

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

The screenshot shows three sections: 'Holds' with 'No Holds.', 'To Do List' with 'No To Do's.', and 'Milestones' with 'Advanced to Candidacy' and 'Passed First Exam'.

ePermit Application

In your student Center, in the Academics section,

select “ePermit” from the drop down list

click on the >> button

The screenshot shows the 'Academics' section with a dropdown menu set to 'ePermit' and a '>>' button next to it. Other links like 'Search', 'Plan', 'Enroll', and 'My Academics' are visible.

Select the “Add ePermit” radio button

Then select the term you wish to take the class:

Click [Continue] button

The screenshot shows a form titled 'Select Term on Home College' with three radio buttons: 'Add ePermit with Equivalent Courses', 'Add ePermit' (selected), and 'Search ePermit'. Below is a table with columns: Term, Career, Institution, ePermit Begin Date, and ePermit End Date.

Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/> 2018 Summer Term	Graduate School Graduate	The Graduate Center	04/26/2018	05/28/2018
<input type="checkbox"/> 2018 Fall Term	Graduate School Graduate	The Graduate Center	04/26/2018	08/26/2018

Buttons: RETURN, CONTINUE

Select General Elective in the Permit Type

Email Address: [redacted] Career: Graduate School Graduate
 Home College: The Graduate Center Program: Doctor of Philosophy
 Cum GPA: 3.884 Plan: Educational Psychology PHD
 *Permit Type: **General Elective** (selected)
 Term: 2018 Summer Term Permit Status:
 Home Course: Created By: [redacted] 04/26/18 3:55:33PM
 ePermit #: 1 Permit Method: Manually Last Update:

Search for Home Course

Subject: [] Catalog: []

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
John Jay Ct	Grad	1186	5W1	LAW	700	LAW 700 - Int Forensic Psy

Comments: []

Submit

Return to Student Center

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

Add ePermit with Equivalent Courses
 Add ePermit
 Search ePermit

Select a term

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/>	2018 Spring Term	Graduate School Graduate	The Graduate Center	11/15/2017	01/26/2018
<input checked="" type="checkbox"/>	2018 Summer Term	Graduate School Graduate	The Graduate Center	04/26/2018	05/28/2018
<input type="checkbox"/>	2018 Fall Term	Graduate School Graduate	The Graduate Center	04/26/2018	08/26/2018

Select ePermit then click Continue

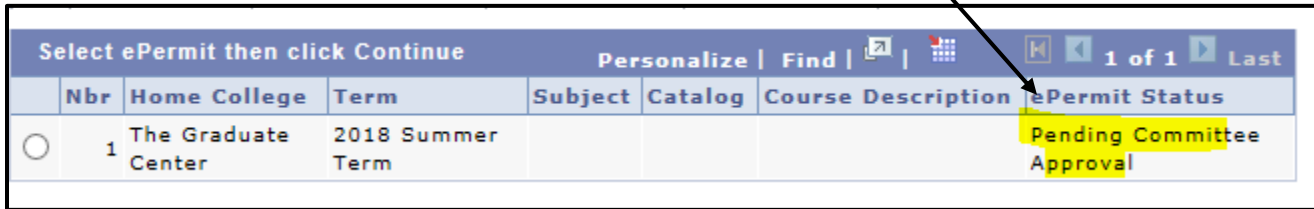
	Nbr	Home College	Term	Subject	Catalog	Course Description	ePermit Status
<input type="radio"/>	1	The Graduate Center	2018 Summer Term				Initiated

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.

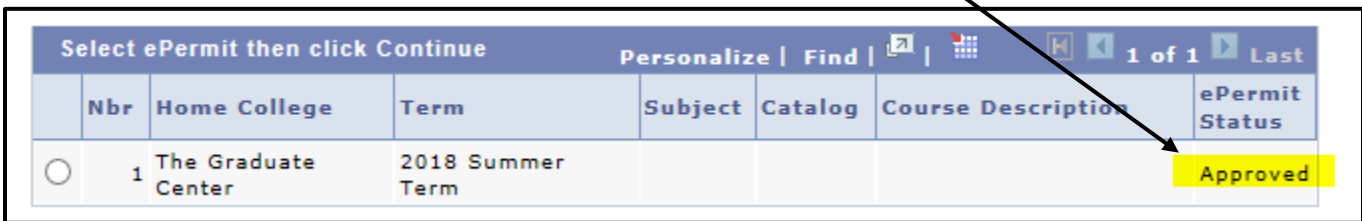
You will see this status when it is waiting for approval by your department:



Select ePermit then click Continue							Personalize Find [grid icon] [back icon] 1 of 1 [forward icon] Last
Nbr	Home College	Term	Subject	Catalog	Course Description	ePermit Status	
<input type="radio"/>	1 The Graduate Center	2018 Summer Term				Pending Committee Approval	

Afterwards, it is approved once more by the Registrar and forwarded to your HOST campus

Then the ePermit Status will change to "Approved"



Select ePermit then click Continue							Personalize Find [grid icon] [back icon] 1 of 1 [forward icon] Last
Nbr	Home College	Term	Subject	Catalog	Course Description	ePermit Status	
<input type="radio"/>	1 The Graduate Center	2018 Summer Term				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.