

Checking the Status of your ePermit Out Request

- Under the “Academic Records” tile, select “ePermit” on the left- hand navigation:

Select Term on Home College

Add ePermit with Equivalent Courses
 Add ePermit
 Search ePermit

Select a term

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/>	2022 Fall Term	Graduate School Graduate	Graduate Center	03/27/2022	08/24/2022
<input type="checkbox"/>	2023 Spring Term	Graduate School Graduate	Graduate Center	10/30/2022	01/24/2023

Select ePermit then click Continue

	Nbr	Home College	Term	Subject	Catalog	Course Description
<input checked="" type="radio"/>	1	Graduate Center	2022 Fall Term			

[Continue](#)

- On the top section, select “Search ePermit”. You will see the terms you have submitted a request populate, select the box for the term you are reviewing.
- Once selected, you will see a bottom section populate with the request you are reviewing, select the radio button for the term and click “Continue” to review the status of your request.

- On the ePermit request form, students can review the status of their request:

Home College: Graduate Center **Program:** Master of Arts
Cum GPA: 3.900 **Plan:** Digital Humanities MA
Permit Type: General Elective
Term: 2022 Fall Term **Permit Status:** **Approved**
Home Course: **Created By:** 23642475 04/21/22 2:01:12PM
ePermit #: 1 **Permit Method:** Manually **Last Update:** 23642475 04/21/22 2:09:32PM

Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description
School of Professional Studies	Graduate	1229	1	DSAB	627	DSAB 627 - Disability and Narrative

Comments:
 I would like to apply to take this course. I hope to complete my thesis on disability studies and accessibility. I am also a disabled student, and as such, this course interests me and is relevant to my potential future research and career prospects.

eRegistrar Comments:

[Cancel](#)

Approve
 ePermit Approval: **Approved**

- **Permit Status:** There are 4 types of permit statuses students can get:
 - **Initiated:** Once the student submits their new request, the status automatically populates to initiated. This means the Office of the Registrar must review the request and send it to the proper academic department for review.
 - **Pending Committee Approval:** The academic department is in process of reviewing the request. If the Program has approved the request, it is then sent to the Office of the Registrar for further review.
 - **Approved:** If the Program approves the request, the Registrar's office will automatically approve the request.
 - **Denied:** If the course the student selected is not approved by the program, the department can deny the request. If the student placed an ePermit request for a Graduate Center course, the Office of the Registrar will automatically deny the request.