HOW TO APPLY FOR AN EPERMIT

1. CUNY students who wish to take online courses at CUNY SPS can do so by filing an ePermit application.

2. The ePermit system can be accessed through CUNYfirst:

   NAVIGATION: Student Center → Academics drop-down menu → ePermit

3. On the next screen, you will have to select the appropriate term and then select the type of permit you wish to create.
   - If you want to request an ePermit to take a specific course at CUNY SPS, select “Add ePermit.”
   - If you wish to search to see what courses at other CUNY schools are equivalent to a particular course at your home college, select “Add ePermit with Equivalent Courses.”

4. If you selected “Add ePermit” because you want to apply for an online course at CUNY SPS, you will be brought to an ePermit screen without any courses entered. Select the Permit Type (General Elective, Major Elective, Required Core, or Flexible Core). You can choose to have the SPS course

Adapted from BMCC’s “How to Apply for an ePermit”
fulfill a degree requirement as indicated by the permit type. Next, enter information about the SPS course: SPS is the Host College, the Career (undergraduate or graduate course), the Subject, and Course Number. If filling for the Wintersession, please remember to check the “Winter” box. Add comments if you wish, click submit, and you are finished. Proceed to Step 9 of these instructions.

5. If you select “Add ePermit with Equivalent Courses” you will be brought to your home college’s course catalog where you must select the subject and course you are looking to complete at another CUNY school.

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6. After selecting a course, you will be brought to the Course Detail screen, which includes information such as prerequisites and the course description. To file the ePermit you must click “fetch equivalent CUNY courses.”

7. The next screen will show you a list of all CUNY schools that have an equivalent course. You can click “view class sections” to see what sections are available. To file the ePermit, click the “Request ePermit” box for the desired schools and then click “epermit form.”
8. On the ePermit form screen, you must select the Permit Type. You can delete or add additional colleges to the form by clicking the plus or minus signs at the end of the row. Comments for the approver can also be added in the Comments box. If filing for the Winter session, please remember to check the “Winter” box. Click “submit.” Your permit has been submitted to the Registrar.

![Image of ePermit form]

9. You can check the status of a submitted ePermit by going to the same screen where you request to add an ePermit. Select “Search ePermit” to show a list of all submitted ePermits for that term. If you select a specific permit, you can see if the Registrar added any comments to your application.

![Image of ePermit search]

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10. In order to cancel existing ePermits, go to the “Search ePermit” screen and select the desired permit. On the next window, click the “Cancel” button at the bottom right of the screen.