Guide to Apply for ePermit (Undergraduate Students)
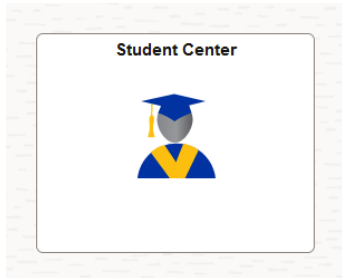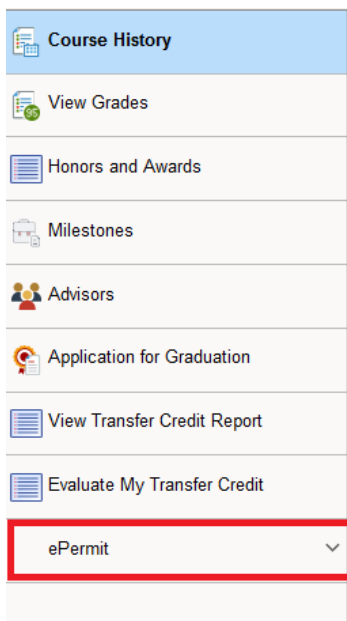
1. Select "Student Center"

Student Center

2. Select "Academic Records"

Academic Records

3. Select "ePermit" from left-hand side menu

| Course History |
| View Grades |
| Honors and Awards |
| Milestones |
| Advisors |
| Application for Graduation |
| View Transfer Credit Report |
| Evaluate My Transfer Credit |
| ePermit |

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.

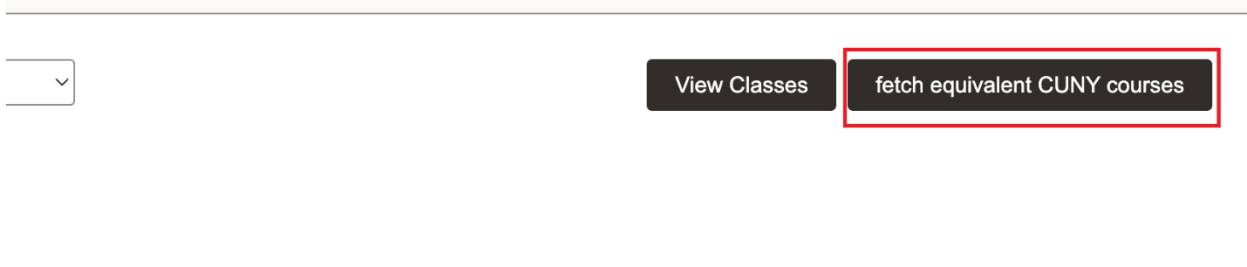The City College of New York   Change

Course History

View Grades

Honors and Awards

Milestones

Search for Courses ⓘ

ART 10000

Additional ways to search

> Recently Viewed

6. Select course from search results. For this example, we are selecting ART 10000.

∨ Number of Units
- 0 - 3 Units
- 4 - 7 Units

∨ Typically Offered
- Fall, Spring

View Search Results

16 results for keyword:"ART 10000"

ART 10000 - Introduction to the Visual Arts of the World
3 units Typically Offered Fall, Spring

BIO 10000 - Biology: The Strategy of Life

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	No
Lehman College	ARH 167 - Tradition and Innovation in the Art of the West		View Class sections	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"

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	No
Kingsborough CC	ART 3100 - Survey of Art History: Prehistory to the Present		View Class sections	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

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

12. Click "Submit" to submit your ePermit request

13. Your ePermit request successfully submitted.