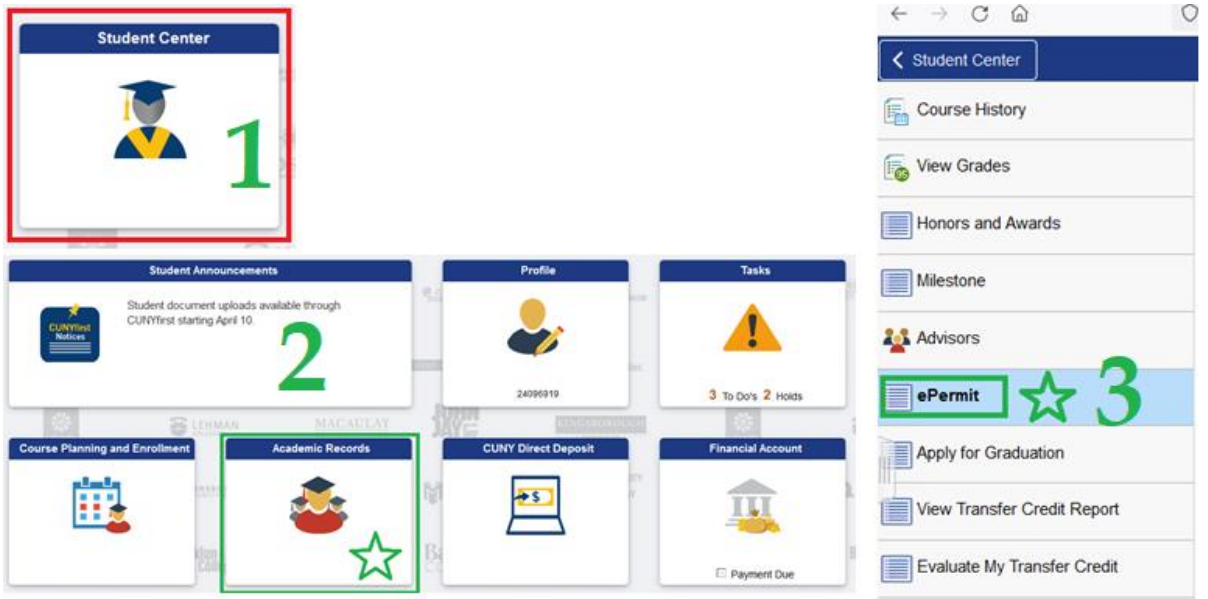


CUNYfirst ePermit Application Steps

Background BMCC students who wish to take a course at another CUNY school can fill out the ePermit application in CUNYFirst. The request will reviewed by the BMCC ePermit team, and within 2-3 business days students will receive a decision on their request both at their BMCC email address at the ePermit page in CUNYFirst. If approved, the Host College (where you want to take the course), will set up an enrollment appointment (This can take up to a week). The approval of an ePermit does not guarantee you a seat in a course/section.

Procedure Please follow the steps in the table below to complete the task.

Step	Action
	Sign into CUNYfirst (https://home.cunyfirst.cuny.edu) with your CUNYfirst UserName and Password.
1	<p>Select Student Center → Academics Records → ePermit</p> 

2

On the next screen you will have to select the type of permit you wish to create (A) and which semester you want to take the class (B) before selecting Continue (C). You must be able to enroll into that semester at BMCC in order to request an epermit for that same semester.

- If you want to see what courses at other CUNY schools are equivalent to a particular course at BMCC (ie. Everything that will transfer back as BMCC's ENG201) select **"Add ePermit with Equivalent Courses"**.
(See Step 3)
- If you want to request an ePermit for a specific course at a specific college and aren't sure how it transfers back to BMCC, select **"Add ePermit"**.
(See Step 7)
- If you already submitted a request for an epermit and want to either check on the status or cancel it, select **"Search ePermit"**
(See Step 8)

Select Term on Home College

A ☒

Add ePermit with Equivalent Courses

Step 3

☐

Add ePermit

Step 7

☐

Search ePermit

Step 8

Select a term

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
B <input checked="" type="checkbox"/>	2022 Spring Term	Undergraduate	Borough of Manhattan CC	11/08/2021	03/30/2022

C

Continue

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.

