ePermit for Students

Permit Out – taking a class at another CUNY campus

Students may apply to take a class at another CUNY campus. This will require:

1) Clearing any holds with Enrollment impact
2) Submitting an ePermit application, described below
3) Application is approved by Registrar at Grad Center (HOME campus)
4) Application is approved by your academic department
5) HOST campus activates you in their system
6) You enroll in the class at the HOST campus

Check for enrollment Holds:

In your student Center verify you have “No Holds”

If you have a hold, click into the details to see what you have to do to clear the hold

ePermit Application

In your student Center, in the Academics section, select “ePermit” from the drop down list

click on the >> button

Select the “Add ePermit” radio button

Then select the term you wish to take the class:

Click [Continue] button
Select General Elective in the Permit Type

Select the HOST college course information, using the drop down lists, or search tool for each selection.

Enter any comments you need to justify this ePermit (permit out) to your academic department.

Click the Submit button.

You can return to the epermit page, selecting “Search ePermit” and the term to see the status of your application.
To cancel the application: select the ePermit, click [Continue], then click [Cancel] in the permit.

Registrar and Departmental Approvals

Your ePermit is then routed through the Registrar’s office and to your academic department for approval. You will see this status when it is waiting for approval by your department:

Afterwards, it is approved once more by the Registrar and forwarded to your HOST campus. Then the ePermit Status will change to “Approved”:

HOST campus

At this point you may communicate directly with the registrar’s office at the HOST campus to find out about the registration dates and policies for ePermit students. You will be enrolling into the class using the enrollment functionality in your Student Center.