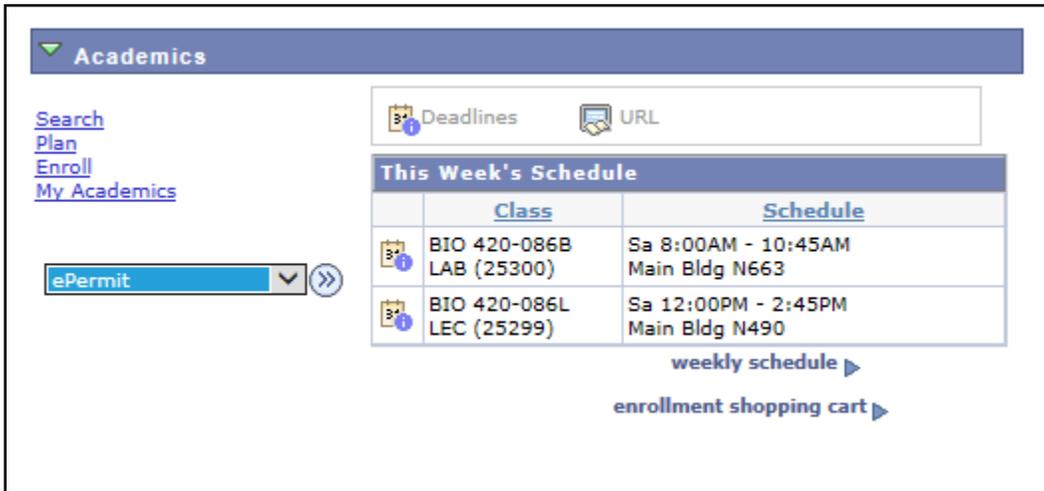


## HOW TO APPLY FOR AN EPERMIT

1. BMCC students who wish to take a course at another CUNY school can do so by filing an ePermit application. Students with a GPA under 2.0 or who are in their 1<sup>st</sup> semester are not eligible to file ePermits. Please note that if you are an ROTC or CUNY BA student in your first semester, you can take classes on ePermit, but you must come to the Registrar's Office to obtain a paper permit form
2. The ePermit system can be accessed through CUNYfirst:

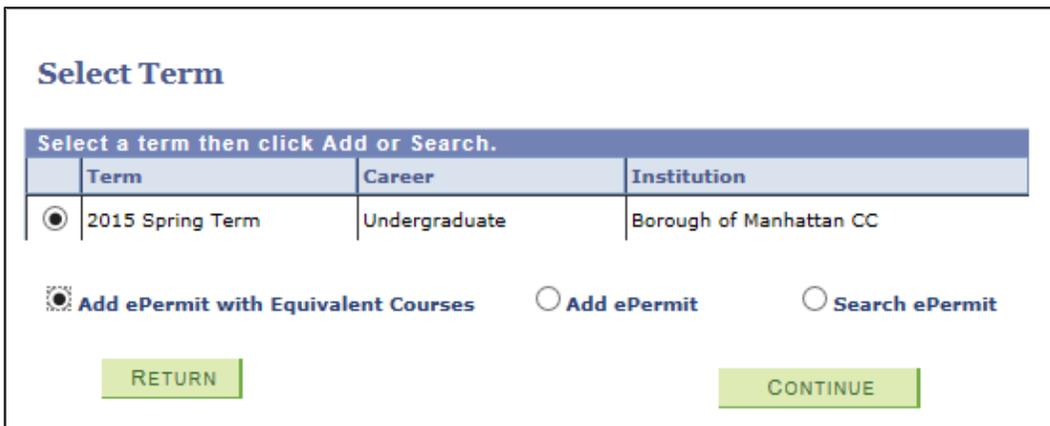
**NAVIGATION: Student Center → Academics drop-down menu → ePermit**



The screenshot shows the 'Academics' menu in CUNYfirst. On the left, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these is an 'ePermit' button with a dropdown arrow and a right-pointing arrow. On the right, there are 'Deadlines' and 'URL' icons. Below that is a 'This Week's Schedule' table with two rows of class information. At the bottom of the table are links for 'weekly schedule' and 'enrollment shopping cart'.

	Class	Schedule
	BIO 420-086B LAB (25300)	Sa 8:00AM - 10:45AM Main Bldg N663
	BIO 420-086L LEC (25299)	Sa 12:00PM - 2:45PM Main Bldg N490

3. 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 wish to search to see what courses at other CUNY schools are equivalent to a particular course at BMCC select **"Add ePermit with Equivalent Courses"**.
  - If you want to request an ePermit to take a specific course at a specific college select **"Add ePermit"**.



