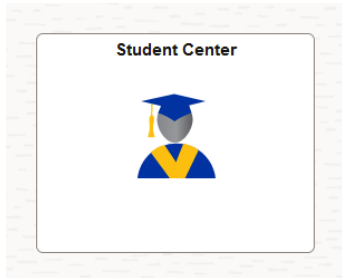




Guide to Apply for ePermit (Undergraduate Students)

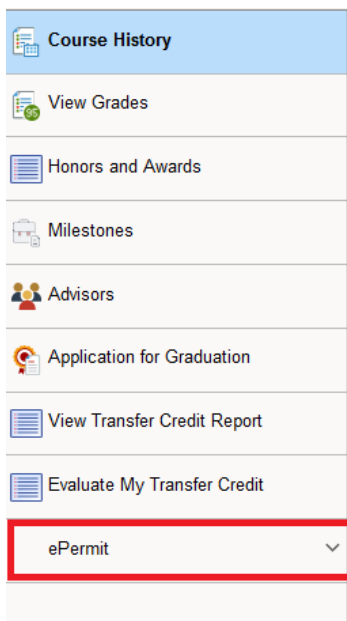
1. Select “Student Center”






2. Select “Academic Records”



3. Select “ePermit” from left-hand side menu





 Application for Graduation
 View Transfer Credit Report
 Evaluate My Transfer Credit
ePermit ^
Add ePermit with Equiv Courses
Add ePermit
My ePermits

5. Search for the CCNY course you would like to ePermit. For this example, we will use “ART 10000” as the outgoing course.

The City College of New York Change

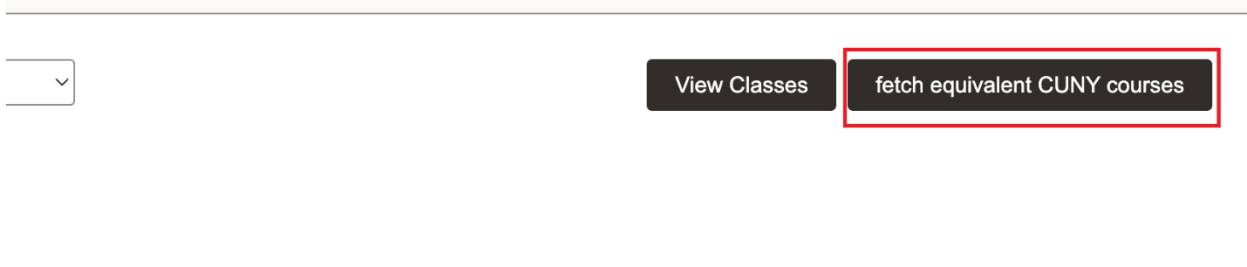
<ul style="list-style-type: none"> Course History View Grades Honors and Awards Milestones 	<p>Search for Courses ?</p> <p style="border: 2px solid red; padding: 2px;">ART 10000</p> <p>Additional ways to search</p> <p>> Recently Viewed</p>
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6. Select course from search results. For this example, we are selecting ART 10000.

<p>Number of Units</p> <p><input type="radio"/> 0 - 3 Units</p> <p><input type="radio"/> 4 - 7 Units</p> <p>Typically Offered</p> <p><input type="radio"/> Fall, Spring</p>	<p>View Search Results</p> <p>16 results for keyword: "ART 10000"</p> <div style="border: 2px solid red; padding: 2px;"> <p>ART 10000 - Introduction to the Visual Arts of the World</p> <p>3 units Typically Offered Fall, Spring</p> </div> <p><small>ART 10000 - Discover The Secrets of Life</small></p>
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7. Click on “Fetch Equivalent CUNY Courses”



8. Select the CUNY School you would like to attend, for this example Lehman College will be selected. To view available course sections at host school you may click on View Class sections. Click on the box so button will change to “Yes.”

Borough of Manhattan CC	ART 110 - Art Survey I	*** This course has not been scheduled. ***	
Baruch College	ART 1010 - Art Survey	*** This course has not been scheduled. ***	
Bronx CC	ART 11 - Introduction to Art History		View Class sections <input type="checkbox"/> No
Lehman College	ARH 167 - Tradition and Innovation in the Art of the West		View Class sections <input type="checkbox"/> No
York College	FA 104 - Introduction to Fine Arts	*** This course has not been scheduled. ***	
Hunter College	ARTCR 101 - Intr Stdy Vis Experi	*** This course has not been scheduled. ***	

9. Click on “Apply for e-Permit”

NEW EQUIVALENT CUNY COURSES

City College

ART 10000 Introduction to the Visual Arts of the World

Close [Apply for ePermit](#)

Equivalent Courses found at other Institutions 22 rows

Host Institution	Course	View Class sections	Request ePermit
College of Staten Island	ART 100 - Introduction to the Visual Arts	View Class sections	<input type="checkbox"/> No
Kingsborough CC	ART 3100 - Survey of Art History: Prehistory to the Present	View Class sections	<input type="checkbox"/> No
LaGuardia CC	ART 101 - Intro To Art	*** This course has not been scheduled. ***	



10. The term(s) available for ePermit will display at the top of the form. Select “Permit Type” from drop down list

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> Y	2024 Summer Term	Undergraduate	City College	10/09/2023	07/02/2024
<input type="checkbox"/> Y	2024 Fall Term	Undergraduate	City College	03/01/2024	09/23/2024

Email

Home College City College

Cumulative GPA

*Permit Type

Permit Method

Program CUNY Baccalaureate

Plan General Elective

Major Elective

Pathways College Option

Pathways Flexible Core

Subject Pathways Required Core

Catalog Study Abroad

Select Home Course

Visual Arts of the World

11. Select “Host Term”, “Host Session” and Enter any comments for approver to review

Select Home Course

Subject ART - Art

Catalog 10000 - Introduction to the Visual Arts of the World

ART 10000 - Introduction to the Visual Arts of the World

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	Catalog Number
Lehman College	Undergraduate	2024 Fall Term		ARTH - Art History	167 - Tradition and Innovation in the Art of the West

Comments



12. Click “Submit” to submit your ePermit request

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> Y <input type="checkbox"/>	2024 Summer Term	Undergraduate	City College	10/09/2023	07/02/2024
<input type="checkbox"/> Y <input type="checkbox"/>	2024 Fall Term	Undergraduate	City College	03/01/2024	08/23/2024

Email: maddur000@ccny.cuny.edu
Home College: City College
Cumulative GPA: 3.269
*Permit Term: [dropdown menu]

13. Your ePermit request successfully submitted.

