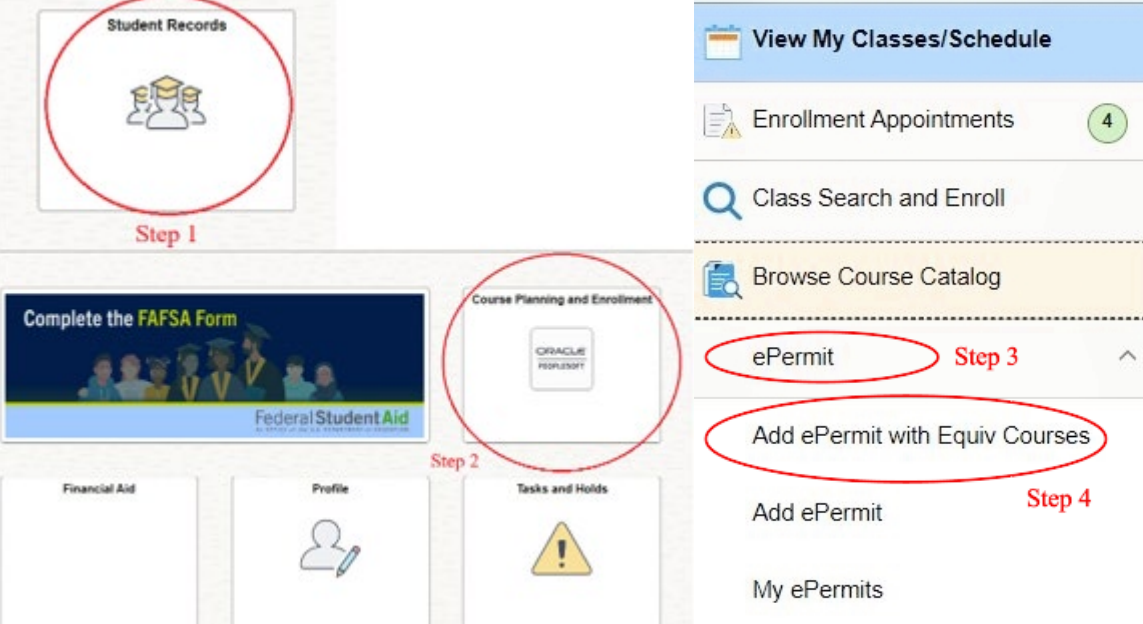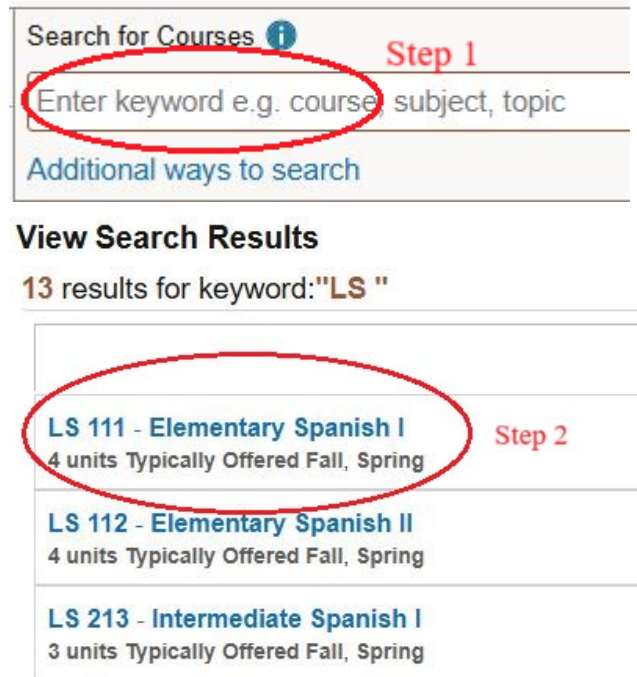# CUNYfirst ePermit Application Steps

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 username and password.
1	Select **Student Center → Course Planning and Enrollment → ePermit → Add ePermit with Equiv Courses** *If you already submitted a request for an ePermit and want to either check on the status or cancel it, select "**My ePermits**" (Please refer to page 4 on this document for more details).** *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.

2	You will be brought to the QCC course catalog where you must select the home college first, then search by the subject and course you are looking to complete at another CUNY school.

