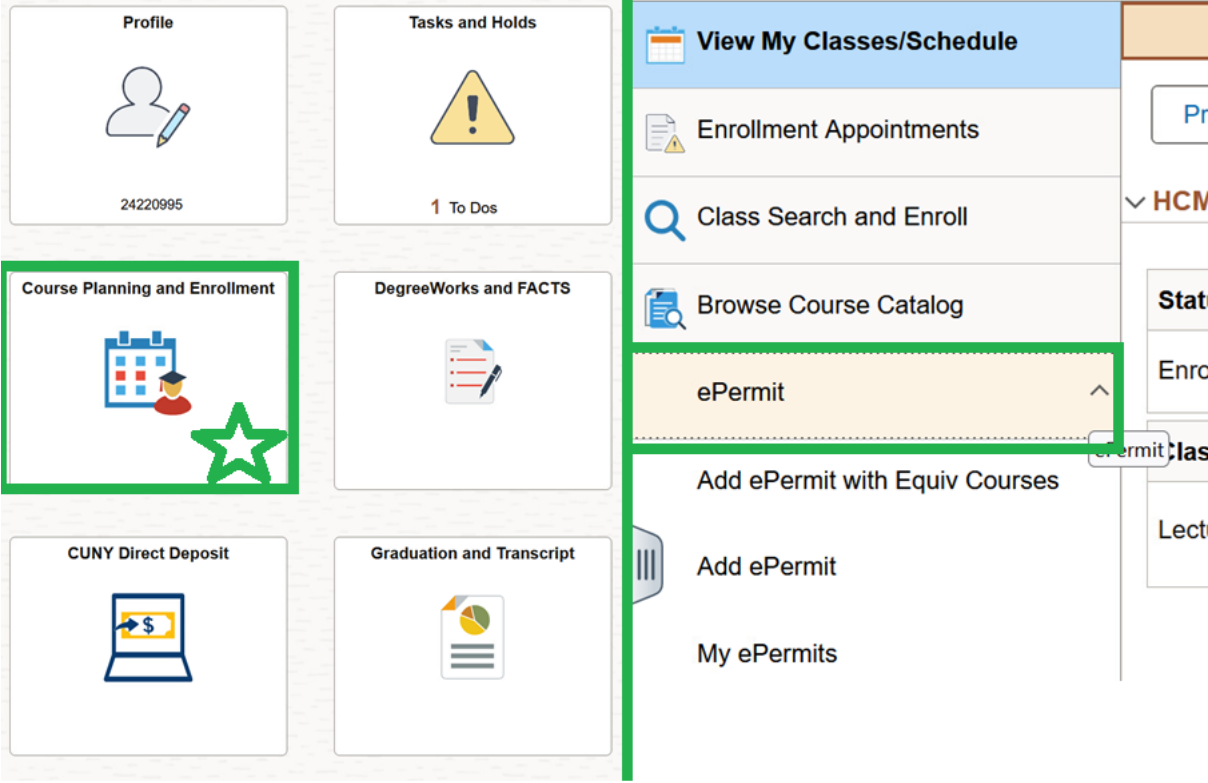# CUNYfirst ePermit Application Steps

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

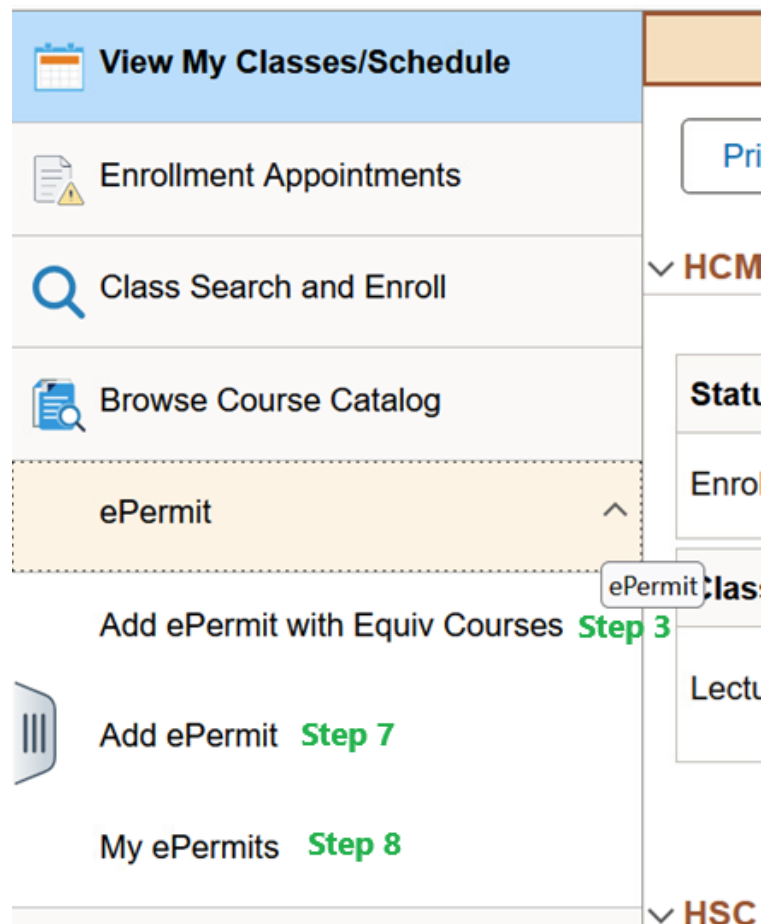| 2	On the next screen you will have to select the type of permit you wish to create (A) and which semester you want to take the class (B) before selecting Continue (C). You must be able to enroll into that semester at BMCC in order to request an epermit for that same semester. • If you want to see what 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)

