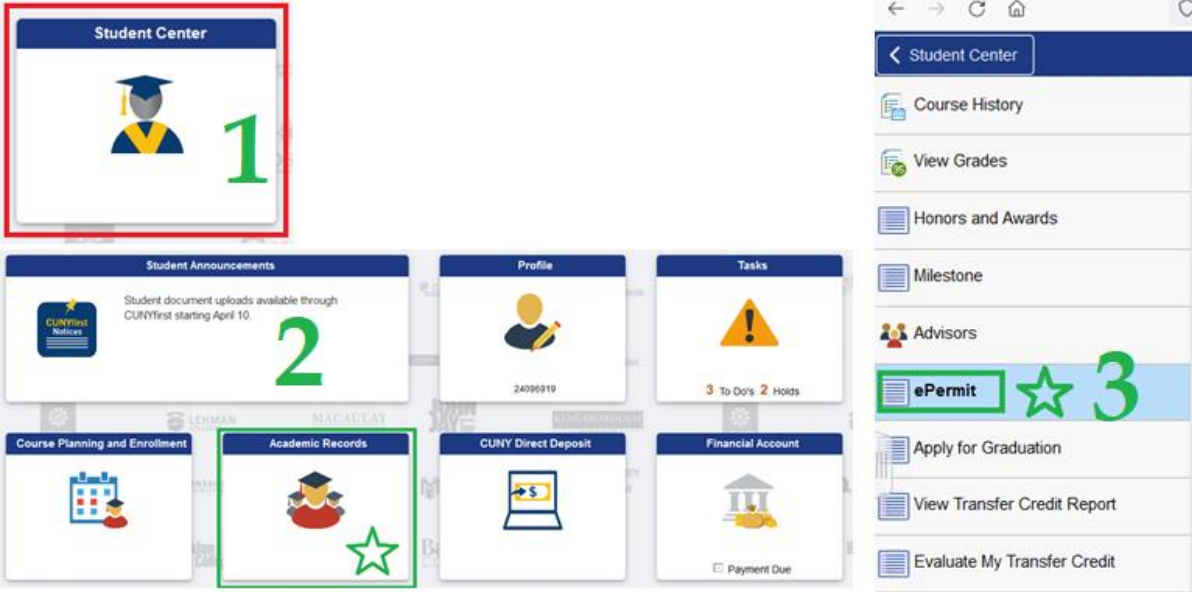# CUNYfirst ePermit Status/Cancellation Steps

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	Select **Student Center → Academics Records → ePermit**

2	On the next screen, if you already submitted a request for an epermit and want to either check on the status or cancel it, select **"Search ePermit"**

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
☑	2022 Spring Term	Undergraduate	Borough of Manhattan CC	11/08/2021	03/30/2022
☐	2022 Fall Term	Undergraduate	Borough of Manhattan CC	04/01/2022	08/25/2022

3	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
☑	2022 Spring Term	Undergraduate	Borough of Manhattan CC	11/08/2021	03/30/2022
☐	2022 Fall Term	Undergraduate	Borough of Manhattan CC	04/01/2022	08/25/2022

Select ePermit then click Continue

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	Nbr	Home College	Term	Subject	Catalog	Course Description	ePermit Status
⦿	1	Borough of Manhattan CC	2022 Spring Term	BIO	425	Anatomy and Physiology I	Initiated

Continue

4	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:	
Permit Type:	General Elective		Accounting CERT
Term:	2022 Spring Term	Permit Status:	Initiated
Home Course:	Anatomy and Physiology I	Created By:	75 03/23/22 1:10:50PM
ePermit #:	1 Permit Method: Auto	Last Update:	875 03/23/22 1:12:15PM

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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.