Browse Catalog

Select Institution

Borough of Manhattan CC

Change

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Collapse All

Expand All

Select subject code to display or hide course information.

✓ ACC - ACC - Accounting

Course Nbr	Course Title	Typically Offered
122	Accounting Principles I	All Terms
150	Personal Accounting and Financial Literacy	All Terms
222	Accounting Principles II	All Terms
231	Accounting Applications on Microcomputers	All Terms
241	Taxation: Federal	All Terms
241H	Taxation: Federal (Honors)	Offered as needed

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 see the equivalent courses at other CUNY schools, select **“fetch equivalent CUNY courses”**

Course Offer Details

Course Detail


[Return to Browse Course Catalog](#)

BIO 425 - Anatomy and Physiology I

Course Detail

Career	Undergraduate	
Units	4.00	
Grading Basis	Graded	
Course Components	Laboratory Lecture	Required Required
Campus	Borough of Manhattan CC	
Academic Group	Borough of Manhattan CC	
Academic Organization	Science	

[View Class Sections](#)

[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 check the **“Request ePermit”** box for the desired schools and then click **“epermit form”**. *If the course is not being offered, the box will be greyed out and unable to be checked (see the red X's).*

Borough of Manhattan CC BIO 425 - Anatomy and Physiology I

ePermit

☐ ☐

1-10 of 35

Host Institution	Course	Request ePermit	
Baruch College	BIO 4010 - Human Physiology	<input type="checkbox"/>	View Class Sections
Baruch College	BIO 3025 - Human Physiology	X	*** This course has not been scheduled. ***
Bronx CC	BIO 23 - Human Anatomy and Physiology I	<input type="checkbox"/>	View Class Sections
Bronx CC	BIO 21 - The Human Body	<input type="checkbox"/>	View Class Sections
Brooklyn College	KINS. 3275 - Human Anatomy	X	*** This course has not been scheduled. ***
Brooklyn College	HNSC. 2302 - Human Anatomy and Physiology 1	X	*** This course has not been scheduled. ***

Bronx CC	BIO 21 - The Human Body	<input checked="" type="checkbox"/>	
Brooklyn College	KINS. 3275 - Human Anatomy	<input type="checkbox"/>	*** This course has not been scheduled. ***
Brooklyn College	HNSC. 2302 - Human Anatomy and Physiology 1	<input type="checkbox"/>	*** This course has not been scheduled. ***
Brooklyn College	BIOL 61 - Anat & Physiol 1	<input type="checkbox"/>	*** This course has not been scheduled. ***
Brooklyn College	KINS. 3281 - Human Anatomy and Physiology 1	<input type="checkbox"/>	*** This course has not been scheduled. ***
Brooklyn College	PED 2275 - Human Anatomy	<input type="checkbox"/>	*** This course has not been scheduled. ***
Brooklyn College	HNSC. 2300 - Human Physiology	<input type="checkbox"/>	*** This course has not been scheduled. ***

[Return to Course Detail](#)

[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**.

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.

ePermit page

Email Address: @stu.bmcc.cuny.edu Career: Undergraduate
 Home College: Borough of Manhattan CC Program: Undergraduate
 Cum GPA: 4.000 Plan: Accounting CERT
 *Permit Type: **1**
 Term: 2022 Spring Term Permit Status:
 Home Course: Anatomy and Physiology I Created By: 75 03/23/22 1:08:28PM
 ePermit #: 1 Permit Method: Auto Last Update:

Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description	2
Baruch College	Undergraduate	1222	<input type="text"/>	BIO	4010	Human Physiology	+ -
Bronx CC	Undergraduate	1222	<input type="text"/>	BIO	21	The Human Body	+ -
Bronx CC	Undergraduate	1222	<input type="text"/>	BIO	23	Human Anatomy and Physiology I	+ -

Comments: **3**

Submit

[Return](#)

Permit Type Options:

*Permit Type: **1**

Term:


Home Course:

ePermit #:

CUNY Baccalaureate
 General Elective
 Major Elective
 Pathways College Option
 Pathways Flexible Core
 Pathways Required Core
 Study Abroad


Host College	Hos

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. **This form MUST be filled out IN ORDER from left to right** (Numbers 1 through 6). If you do not fill it out in order, the options will not populate correctly. First, select the Permit Type (**A**) and then complete the permit in (#s 1 through 6). If you are unsure what to put, click on the Magnifying Glass icon  and you will be given a list of options to choose from.