The screenshot shows the 'Select Term' screen. It has a header 'Select a term then click Add or Search.' Below that is a table with three columns: 'Term', 'Career', and 'Institution'. The first row is selected with a radio button. Below the table are three radio buttons for 'Add ePermit with Equivalent Courses', 'Add ePermit', and 'Search ePermit'. At the bottom are two green buttons: 'RETURN' and 'CONTINUE'.

Term	Career	Institution
<input checked="" type="radio"/> 2015 Spring Term	Undergraduate	Borough of Manhattan CC

Add ePermit with Equivalent Courses     Add ePermit     Search ePermit

- 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.

### Browse Course Catalog

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**Select Institution** Borough of Manhattan CC change

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COLLAPSE ALL
EXPAND ALL

Select subject code to display or hide course information.

▼ **ACC - ACC - Accounting**

Course Nbr	Course Title	Typically Offered
<a href="#">122</a>	<a href="#">Accounting Principles I</a>	All Terms
<a href="#">222</a>	<a href="#">Accounting Principles II</a>	All Terms
<a href="#">231</a>	<a href="#">Accounting Applications on Microcomputers</a>	All Terms
<a href="#">241</a>	<a href="#">Taxation: Federal</a>	All Terms
<a href="#">330</a>	<a href="#">Intermediate Accounting I</a>	All Terms
<a href="#">331</a>	<a href="#">Accounting Information Systems</a>	All Terms
<a href="#">350</a>	<a href="#">Cost Accounting I</a>	All Terms
<a href="#">360</a>	<a href="#">Government and Not-For-Profit Accounting</a>	All Terms
<a href="#">370</a>	<a href="#">Forensic Accounting &amp; Fraud Analysis</a>	All Terms
<a href="#">430</a>	<a href="#">Intermediate Accounting II</a>	All Terms
<a href="#">451</a>	<a href="#">Cost Accounting II</a>	Fall, Spring

- 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”**

**ACC 122 - Accounting Principles I**

**Course Detail**

<b>Career</b>	Undergraduate	<a href="#">view class sections</a>
<b>Units</b>	3.00	
<b>Grading Basis</b>	Graded	
<b>Course Components</b>	Lecture      Required	
<b>Campus</b>	Borough of Manhattan CC	<a href="#">fetch equivalent CUNY courses</a>
<b>Academic Group</b>	Borough of Manhattan CC	
<b>Academic Organization</b>	Accounting	

**Enrollment Information**

<b>Typically Offered</b>	All Terms
<b>Enrollment Requirement</b>	Prerequisite: ESL 62 and ACR 94 and MAT 8

**Description**

The course covers the fundamental principles of accounting and the practical use of accounting tools and techniques. Topics covered include the definition and scope of accounting, accounting records and processes, books of original and subsequent entry, work sheets, adjusting and closing entries, accounting for cash, accounting for negotiable instruments, and accounting for plant assets. An investigation is made of accounting for service businesses and trading concerns.

6. The next screen will show you a list of all CUNY schools which have an equivalent course. You can click **“view class sections”** to see what sections are available at the other school. To file the ePermit click the **“Request ePermit”** box for the desired schools and then click **“epermit form”**.

Host Institution	Course	Request ePermit		
Baruch College	ACC 2101 - Principles of Accounting	<input type="checkbox"/>		<a href="#">view class sections</a>
Baruch College	ACC 3000 - Financial Accounting I	<input type="checkbox"/>		<a href="#">view class sections</a>
Bronx Community College	ACC 11 - Fundamental Accounting I	<input type="checkbox"/>	*** This course has not been scheduled. ***	
Brooklyn College	ACCNT 1 - Introductory Accounting	<input type="checkbox"/>	*** This course has not been scheduled. ***	
Brooklyn College	ACCT. 2001 - Introductory Accounting	<input type="checkbox"/>		<a href="#">view class sections</a>
College of Staten Island	ACC 114 - Introduction to Accounting I	<input type="checkbox"/>		<a href="#">view class sections</a>
City College	ECO 20450 - Principles of Accounting 1	<input type="checkbox"/>		<a href="#">view class sections</a>
City College	ECO 36000 - Principles of Accounting I	<input type="checkbox"/>	*** This course has not been scheduled. ***	
Hostos Community College	ACC 100 - Introduction to Accounting	<input type="checkbox"/>		<a href="#">view class sections</a>
Hostos Community College	ACC 1841 - College Accounting IA	<input type="checkbox"/>	*** This course has not been scheduled. ***	

[Return to Course Detail](#)      [epermit form](#)

- On the ePermit form screen, you must select the Permit Type (Elective, Study Abroad, etc.), 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. Additional comments for the approver can also be added in the Comments box. If filing for the Winter session, please remember to check the “Winter” box. Once the form is complete the student clicks “submit”. You permit has now been submitted to the Registrar. Please allow 2-3 business days for a response.