3	If you select "**Add ePermit with Equivalent Courses**" you will be brought to the BMCC course catalog where you must select the college first, then search by the subject and course you are looking to complete at another CUNY school.

Select a Value

View My Classes/Schedule	Bernard M. Baruch College
Enrollment Appointments	Borough of Manhattan Community College
Class Search and Enroll	Bronx Community College
Browse Course Catalog	Brooklyn College
ePermit ⌃	CUNY Craig Newmark Graduate School of Journalism
Add ePermit with Equiv Courses	CUNY School of Labor and Urban Studies
Add ePermit	CUNY School of Law
My ePermits	CUNY School of Medicine
	CUNY School of Professional Studies

Select

Course Search Results

∨ Number of Units
☐ 4 - 7 Units

∨ Typically Offered
☐ All Terms

∨ Grading Basis
☐ Graded

∨ Requirement Designation
☐ RLA_RC_LifePhysicalSci

∨ Course Attribute
☐ Major Gateway - Nursing/ Anatomy and Physiology I
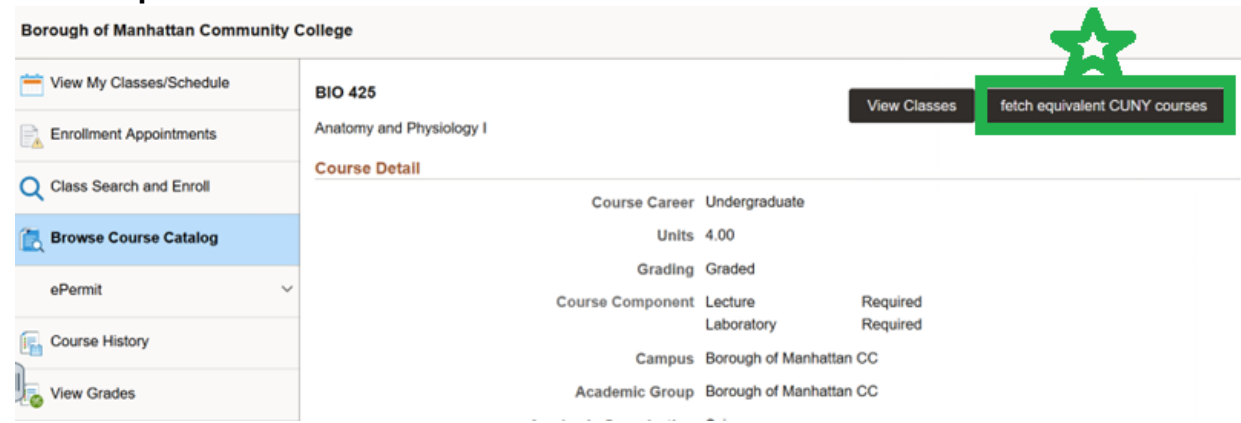☐ Campus Honors/Campus Honors

View Search Results

2 results for keyword:"bio 425"

