom right.

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/>	2025 Spring Term	Undergraduate	Medgar Evers College	10/01/2024	01/18/2025

Select Home Course

Subject ENGL - English
Catalog 150 - College English II
ENGL 150 - College English II

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Queensborough CC	Undergraduate	2025 Spring Term	Regular	ENGL - English	102 - English Composition II: Introduction to Literature	English Composition II: Introduction to Literature

Comments

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/>	2025 Summer Term	Undergraduate	Medgar Evers College	03/01/2025	07/11/2025
<input checked="" type="checkbox"/>	2025 Fall Term	Undergraduate	Medgar Evers College	03/01/2025	08/18/2025

Email: tajmarie.pusey@student.mec.cuny.edu
Home College: Medgar Evers College
Cumulative GPA: 2.771
*Permit Type: Major Elective
Permit Method: Manually
Program: Undergraduate
Plan: Psychology BA

Select Home Course

Subject: PSYC - Psychology
Catalog: 150-General Psychology
PSYC 150 - General Psychology

ePermit Successfully Submitted

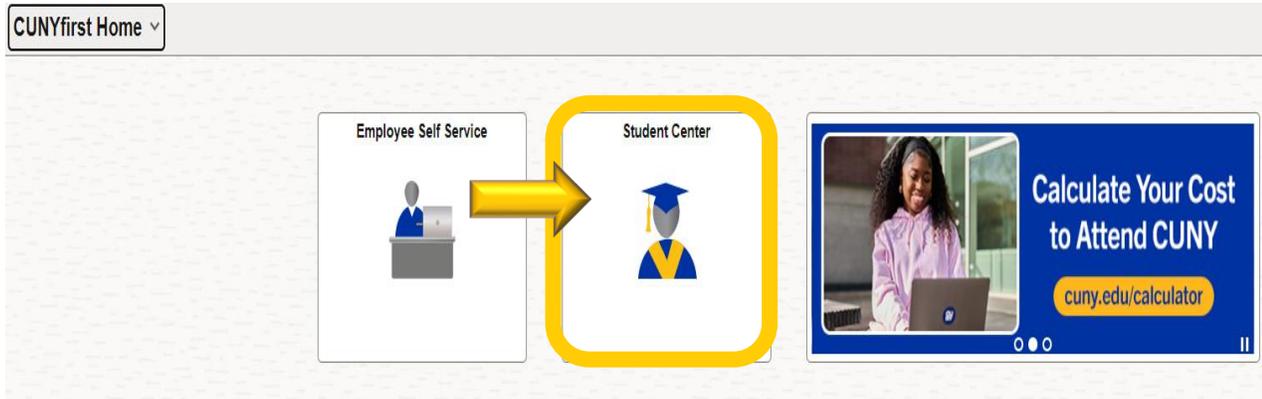
OK

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

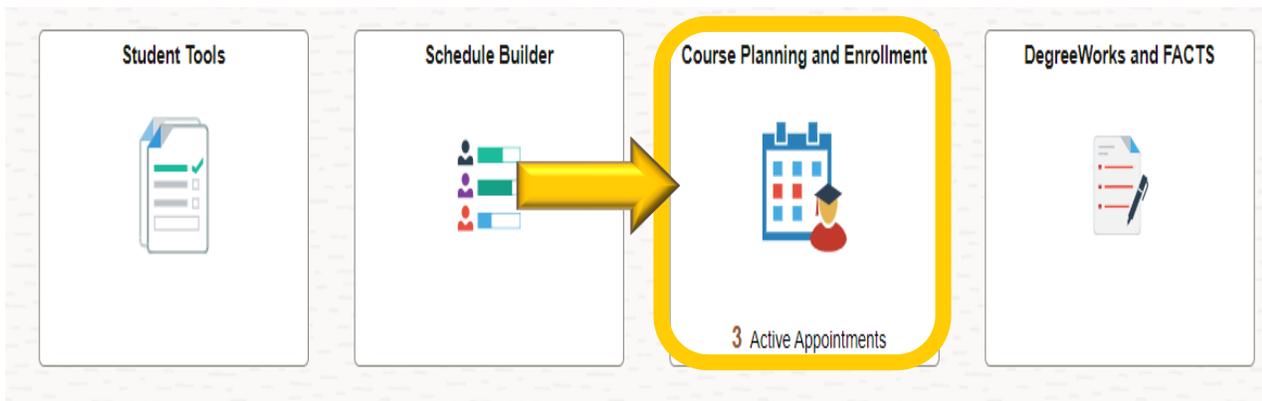


How to Manually initiate an e-Permit in CUNYfirst (Cont.....)

- ❖ 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”

The screenshot shows the 'Add ePermit' page. In the left sidebar, the 'Add ePermit' button is highlighted with a yellow box and a yellow arrow pointing to it. The main content area shows a table titled 'Terms Open for ePermit Application' with columns for 'Add ePermit', 'Term', 'Career', 'Institution', 'ePermit Begin Date', and 'ePermit End Date'. Two rows are visible, both with 'N' in the 'Add ePermit' column.

