HOW TO APPLY FOR AN EPERMIT

EPERMIT ELIGIBILITY: Students who wish to request an ePermit must:

- Have completed at least 1 semester at BMCC
- Have at least a 2.0 GPA
- Have no holds on the student’s account that would prevent registration into BMCC courses (Bursar, Advisement, etc.)
- Have less than 30 transfer credits applied towards their degree requirements at BMCC, which includes ePermit credits
- Have not already received a grade (pass or fail) for the BMCC version of the course (You cannot repeat courses via ePermit.)
- Select a course that is required within the student’s current major at BMCC.

EPERMIT PROCESS: BMCC students who wish to take a course at another CUNY school can do so by filing an ePermit application. The request will be sent to the BMCC ePermit team for review, within 2-3 business days students will receive a decision on their request via an email to their BMCC email address as well as an update to the ePermit status in CUNYFirst. If the ePermit request is approved, the information is automatically sent to the Host College (where you want to take the course), who will set up the student with an enrollment appointment (This can take up to a week). Please be advised that the approval of an ePermit does not guarantee you a seat in a course/section.

REQUESTING AN EPERMIT:

1. The ePermit system can be accessed through CUNYfirst:

   NAVIGATION: Student Center ➔ Academics drop-down menu ➔ ePermit

2. On the next screen you will have to select the appropriate term, and then select the type of permit you wish to create.
   - If you want to see what courses at other CUNY schools are equivalent to a particular course at BMCC select “Add ePermit with Equivalent Courses”. (See Step 3)
   - If you want to request an ePermit for a specific course at a specific college select “Add ePermit”. (See Step 7)
   - If you want to check on the status or cancel previously requested ePermits, select “Search ePermit” (See Step 8)
3. If you select “Add ePermit with Equivalent Courses” you will be brought to the BMCC course catalog where you must select the subject and course you are looking to complete at another CUNY school.

4. After selecting a course, you will be brought to the Course Detail screen which includes information such as prerequisites and the course description. To file the ePermit you must click “fetch equivalent CUNY courses”
5. The next screen will show you a list of all CUNY schools which have an equivalent course. To file the ePermit click the “Request ePermit” box for the desired schools and then click “epermit form”.

6. On the ePermit form screen, you must choose where you believe the Host College course will fulfill a degree requirement by selecting the permit type (general elective, major elective, Pathways, etc.) 1, and you can delete or add any additional colleges to the form by clicking the plus or minus signs at the end of the row 2. Additional comments for the approver can also be added in the Comments box 3. If requesting an ePermit for the Winter session, please remember to check the “Winter” box 4. Once the form is complete you must click “submit”. Once your ePermit has been submitted to the BMCC Registrar for review, please allow 2-3 business days for a response.
7. If you selected “Add ePermit” because you did not want to search for equivalencies to a BMCC course but instead want to apply for a specific course at another CUNY school you will be brought to an ePermit screen without any courses entered. Enter the Host College and course information into the form 2. Select the Permit Type 1 and the Host College course 2 (see Step 6 for details). You can also choose a Home College equivalency, but this is not required to apply for the permit. You also must choose where you believe the Host College course will fulfill a degree requirement by selecting the permit type (general elective, major elective, Pathways, etc.) 1.

8. You can check the status of submitted ePermit by going to the same screen where you request to add an ePermit. After selecting the appropriate BMCC semester, select “Search ePermit” to show a list of all submitted ePermits for that term. By selecting a specific permit and clicking “Continue” you can see the Registrar’s decision/comments, if available.
9. In order to cancel existing ePermits, select the appropriate BMCC semester, mark the “Search ePermit” button, and select the desired permit you wish to cancel. On the next screen (pictured below) click the “Cancel” button at the bottom right of the screen. As with all ePermit requests, please allow 2-3 days for the ePermit team to review and cancel the ePermit/drop any PERM courses.

If you have any questions or concerns regarding ePermits, please contact: ePermit@bmcc.cuny.edu.