CUNY School of Medicine

CUNY School of Professional Studies

College of Staten Island

Eugenio Maria de Hostos Community College

Fiorello H. LaGuardia Community College

Graduate School of Public Health and Health Policy

Herbert H. Lehman College

Hunter College

John Jay College of Criminal Justice

Kingsborough Community College

Macaulay Honors College at CUNY

Medgar Evers College

New York City College of Technology

Queens College

Queensborough Community College

Stella and Charles Guttman Community College

The City College of New York

The Graduate School and University Center

University Operations

York College

3	When searching for a course, type only the letters of the course you want (Step 1). Afterwards, select the course (Step 2). For example, if you are looking to take a course that would come into QCC as LS111, you would search LS and click LS111.

Search for Courses ℹ️

Step 1

Enter keyword e.g. course, subject, topic

Additional ways to search

View Search Results

13 results for keyword:**"LS "**

LS 111 - **Elementary Spanish I**
4 units Typically Offered Fall, Spring   Step 2

LS 112 - **Elementary Spanish II**
4 units Typically Offered Fall, Spring

LS 213 - **Intermediate Spanish I**
3 units Typically Offered Fall, Spring

4	After selecting a course, you will be brought to the Course Detail screen which includes information such as credits, department, and the course description. To see the equivalent courses at other CUNY schools, you'll need to click "**fetch equivalent CUNY courses**".
	LS 111 Elementary Spanish I View Classes	fetch equivalent CUNY courses **Course Detail** Course Career Undergraduate Units 4.00 Grading Graded Course Component Lecture Campus Queensborough CC Academic Group QBCC Undergraduate Academic Organization Foreign Lang & Literatures **Enrollment Information** Typically Offered Fall, Spring **Description** This course is an introduction to Spanish language and culture designed for students who have no previous background in Spanish. Students will develop basic listening, speaking, reading and writing skills, and explore aspects of Spanish and Spanish-American cultures. Weekly listening, speaking and viewing activities online or in the language laboratory are part of the course.
5	The next screen will show you a list of all CUNY schools which have an equivalent course. To file the ePermit, select the term, session, switch "No" to "Yes" the desired host college (Step 1), and then click "Apply for ePermit" (Step 2). *If the course is not being offered, the box will be greyed out and unable to be checked (see the red X's)*. **Do not select more than one college per ePermit request**.
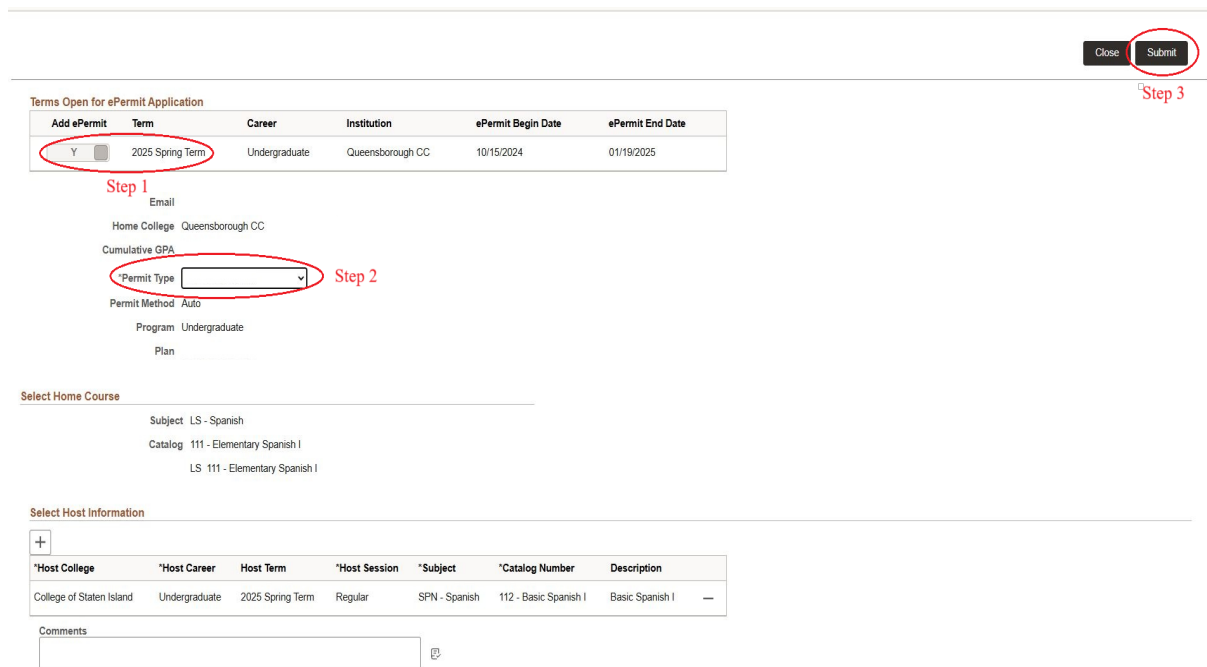
Queensborough CC

