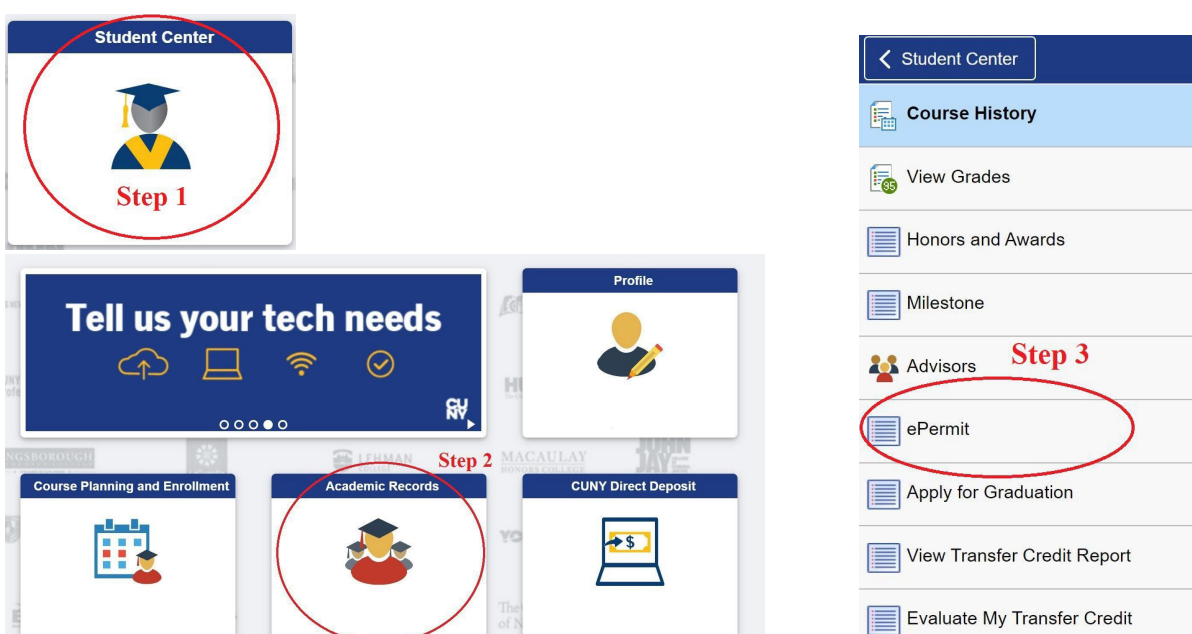QUEENSBOROUGH
COMMUNITY COLLEGE | CUNY

CUNYfirst ePermit Application Steps

Background   Queensborough Community College students who wish to take a course at another CUNY school can fill out the ePermit application in CUNYFirst. The request will be reviewed by the QCC ePermit unit. Students will receive a decision regarding their request both through email and the ePermit page in CUNYFirst. If approved, the host college (where you want to take the course), will set up an enrollment appointment. The approval of an ePermit does not guarantee you a seat in a course/section.

After the host college has set up your ePermit, you will need to register for the course. Please allow time for the host college to process your ePermit request after QCC has approved your ePermit. Once the host college completes their process, you can view your enrollment date and time by logging in CUNYfirst and going to Student Center > Course Planning and Enrollment > Enrollment Dates. If your host school(s) and the term is listed, you can view when you can register for your ePermit course at the host college.

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 user name and password.
1	Select **Student Center → Academics Records → ePermit**

2	On the next screen, you will request an ePermit by selecting "**Add ePermit with Equivalent Courses**" (Step 1) and which semester (Step 2). Afterwards, you will click "**Continue**" (Step 3). You must be able to enroll into courses at QCC for the same semester of the request. For example, if you are unable to register for courses at QCC for Spring 2023, you will be unable to submit an ePermit request for Spring 2023 at another CUNY. *You will only select "**Add ePermit**" if the course of interest does not have an equivalent course at QCC. Please be sure to have approval before pursuing this method. If you already submitted a request for an ePermit and want to either check on the status or cancel it, select "**Search ePermit**" (**Please refer to page 4 on this document for more details**).

Select Term on Home College

○ **Add ePermit with Equivalent Courses**   ○ **Add ePermit**   ○ **Search ePermit**

Step 1

Select a term

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
☐	2023 Spring Term	Undergraduate	Queensborough CC	10/18/2022	05/23/2023
☐	2023 Summer Term	Undergraduate	Queensborough CC	03/09/2023	08/18/2023
☑	2023 Fall Term	Undergraduate	Queensborough CC	03/10/2023	12/20/2023

Step 2

Return   Continue   *Step 3*

3	You will be brought to the QCC course catalog where you must select the subject and course you are looking to complete. For example, if you are looking to take a course that would come into QCC as BU101, you would select B and then BU101.

Browse Catalog

Select Institution   Queensborough 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.

▷ BE - BE - Basic Education Skills

▷ BI - BI - Biology

▷ BTECH - BTECH - Business Technology

▽ BU - BU - Business

Course Nbr	Course Title	Typically Offered
101	Principles of Accounting I	Fall, Spring
102	Principles of Accounting II	Fall, Spring
103	Intermediate Accounting I	Fall, Spring

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, you'll need to click "**fetch equivalent CUNY courses**".

Course Offer Details

Course Detail

Return to Browse Course Catalog

BU 101 - Principles of Accounting I

Course Detail

View Class Sections

Career	Undergraduate
Units	4.00
Grading Basis	Graded
Course Components	Lecture Required
Campus	Main Campus
Academic Group	QBCC Undergraduate
Academic Organization	Business Dept

fetch equivalent CUNY courses

5	The next screen will show you a list of all CUNY schools which have an equivalent course along with its equvalency. Click "**View All**" (Step 1) to see the whole list on one screen. To file an ePermit check the "**Request ePermit**" (Step 2) box for the desired schools and then click "**ePermit form**" (Step 3). *If the course is not being offered, the box will be greyed out and unable to be checked (see the red X's). Additionally, to the right of the greyed out box, the statement "This course has not been scheduled."* will appear. **Do not select more than one college per ePermit request**.