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> N	2025 Summer Term	Undergraduate	Medgar Evers College	03/01/2025	07/11/2025
<input type="checkbox"/> N	2025 Fall Term	Undergraduate	Medgar Evers College	03/01/2025	08/18/2025

❖ Pick the term you want to add the ePermit for. Toggle on the “N” button to change it to “Y” for “Medgar Evers College”

This screenshot shows the 'Add ePermit' page with the 'Add ePermit' button in the left sidebar highlighted. In the table, the 'Y' button in the 'Add ePermit' column for the 2025 Fall Term is highlighted with a yellow box and a yellow arrow. The form below the table is partially visible, showing fields for Email, Home College, Cumulative GPA, Permit Type, Permit Method, Program, and Plan.

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> N	2025 Summer Term	Undergraduate	Medgar Evers College	03/01/2025	07/11/2025
<input checked="" type="checkbox"/> Y	2025 Fall Term	Undergraduate	Medgar Evers College	03/01/2025	08/18/2025

❖ Review the Career, the Institution, the ePermit Start and End Dates for accuracy

This screenshot shows the 'Add ePermit' page with the 'Add ePermit' button in the left sidebar highlighted. In the table, the 'Y' button in the 'Add ePermit' column for the 2025 Fall Term is highlighted with a yellow box and a yellow arrow. The form below the table is fully visible, showing fields for Email, Home College, Cumulative GPA, Permit Type, Permit Method, Program, and Plan.

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> N	2025 Summer Term	Undergraduate	Medgar Evers College	03/01/2025	07/11/2025
<input checked="" type="checkbox"/> Y	2025 Fall Term	Undergraduate	Medgar Evers College	03/01/2025	08/18/2025



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

- ❖ 1. Click on the downward arrow to add the “ePermit Type”. Ex: General Elective or Major Elective
- ❖ 2. Go to “Select Home Course”
 - Subject
 - Catalog

Add ePermit

View My Classes/Schedule
Enrollment Appointments
Class Search and Enroll
Browse Course Catalog
ePermit
Add ePermit with Equiv Courses
Add ePermit
My ePermits
Course History
View Grades
Honors and Awards
Milestones
Advisors

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> N	2025 Summer Term	Undergraduate	Borough of Manhattan CC	10/28/2024	07/10/2025
<input type="checkbox"/> N	2025 Summer Term	Undergraduate	Medgar Evers College	03/04/2025	07/07/2025
<input checked="" type="checkbox"/> Y	2025 Fall Term	Undergraduate	Medgar Evers College	03/04/2025	08/17/2025
<input type="checkbox"/> N	2025 Spring Term	Undergraduate	Guttman CC	10/21/2024	06/14/2025

Email 14philips@gmail.com
Home College Medgar Evers College
Cumulative GPA 0.000
***Permit Type** Major Elective
Permit Method Manually
Program Undergraduate
Plan Computer Science BS

1

Add ePermit

View My Classes/Schedule
Enrollment Appointments
Class Search and Enroll
Browse Course Catalog
ePermit
Add ePermit with Equiv Courses
Add ePermit
My ePermits
Course History
View Grades
Honors and Awards
Milestones
Advisors

*Permit Type Major Elective
Permit Method Manually
Program Undergraduate
Plan Computer Science BS

Select Home Course

Subject ACCT - Accounting
Catalog 217-Principles of Accounting I
ACCT 217 - Principles of Accounting I

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Borough of Manhattan CC	Undergraduate	1259 - 2025 Fall Term	Regular	ACC - Accounting	100 - Elementary Acct Ia	ACC 100 - Elementary Acct Ia

Comments
I cannot take ACCT at MEC due to time conflict

2



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

❖ 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.

4

3

4a

4

4a

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



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”**

1

Open ePermit Terms for Home College

view ePermits	Term	Career	Home College	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> N	2025 Spring Term	Undergraduate	Medgar Evers College	10/01/2024	01/18/2025
<input type="checkbox"/> N	2025 Summer Term	Undergraduate	Medgar Evers College	03/01/2025	07/11/2025
<input type="checkbox"/> N	2025 Fall Term	Undergraduate	Medgar Evers College	03/01/2025	08/18/2025

2

Open ePermit Terms for Home College

<input type="checkbox"/> N	2025 Spring Term	Undergraduate	Medgar Evers College	10/01/2024	01/18/2025
<input type="checkbox"/> N	2025 Summer Term	Undergraduate	Medgar Evers College	03/01/2025	07/11/2025
<input checked="" type="checkbox"/> Y	2025 Fall Term	Undergraduate	Medgar Evers College	03/01/2025	08/18/2025

Select ePermit to View Details

Nbr	Host Institution	Term	Subject	Catalog	Course Description	ePermit Status
1	Medgar Evers College	2025 Fall Term	PSYC	150	PSYC 150 - General Psychology	Initiated

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



How to Check the Status of a Submitted e-Permit Request (Cont.....)