BIO 425 - Anatomy and Physiology I
4 units Typically Offered All Terms

BIO 425H - Anatomy and Physiology I (Honors)
4 units Typically Offered All Terms

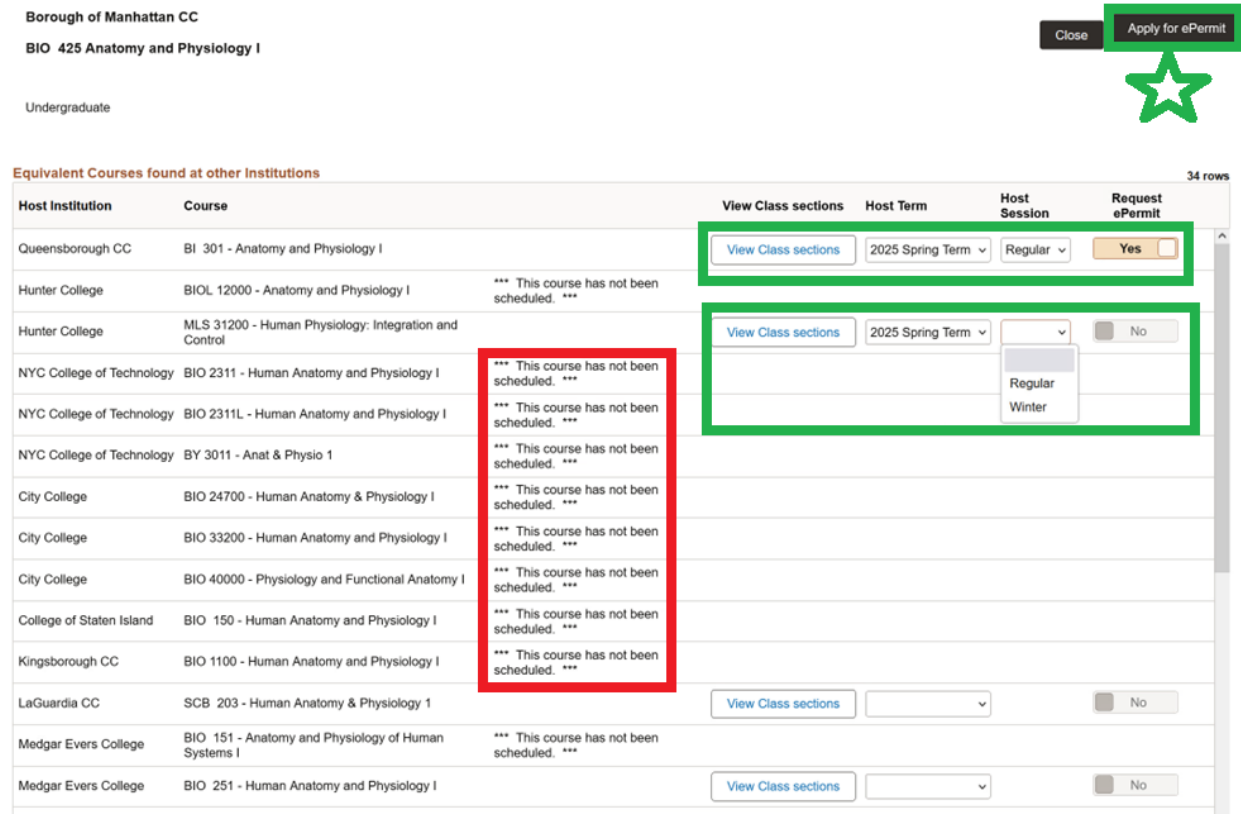| 4	After selecting a course, you will be brought to the Course Detail screen which includes information such as prerequisites and the course description. To see the equivalent courses at other CUNY schools, select "**fetch equivalent CUNY courses**"

Borough of Manhattan Community College

- View My Classes/Schedule
- Enrollment Appointments
- Class Search and Enroll
- **Browse Course Catalog**
- ePermit
- Course History
- View Grades

BIO 425

Anatomy and Physiology I

Course Detail

Course Career	Undergraduate
Units	4.00
Grading	Graded
Course Component	Lecture — Required
	Laboratory — Required
Campus	Borough of Manhattan CC
Academic Group	Borough of Manhattan CC

View Classes | 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 Yes on the "**Request ePermit**" box for the desired schools and then click "**Apply for ePermit**". *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

