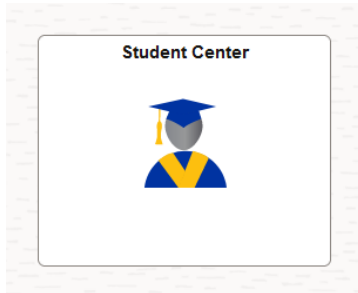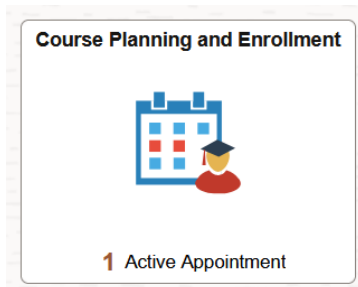# Guide to Apply for ePermit (Graduate Students)
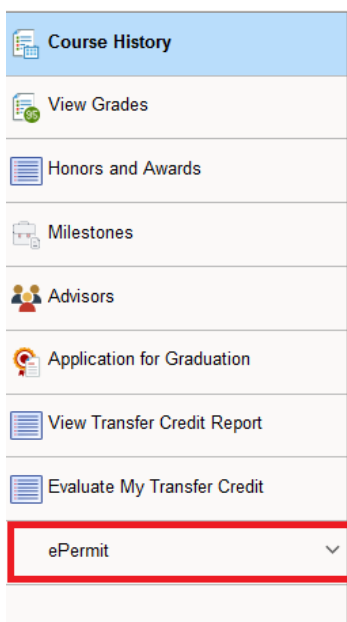
1. Select "Student Center"

2. Select "Academic Records"

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

4. Select Add "Add ePermit"

ePermit	∧
Add ePermit with Equiv Courses	
Add ePermit	
My ePermits	
📇 Course History	
📇 View Grades	
📄 Honors and Awards	

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

Terms Open for ePermit Application

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

Home College City College

Cumulative GPA 3.269

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

Home College   City College

Cumulative GPA

*Permit Type [⌄]

Permit Method
           CUNY Baccalaureate
   Program
           General Elective
      Plan
           Major Elective

           Pathways College Option

Select Home Course
           Pathways Flexible Core

           Pathways Required Core
      Subject
           Study Abroad

      Catalog

7. 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

Plan   Managmnt & Admin BA

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

8. Select Host college information.
   A. Select "Host College". For this example, Lehman College will be used. If host college is not listed check with host school to see if they are accepting ePermit request.

9. Select "Host Career"

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

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	Description
Lehman College	Graduate					—

1246 - 2024 Summer Term
1249 - 2024 Fall Term

Comments

11. Select "Host Session"

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Lehman College	Graduate	1249 - 2024 Fall Term				—

Regular Academic Session
Seven Week - First
Seven Week - Second

Comments

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

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

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

| Lehman College ⌄ | Graduate ⌄ | 1249 - 2024 Fall Term ⌄ | Regular Academic Session ⌄ |

Comments

14. Click "Submit"

Submit

15. ePermit request successfully submitted.

ePermit Successfully Submitted

OK