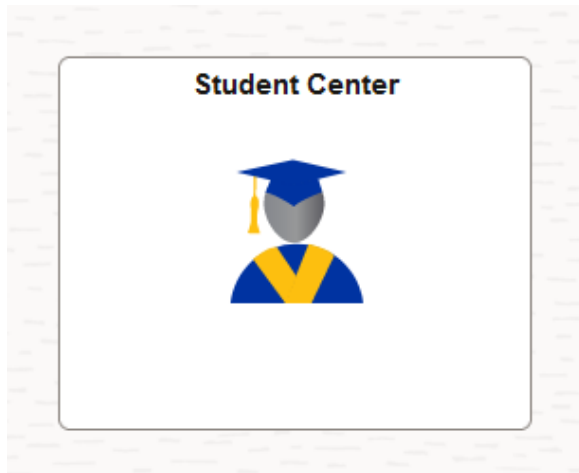


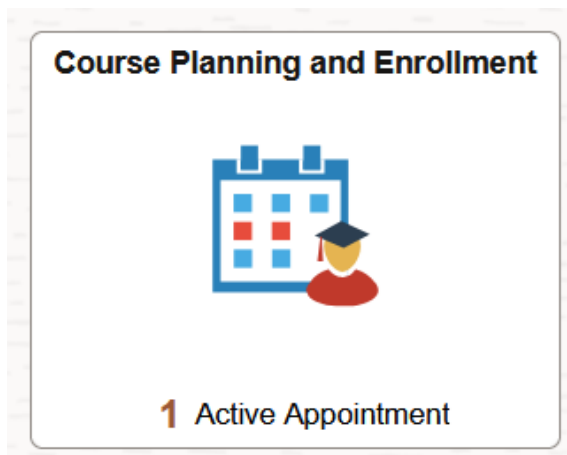


Cancel ePermit Request Guide

1. Select "Student Center"



2. Select "Academic Records"





3. From the menu on the left-hand side, select “My ePermits”.

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

4. Select the term by clicking on the box and changing to “Yes”, Fall 2024 will be used for this example.

Open ePermit Terms for Home College

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

5. Select the permit request you would like to cancel.

Select ePermit to View Details

Nbr	Subject	Catalog	Course Description	ePermit Status
2	ART	10000	ART 10000 - Introduction to the Visual Arts of the World	Initiated >
1	ART	10000	ART 10000 - Introduction to the Visual Arts of the World	Denied >

6. Click on "Cancel ePermit"

ePermit Details

Cancel ePermit

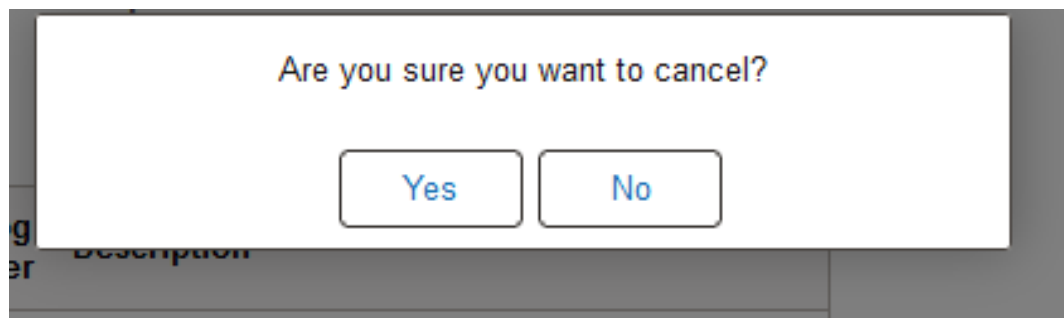
Close

Email Address	mabdurr000@citymail.cuny.edu	Career	Undergraduate
Home College	City College	Program	Undergraduate
Term	1249	Plan	Managmnt & Admin BA
Cum GPA	0.000	ePermit Status	Initiated
Term	2024 Fall Term	Created By	24144484
Permit Type	General Elective		05/15/2024 2:02:58PM
ePermit #	2	Last Update	24144484
Permit Method	Manually		05/15/2024 2:20:10PM

Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description
Lehman College	Graduate	1249	1	ART	607	ART 607 - Fundamentals of Ceramic Hand Building



7. Confirm you would like to cancel request.
 - a. Note: you must confirm that you would like to cancel the ePermit request by clicking on the “Yes” button.



Cancel request has been submitted. The Registrar’s Office will receive an email with the cancelation request and the PERM billing code will be removed from your records within 2-4 business days.