Undergraduate

Close | Apply for ePermit

Equivalent Courses found at other Institutions   34 rows

Host Institution	Course		View Class sections	Host Term	Host Session	Request ePermit
Queensborough CC	BI 301 - Anatomy and Physiology I		View Class sections	2025 Spring Term ∨	Regular ∨	Yes
Hunter College	BIOL 12000 - Anatomy and Physiology I	*** This course has not been scheduled. ***				
Hunter College	MLS 31200 - Human Physiology: Integration and Control		View Class sections	2025 Spring Term ∨	∨ (Regular / Winter)	No
NYC College of Technology	BIO 2311 - Human Anatomy and Physiology I	*** This course has not been scheduled. ***				
NYC College of Technology	BIO 2311L - Human Anatomy and Physiology I	*** This course has not been scheduled. ***				
NYC College of Technology	BY 3011 - Anat & Physio 1	*** This course has not been scheduled. ***				
City College	BIO 24700 - Human Anatomy & Physiology I	*** This course has not been scheduled. ***				
City College	BIO 33200 - Human Anatomy and Physiology I	*** This course has not been scheduled. ***				
City College	BIO 40000 - Physiology and Functional Anatomy I	*** This course has not been scheduled. ***				
College of Staten Island	BIO 150 - Human Anatomy and Physiology I	*** This course has not been scheduled. ***				
Kingsborough CC	BIO 1100 - Human Anatomy and Physiology I	*** This course has not been scheduled. ***				
LaGuardia CC	SCB 203 - Human Anatomy & Physiology 1		View Class sections	∨		No
Medgar Evers College	BIO 151 - Anatomy and Physiology of Human Systems I	*** This course has not been scheduled. ***				
Medgar Evers College	BIO 251 - Human Anatomy and Physiology I		View Class sections	∨		No

*** This course has not been

6	On the ePermit form screen, you must choose where you believe the Host College course will fulfill a degree requirement be selecting the permit type (general elective, major elective, Pathways, etc.), and you can delete any courses/colleges to the form by clicking the minus sign at the end of the row. Additional comments for the approver can also be added in the Comments box at the bottom of the form. Once the form is complete you must click "submit" at the top. Once your ePermit has been submitted to the BMCC Registrar for review, please allow 2-3 business days for a response.

fetch equivalent CUNY courses

Close   Submit

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
N	2025 Spring Term	Undergraduate	Bronx CC	10/21/2024	01/18/2025
Y	2025 Spring Term	Undergraduate	Borough of Manhattan CC	10/28/2024	01/19/2025

Email
Home College Borough of Manhattan CC
Cumulative GPA 0.000
*Permit Type Major Elective
Permit Method Auto
Program Undergraduate
Plan Liberal Arts AA

Select Home Course

Subject BIO - Biology
Catalog 425 - Anatomy and Physiology I
BIO 425 - Anatomy and Physiology I

Select Host Information

+

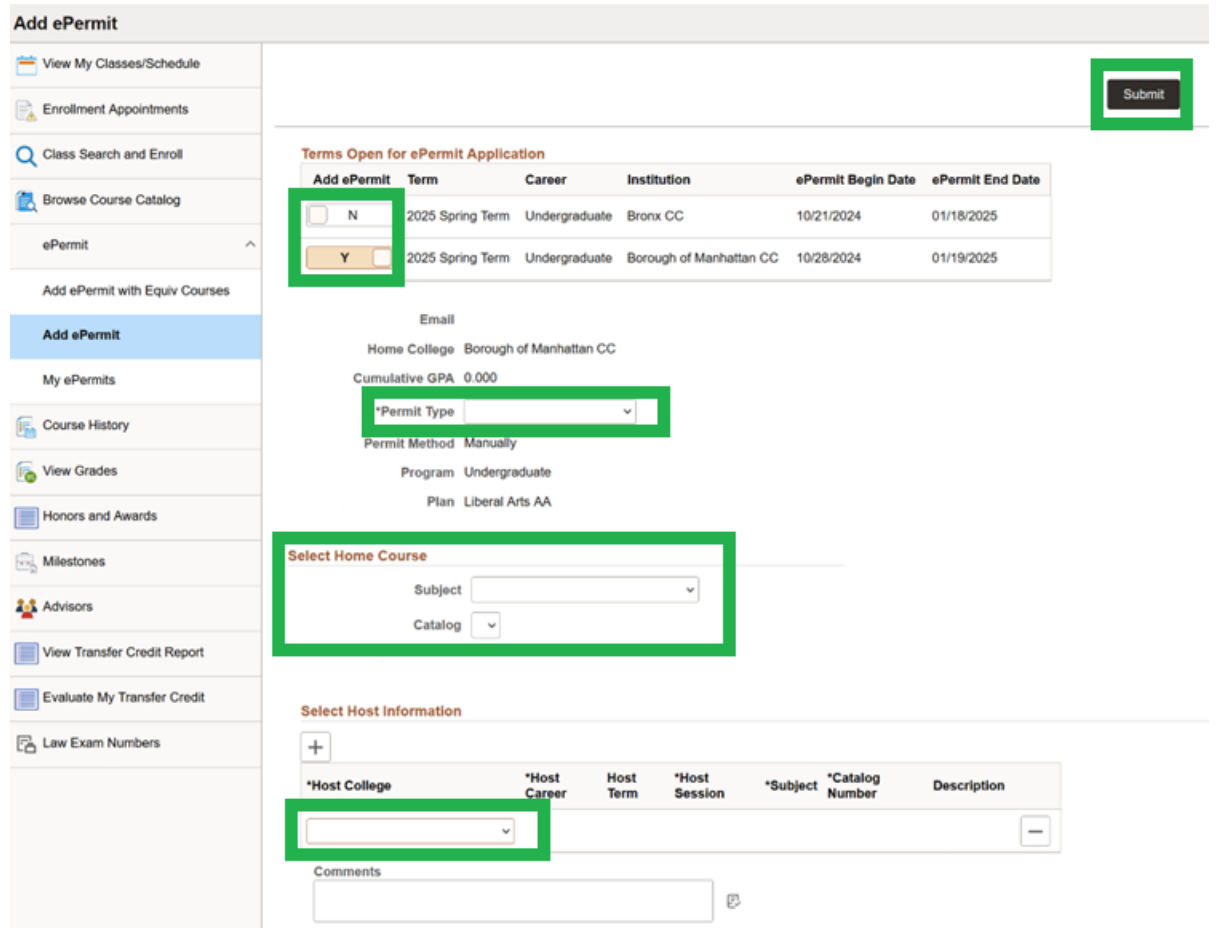| *Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Queensborough CC	Undergraduate	2025 Spring Term	Regular	BI - Biology	301 - Anatomy and Physiology I	Anatomy and Physiology I —
Hunter College	Undergraduate	2025 Spring Term	Regular	MLS - Medical Lab Science	31200 - Human Physiology: Integration and Control	Human Physiology: Integration and Control —

