

Guide to Apply for ePermit (Graduate Students)

1. Select "Student Center"



2. Select "Academic Records"



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







4. Select "Term" by clicking in the box to switch to "Yes"

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
N	2024 Summer Term	Undergraduate	City College	10/09/2023	07/02/2024
Y 🗌	2024 Fall Term	Undergraduate	City College	03/01/2024	08/23/2024
	Email				

5. Select "Permit Type" from drop down menu.

	Home College	City College	
C	umulative GPA		
	*Permit Type	~ `	
	Permit Method		
Select Home Co	Program Plan I rse	CUNY Baccalaureate General Elective Major Elective Pathways College Option Pathways Elevible Core	
	Subject Catalog	Pathways Required Core Study Abroad	 •





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- 6. Select "Home Course"
 - A. Select "Subject" from drop down menu. For this example, ART will be selected.
 - B. Select "Catalog" from drop down menu. For this example, 10000 will be selected

Subject	ART - Art 👻	
Catalog	10000-Introduction to the Visual Arts of the World	~
	ART 10000 - Introduction to the Visual Arts of the World	

- 7. Select Host college information.
 - A. Select "Host College". For this example, Lehman College will be used.

	сшан	-	
Se	Baruch College Borough of Manhattan CC Bronx CC Brooklyn College City College College of Staten Island Graduate Center Guttman CC Hostos CC	^	y College 269 eneral Elective v anually dergraduate anagmnt & Admin BA
Г	Hunter College John Jay College Kingsborough CC LeGeardia 33 Lehman College		ART - Art
	Macaulay Honors College Medgar Evers College NYC College of Technology Queens College	~	*Host Career Host Term *Host Session
		~	





8. Select "Host Career"

Select Host Information							
+							
*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description	
Lehman College ~	Graduate 🗸	~]				-
Commonts	Doctoral						
Commenta	Graduate		~				
	Undergraduate		6				
	·						

9. Select "Host Term". For this example, Fall 2024 will be used.

Catalog 10000-Introduction to the Visual Arts of the World v
ART 10000 - Introduction to the Visual Arts of the World

Select Host Information

+							
*Host College	*Host Career	Host Term	fost •S	Subject	*Catalog Number	Description	
Lehman College	Graduate	,v					-
Comments		1246 - 2024 Summer Term					
		1249 - 2024 Fall Term					





10. Select "Host Session"

Select Host Information

+							
"Host College "Ho	ost Career	Host Term	"Host Session	iubject	*Catalog Number	Description	
Lehman College v Gr	raduate ~	1249 - 2024 Fall Term 🗸	· · · · ·				-
Comments			Regular Academic Session Seven Week - First Seven Week - Second				

11. Select Host school "Subject" and "Catalog Number"

	*Subject	*Catalog Number	Description
on	ART - Art	✓ 607 - Fundamentals of Ceramic Hand Building	 ART 607 - Fundar

12. Enter any comments for ePermit approver in the "Comments Box"

Comments	Lehman College	∽ Graduate	✓ 1249 - 2024 Fall Term	~ Regu	ılar Academic Session 🗸
	Comments			[1])	





13. Click "Submit"



14. ePermit request successfully submitted.

ePermit Successfully Submitted	
ОК	