Step 1

1-10 of 20   View All

Host Institution	Course	Request ePermit		
Baruch College	ACC 2101 - Principles of Accounting	☐ Step 2		View Class Sections
Baruch College	ACC 3000 - Financial Accounting I	☐		View Class Sections
Bronx CC	ACC 11 - Fundamental Accounting I	X☐	*** This course has not been scheduled. ***	
Brooklyn College	ACCT. 2001 - Principles of Accounting I (Financial)	☐		View Class Sections
Borough of Manhattan CC	ACC 122 - Accounting Principles I	☐		View Class Sections
College of Staten Island	ACC 114 - Introduction to Accounting I	☐		View Class Sections
City College	ECO 20450 - Principles of Accounting 1	☐		View Class Sections
Hunter College	ECO 27100 - Principles of Accounting 1	X☐	*** This course has not been scheduled. ***	
John Jay College	ACC 250 - Introduction to Accounting	☐		View Class Sections
Kingsborough CC	ACC 1100 - Fundamentals of Accounting	☐		View Class Sections

Return to Course Detail   ePermit Form   **Step 3**

6	On the ePermit request form, you will input how the course will fulfill a degree requirement by selecting one of the options under "**Permit Type**" (General Elective, Major Elective, Pathways, etc.) (Step 1). The "**Host Session**" column indicates which session the course is being offered at the host college (Step 2). You may click on the magnifying lens for options. Additional comments for the reviewer can also be added in the comments box. <u>Once the form is filled out, you must click "Submit" (Step 3).</u>

Email Address:		Career:	Undergraduate
Home College:	Queensborough CC	Program:	Undergraduate
Cum GPA:	*Step 1*	Plan:	
*Permit Type:			
Term:	2023 Fall Term	Permit Status:	
Home Course:	Principles of Accounting I	Created By:	
ePermit #:	1 Permit Method: Auto	Last Update:	

•Host College	•Host Career	Host Term	•Host Session	•Subject *Step 2*	•Catalog Number	Description		
Baruch College	Undergraduate	1239	🔍	ACC	2101	Principles of Accounting	+	−

Comments: [   ]   *Step 3*

[Submit]

7	You can check the status of a submitted ePermit by choosing "**Search ePermit**" (Step 1) and the semester you requested to take the class (Step 2). This page will show a list of all submitted ePermits for that term and their current status (Step 3). By selecting a specific permit (Step 4), and clicking "**Continue**" (Step 5), you can see the full request details and any comments.

Select Term on Home College

○ Add ePermit with Equivalent Courses   ○ Add ePermit   ● Search ePermit
Step 1

Select a term

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
☐	2023 Spring Term	Undergraduate	Queensborough CC	10/18/2022	05/23/2023
☐	2023 Summer Term	Undergraduate	Queensborough CC	03/09/2023	08/18/2023
☑	2023 Fall Term	Undergraduate	Queensborough CC	03/10/2023	12/20/2023

Step 2

Select ePermit then click Continue

1-1 of 1

	Nbr	Home College	Term	Subject	Catalog	Course Description	ePermit Status *Step 3*
○	1	Queensborough CC	2023 Fall Term	EE	103	Computer-Aided Analysis for Electrical Engineers	Initiated

Step 4   *Step 5*

Return   Continue

QUEENSBOROUGH COMMUNITY COLLEGE CUNY

8	In order to cancel an ePermit, click the "**Search ePermit**" (Step 1) button, select the appropriate semester (Step 2), click the desired permit you wish to cancel (Step 3), then click "**Continue**" (Step 4) to pull up the full ePermit details. On the next screen, click the "**Cancel**" button on the bottom right. **Please be sure to drop the course at the host college before canceling your ePermit. Canceling the ePermit does not automatically drop you from the course.** *If you no longer plan on taking courses at another CUNY via ePermit, you must cancel your ePermit.*

Select Term on Home College

○ Add ePermit with Equivalent Courses   ○ Add ePermit   ● Search ePermit   *Step 1*

Select a term

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
☐	2023 Spring Term	Undergraduate	Queensborough CC	10/18/2022	05/23/2023
☐	2023 Summer Term	Undergraduate	Queensborough CC	03/09/2023	08/18/2023
☑	2023 Fall Term	Undergraduate	Queensborough CC	03/10/2023	12/20/2023

Step 2

Select ePermit then click Continue

1-1 of 1

	Nbr	Home College	Term	Subject	Catalog	Course Description	ePermit Status
○	*Step 3* 1	Queensborough CC	2023 Fall Term	EE	103	Computer-Aided Analysis for Electrical Engineers	Initiated

Return   Continue   *Step 4*

Email Address:		Career:	Undergraduate
Home College:	Queensborough CC	Program:	Undergraduate
Cum GPA:		Plan:	
Permit Type:	Major Elective		
Term:	2023 Fall Term	Permit Status:	Approved
Home Course:	Electrical Circuits	Created By:	
ePermit #:	1 Permit Method: Auto	Last Update:	

1-1 of 1

•Host College	•Host Career	Host Term	•Host Session	•Subject	•Catalog Number	Description
City College	Undergraduate	1239	1	ENGR	20400	Electrical Circuits

Comments:	
eRegistrar Comments:	

Cancel

For questions regarding ePermits, please e-mail us at ePermit@qcc.cuny.edu.