NOTE: “ePermit Status” will show the current status of your request. If your request is “Approved”, this signifies that your ePermit request has been completely approved 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”

The screenshot shows a web interface for 'ePermit Details'. At the top, there are buttons for 'Cancel ePermit' and 'Close'. Below, a table lists permit details:

Email Address	omari lyn@lc.cuny.edu	Career	Undergraduate
Home College	Lehman College	Program	Undergraduate
Cum GPA	3.809	Plan	Computer Science BS
Term	2025 Spring Tr	ePermit Status	Denied
Permit Type	General Elective	Created By	

An arrow points from the 'ePermit Status: Denied' field to a 'Comments' section on the right. The 'Comments' section contains a field labeled 'eRegistrar Comments' with the text 'Deny message from Registrar here'.



How to Cancel an e-Permit Request

- ❖ 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

My ePermits

View My Classes/Schedule
Enrollment Appointments (3)
Class Search and Enroll
Browse Course Catalog
ePermit
Add ePermit with Equiv Courses
Add ePermit
My ePermits
Course History
View Grades
Honors and Awards

Open ePermit Terms for Home College

	Term	Career	Home College	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> N	2025 Spring Term	Undergraduate	Medgar Evers College	10/01/2024	01/18/2025
<input type="checkbox"/> N	2025 Summer Term	Undergraduate	Medgar Evers College	03/01/2025	07/11/2025
<input checked="" type="checkbox"/> Y	2025 Fall Term	Undergraduate	Medgar Evers College	03/01/2025	08/18/2025

Select ePermit to View Details

Nbr	Host Institution	Term	Subject	Catalog	Course Description	ePermit Status
1	Medgar Evers College	2025 Fall Term	PSYC	150	PSYC 150 - General Psychology	Initiated

Cancel ePermit

- ❖ Click on the **“Cancel”** button located on the bottom right corner of the e-Permit form

ePermit Details

Cancel ePermit Close



How to Cancel an e-Permit Request

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.

The screenshot shows the CUNYfirst e-Permit interface. The 'My ePermits' section is active, displaying details for a permit. A yellow arrow points to the 'Cancel ePermit' button. A second yellow arrow points to a confirmation dialog box asking 'Are you sure you want to cancel?' with 'Yes' and 'No' buttons. A third yellow arrow points to the 'ePermit Details' window where the status is 'Cancelled'.

Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description
Brooklyn College	Undergraduate	1259	1	PSYC	2200	PSYC 2200 - Lifespan Development

ePermit Details

Email Address: tajmarie.pusey@student.mec.cuny.edu Career: Undergraduate
Home College: Medgar Evers College Program: Undergraduate
Cum GPA: 2.771 Plan: Psychology BA
Term: 2025 Fall Term ePermit Status: Cancelled
Permit Type: Major Elective Created By: 24278327
Permit Method: Manually 04/22/2025 1:44:09PM
ePermit # 1 Last Update: 24278327
Home Course: PSYC 150 - General Psychology 04/22/2025 2:05:20PM

Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description
Brooklyn College	Undergraduate	1259	1	PSYC	2200	PSYC 2200 - Lifespan Development

Comments

eRegistrar Comments



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.

The screenshot shows the 'My ePermits' section of the CUNYfirst system. On the left is a navigation menu with options like 'View My Classes/Schedule', 'Enrollment Appointments', 'Class Search and Enroll', 'Browse Course Catalog', 'ePermit', 'Add ePermit with Equiv Courses', 'Add ePermit', 'My ePermits', 'Course History', 'View Grades', and 'Honors and Awards'. The 'My ePermits' option is selected and highlighted in blue. A yellow arrow points from this menu item to the 'View ePermits' column of the 'Open ePermit Terms for Home College' table. This table lists three terms: 2025 Spring Term, 2025 Summer Term, and 2025 Fall Term. The '2025 Fall Term' row has a yellow box around the 'Y' in the 'View ePermits' column, with a yellow arrow pointing to it. Below this table is another table titled 'Select ePermit to View Details'. A yellow arrow points from the 'My ePermits' menu item to the 'Host Institution' column of this table, which shows 'Medgar Evers College'. Another yellow arrow points from the 'ePermit Status' column of this table, which shows 'Cancelled', to the right.

View ePermits	Term	Career	Home College	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> N	2025 Spring Term	Undergraduate	Medgar Evers College	10/01/2024	01/18/2025
<input type="checkbox"/> N	2025 Summer Term	Undergraduate	Medgar Evers College	03/01/2025	07/11/2025
<input checked="" type="checkbox"/> Y	2025 Fall Term	Undergraduate	Medgar Evers College	03/01/2025	08/18/2025

Nbr	Host Institution	Term	Subject	Catalog	Course Description	ePermit Status
	Medgar Evers College	2025 Fall Term	PSYC	150	PSYC 150 - General P	Cancelled

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*



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

