Office of the Registrar

The ePermit Process

Overview

The process for applying for an ePermit has changed, beginning with the Winter 2016 session. The CUNY Portal will no longer be used. Students interested in applying for an ePermit at another CUNY college will do so via CUNYfirst. Students will now use CUNYfirst to request an ePermit from their HOME college, and once approved, enroll for the approved course at the HOST college.

Before applying for an ePermit, students should obtain registration dates and procedures from their HOST college.

NOTE: You must complete a separate ePermit request for each course you want to take at another CUNY college. You must identify the HOME college equivalent course for each course taken at the HOST college. Tuition is paid at the HOME college. Any additional fees related to the ePermit course are paid to the HOST college.

Also note that an ePermit does not automatically register a student for a course, nor does approval of an ePermit guarantee enrollment at the HOST college. Once you have enrolled at the HOST college, cancellation of an ePermit does not delete your course registration.

Who is eligible to use the ePermit approval request system?

- Matriculated students currently in attendance at a CUNY college (HOME college)

- Undergraduate students with a minimum cumulative GPA of at least 2.00

- Students cannot have any holds on their records

- Students must meet all HOME college registration requirements such as residency and immunization

- Newly admitted and continuing Macaulay Honors college, ROTC and CUNY BA students with advisor approval.

Who is NOT eligible to use the ePermit approval request system?

• Non-degree students

• Newly admitted undergraduate or graduate students prior to completing their first term at the HOME college with the minimum GPA.

<u>**Sign into CUNYfirst to apply for an ePermit at:**</u>

www.cuny.edu/ePermit

Student Rights & Responsibilities

- **Permit course:** Each permit request is for a single course and its equivalent. Thus, a student needs to complete a permit request for each equivalent course he/she would like to take at other CUNY colleges. Courses taken on permit must meet the student's outstanding degree requirement.
- **Course grade:** Courses will be transferred to the HOME college and recorded with the grade assigned by the HOST college which will be included in the combined GPA. The number of credits transferred for each course will be the value assigned by the HOST college and not the HOME college. (e.g., ENGL 178 is 4 credits at HOME college, an equivalent course taken on permit is 3 credits at the HOST college; upon transfer the student is awarded 3 credits on their HOME college transcript with the HOST college's name duly noted.)
- **Course cancellation:** 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 both the HOME and HOST campuses as well as the ePermit request. **The student must notify his/her HOME college of the cancellation before classes begin to avoid a tuition liability and to prevent any academic consequences.** ePermit course cancellation adheres to the CUNY refund policy dates and deadlines published in the academic calendar.
- **Financial Aid:** It is the student's responsibility to make certain that his/her total credits meet financial aid eligibility and credit load requirements. Students should meet with an academic advisor at their HOME college with any course related questions. Questions concerning financial aid can be addressed by a financial aid counselor at the HOME college.
- **Tuition:** Tuition is charged and paid at a student's HOME college. Students eligible for financial aid are to apply through their HOME college and are responsible for meeting any credit load requirements. Tuition is calculated based on the HOST college credits. Courses for which material fees are applied are paid by the student to the HOST college.

Frequently Asked Questions

How do I identify courses at CUNY to apply for an ePermit in CUNYfirst?

You may select in Self Service the ePermit option. This enables you to search across CUNY for equivalent courses with a link to scheduled class sections for a specific term.

How do I initiate the ePermit Request in CUNYfirst?

You will need to login to CUNYfirst and access Self Service to initiate the ePermit request.

How can I check the status of submitted ePermit request?

After submitting the request in CUNYfirst, you may view the status of the request in Self Service at any time.

What happens once my ePermit request is approved?

- The status of the request is updated to Approved.
- An auto-generated email will be sent to the HOME college Registrar's Office and each potential HOST college.
- You should confirm all enrollment activity in CUNYfirst Self Service.

How will my course(s) be transferred to my Hostos record?

Courses will be transferred to the HOME college and recorded with the grade assigned by the HOST college which will include their combined GPA. The number of credits transferred for each course will be the value assigned by the HOST college and not the HOME college. (e.g., BIO 181 is 4 credits at HOME college, an equivalent course taken on permit is 3 credits at the HOST college; upon transfer the student is awarded 3 credits on their HOME college transcript with the HOST college's name duly noted.)

How do I cancel my approved ePermit request/course?

You may cancel your ePermit request at any time prior to registering at the HOST college. If you enroll in a course at the selected HOST college and decide not to attend the course, **it is your responsibility to cancel the course registration at the HOME and HOST campuses as well as the ePermit request. You must notify the HOME college of the cancellation request before classes begin to avoid a tuition liability and to prevent any academic consequences.** An ePermit cancelled after the first day of the term is subject to CUNY refund policy dates and deadlines published in the <u>academic calendar.</u>

Will I receive Financial Aid for the course(s) taken on ePermit?

It is your responsibility to make certain that your total credits meet financial aid eligibility and credit load requirements.You should meet with an academic advisor at your HOME college with any course related questions. Questions concerning financial aid can be addressed by a financial aid counselor at the HOME college.

Where do I pay for the courses I take on ePermit?

Tuition is charged and paid at your HOME college. If you are eligible for financial aid, you should apply through your HOME college and you are responsible for meeting any credit load requirements. Tuition is calculated based on the HOST college credits. Courses for which material fees are applied are paid by the student to the HOST college.