Comments

Permit Type Options:

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. The home college (Where you are currently attending as a degree-seeking student) and semester should automatically be selected, but if you need to change to a different college, you can toggle the Y/N at the top.

Select the Permit Type to begin, and then under **Select Host Information** work from left to right filling in the information for the class you want to take at the Host College. If you are unsure what to put, click on the drop down for each option and you will be given a list to choose from.

Optional: You can include the Home College equivalent course (if you know it) 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

Add ePermit

- View My Classes/Schedule
- Enrollment Appointments
- Class Search and Enroll
- Browse Course Catalog
- ePermit
  - Add ePermit with Equiv Courses
  - **Add ePermit**
  - My ePermits
- Course History
- View Grades
- Honors and Awards
- Milestones
- Advisors
- View Transfer Credit Report
- Evaluate My Transfer Credit
- Law Exam Numbers

Submit

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
N	2025 Spring Term	Undergraduate	Bronx CC	10/21/2024	01/18/2025
Y	2025 Spring Term	Undergraduate	Borough of Manhattan CC	10/28/2024	01/19/2025

Email
Home College Borough of Manhattan CC
Cumulative GPA 0.000
*Permit Type
Permit Method Manually
Program Undergraduate
Plan Liberal Arts AA

Select Home Course

Subject
Catalog

Select Host Information

+

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description	
							−

Comments

Permit Type Options:

Permit Type: 1

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

Search by: Session begins with

Search   Cancel   Advanced Lookup

Search Results

View 100   ◄   ◄   1-1 of 1   ►   ►►

Session

2ndSession

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

A Completed Epermit form done via Add ePermit will look like the one below:

Add ePermit

Submit

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
N	2025 Spring Term	Undergraduate	Bronx CC	10/21/2024	01/18/2025
Y	2025 Spring Term	Undergraduate	Borough of Manhattan CC	10/28/2024	01/19/2025

Email
Home College Borough of Manhattan CC
Cumulative GPA 0.000
*Permit Type General Elective
Permit Method Manually
Program Undergraduate
Plan Liberal Arts AA

Select Home Course

Subject ENG - English
Catalog 1-English Elective
ENG   1 - English Elective

Select Host Information

+

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number
LaGuardia CC	Undergraduate LaGuardia CC	1252 - 2025 Spring Term	Regular	ENG - English	299 - Independent Study

Comments
Permission from BMCC Eng Dept for WI credit

8	You can check the status of submitted ePermit by choosing "**My ePermits**" 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

1-1 of 1

	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

9	In order to cancel existing ePermits, click the "**My ePermits**" 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		
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

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.