Email Address [Redacted] Career Undergraduate  
 Home College Borough of Manhattan CC Program Undergraduate  
 Cum GPA 4.000 Plan Liberal Arts  
 \*Permit Type [Dropdown] Permit Status  
 Term 2015 Spring Term Winter:   
 Home Course ACC 122 - Accounting Principles I

*Host College	*Subject	*Catalog Number	Description		
Baruch College	ACC	3000	Financial Accounting I	+	-
College of Staten Island	ACC	114	Introduction to Accounting I	+	-

Comments [Text Area]  
 submit

- 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. Select the Permit Type and the Host College course. You can also choose a Home College equivalency, but this is not required to apply for the permit. You can simply choose to have the Host College course fulfill a degree requirement as indicated by the permit type (general elective, major elective, etc.).

Email Address [Redacted] Career Undergraduate  
 Home College Borough of Manhattan CC Program Undergraduate  
 Cum GPA 3.866 Plan Liberal Arts AA  
 \*Permit Type [Dropdown] Permit Status  
 Term 2015 Fall Term Winter:   
 Home Course

Search for Home Course  
 Subject [Search] Catalog [Search]

*Host College	*Career	*Subject	*Catalog Number	Description		
[Dropdown]	[Dropdown]	[Search]	[Search]		+	-

Comments [Text Area]  
 submit

9. You can check the status of submitted ePermit by going to the same screen where you request to add an ePermit. Select **“Search ePermit”** to show a list of all submitted ePermits for that term. By selecting a specific permit you can see if the Registrar added any comments to the application.

**Select Term**

Select a term then click Add or Search.

Term	Career	Institution
<input checked="" type="radio"/> 2015 Spring Term	Undergraduate	Borough of Manhattan CC

Add ePermit with Equivalent Courses  
 Add ePermit  
 Search ePermit

Select ePermit then click Continue

Home College	Term	Subject	Catalog	Course Description	ePermit Status
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	ACC	122	Accounting Principles I	Cancelled
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	ACC	122	ACC 122 - Accounting Principles I	Initiated
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	ACC	222	Accounting Principles II	Cancelled
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	CHE	110	General Chemistry	Approved
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	AST	110	AST 110 - General Astronomy	Cancelled
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	THE	100	Introduction to Theatre	Initiated
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	CHE	201	Chemistry I	Cancelled
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	CIS	200	Introduction Systems and Technologies	Initiated
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	MAT	206	Precalculus	Approved
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	BIO	420	Microbiology	Cancelled
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	BUS	150	Business Communication	Initiated
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	SPE	240	Interpersonal Communication	Initiated
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	HIS	225	History of Women	Initiated
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	ENG	321	Film	Cancelled
<input checked="" type="radio"/> Borough of Manhattan CC	2015 Spring Term	PHY	110	General Physics	Denied

<b>Email Address</b>	[REDACTED]	<b>Career</b>	Undergraduate
<b>Home College</b>	Borough of Manhattan CC	<b>Program</b>	Undergraduate
<b>Cum GPA</b>	4.000	<b>Plan</b>	Liberal Arts
<b>Permit Type</b>	General Elective	<b>Permit Status</b>	Denied
<b>Term</b>	2015 Spring Term	<b>Winter:</b>	<input type="checkbox"/>
<b>Home Course</b>	PHY 110 - General Physics		

*Host College	*Subject	*Catalog Number	Description
Bronx Community College	PHY	24	Principles Of General Physics

**Comments**

**eRegistrar Comments**      You do not meet the necessary prerequisites for this course (MAT 41 or 51).

[Return to Student Center](#)

10. In order to cancel existing ePermits, go to the “Search ePermit” screen and select the desired permit. On the next screen click the “Cancel” button at the bottom right of the screen.

<b>Email Address</b>	[REDACTED]	<b>Career</b>	Undergraduate
<b>Home College</b>	Queensborough CC	<b>Program</b>	Undergraduate
<b>Cum GPA</b>	2.100	<b>Plan</b>	Computer Information Sys AAS
<b>Permit Type</b>	For testing	<b>Permit Status</b>	Initiated
<b>Term</b>	2014 Fall Term	<b>Winter:</b>	<input type="checkbox"/>
<b>Home Course</b>	AR 251 - Drawing I		

*Host College	*Subject	*Catalog Number	Description		
Kingsborough Community College	ART	5700	Drawing I	+	-
LaGuardia Community College	HUA	103	Beginning Drawing	+	-
Queens College	ARTS	151	Drawing I	+	-

**Comments**

**eRegistrar Comments**

**cancel**