Optional: You can include the Home College equivalent course and/or a comment to the ePermit team at BMCC, but this is not required to apply for the permit.

When you are done, click Submit to submit the request to the ePermit team for review (B**).**

Email Address:	a@stu.bmcc.cuny.edu	Career:	Undergraduate
Home College:	Borough of Manhattan CC	Program:	Undergraduate
Cum GPA:	3.900	Plan:	Business Administration AS
*Permit Type:	A 	Permit Status:	
Term:	2022 Spring Term	Created By:	j92 03/23/22 1:45:42PM
Home Course:		Last Update:	
ePermit #:	1	Permit Method:	Manually

Search for Home Course

Subject:		Catalog:	
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





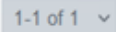
Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description
1 	2 	3 	4 	5 	6 	

Comments: 

B

Submit

Permit Type Options:

*Permit Type:	1 	Search by: Session begins with			
Term:					
Home Course:					
ePermit #:		Search Results			
 		 			
<ul style="list-style-type: none"> CUNY Baccalaureate General Elective Major Elective Pathways College Option Pathways Flexible Core Pathways Required Core Study Abroad 		<table border="1"> <thead> <tr> <th>Session</th> </tr> </thead> <tbody> <tr> <td>2ndSession</td> </tr> </tbody> </table>		Session	2ndSession
Session					
2ndSession					

When you click on the Host Session magnifying glass, this is an example of how the options for Sessions will appear

8

You can check the status of submitted ePermit by choosing “**Search ePermit**” and the BMCC semester you requested to take the class. This page will show a list of all submitted ePermits for that term and their current status. By selecting a specific permit and clicking “**Continue**” you can see the full request details, and any comments.

Select Term on Home College

Select Term on Home College

☐ Add ePermit with Equivalent Courses
 ☐ Add ePermit
 ☒ **Search ePermit**

Select a term

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/>	2022 Spring Term	Undergraduate	Borough of Manhattan CC	11/08/2021	03/30/2022
<input type="checkbox"/>	2022 Fall Term	Undergraduate	Borough of Manhattan CC	04/01/2022	08/25/2022

Select ePermit then click Continue

☐

☐ 1-1 of 1

	Nbr	Home College	Term	Subject	Catalog	Course Description	ePermit Status
<input checked="" type="checkbox"/>	1	Borough of Manhattan CC	2022 Spring Term	BIO	425	Anatomy and Physiology I	Initiated



9

In order to cancel existing ePermits, click the “**Search ePermit**” button, select the appropriate BMCC semester, click the desired permit you wish to cancel, then click Continue to pull up the full ePermit details. On the next screen click the “**Cancel**” button on the bottom right. Please allow 2-3 days for the ePermit team to cancel the ePermit and drop any PERM courses from your BMCC record.

ePermit page

Email Address:	z001@stu.bmcc.cuny.edu	Career:	Undergraduate
Home College:	Borough of Manhattan CC	Program:	Undergraduate
Cum GPA:	4.000	Plan:	Accounting CERT
Permit Type:	General Elective	Permit Status:	Initiated
Term:	2022 Spring Term	Created By:	75 03/23/22 1:10:50PM
Home Course:	Anatomy and Physiology I	Last Update:	875 03/23/22 1:12:15PM
ePermit #:	1	Permit Method:	Auto

1-2 of 2

Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description
Kingsborough CC	Undergraduate Kingsborough CC	1222	2	BIO	1100	Human Anatomy and Physiology I
LaGuardia CC	Undergraduate LaGuardia CC	1222	2	SCB	203	Human Anatomy & Physiology 1

Comments:

eRegistrar Comments:

Cancel

★

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