LS 111 Elementary Spanish I   Close   Apply for ePermit

                                                                              Step 2

Undergraduate

Equivalent Courses found at other Institutions   *Step 1*   30 rows

Host Institution	Course	View Class sections	Host Term	Host Session	Request ePermit
College of Staten Island	SPN 112 - Basic Spanish I	View Class sections	2025 Spring Term ▾	Regular ▾	Yes ☐
College of Staten Island	SPN 113 - Basic Spanish I (Not open to native/heritage speakers)	*** This course has not been scheduled. ***	X		
John Jay College	SPA 101 - Introductory Spanish I	*** This course has not been scheduled. ***	X		
John Jay College	SPA 115 - Practical Spanish I	*** This course has not been scheduled. ***	X		
Kingsborough CC	SPA 100 - Elementary Spanish I	View Class sections	▾		No
LaGuardia CC	ELS 101 - Elementary Spanish I	View Class sections	▾		No
Medgar Evers College	SPAN 101 - Beginning Spanish I	View Class sections	▾		No

QUEENSBOROUGH COMMUNITY COLLEGE CUNY

6	On the ePermit request form, confirm the term (Step 1). 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 2). 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) and then "OK".</u>

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
Y	2025 Spring Term	Undergraduate	Queensborough CC	10/15/2024	01/19/2025

Step 1

Email
Home College Queensborough CC
Cumulative GPA
*Permit Type [v]   Step 2
Permit Method Auto
Program Undergraduate
Plan

Select Home Course

Subject LS - Spanish
Catalog 111 - Elementary Spanish I
LS 111 - Elementary Spanish I

Select Host Information

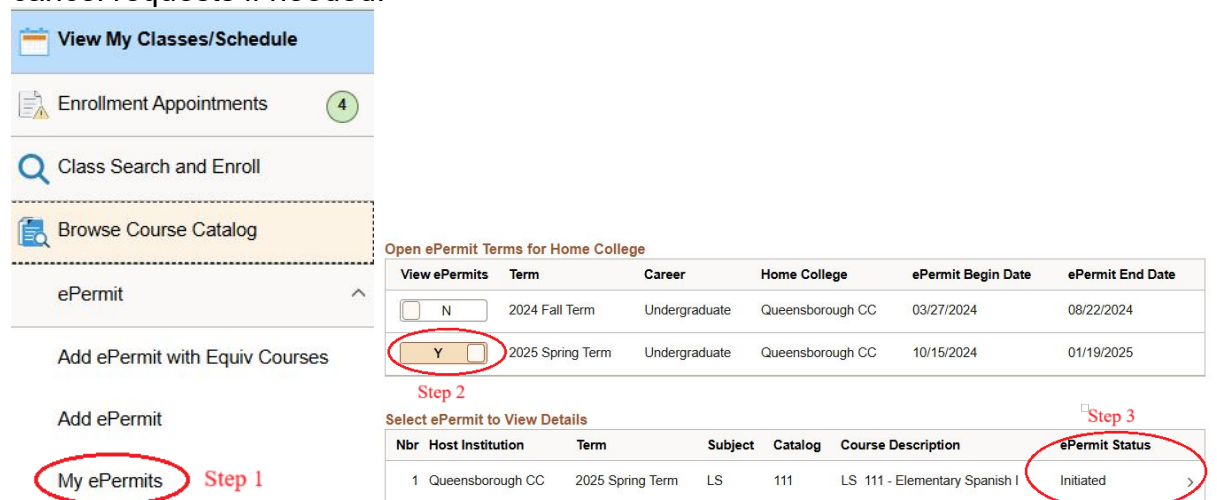| *Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description	
College of Staten Island	Undergraduate	2025 Spring Term	Regular	SPN - Spanish	112 - Basic Spanish I	Basic Spanish I	—

Comments

Close   Submit   Step 3

7	You can check the status of a submitted ePermit by choosing "My ePermits" (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 its current status (Step 3). By clicking the arrow next to the status, you can view the full request details, any comments, and cancel requests if needed.

📅 View My Classes/Schedule
📝 Enrollment Appointments (4)
🔍 Class Search and Enroll
📖 Browse Course Catalog
ePermit ⌃
Add ePermit with Equiv Courses
Add ePermit
My ePermits   Step 1

Open ePermit Terms for Home College

View ePermits	Term	Career	Home College	ePermit Begin Date	ePermit End Date
N	2024 Fall Term	Undergraduate	Queensborough CC	03/27/2024	08/22/2024
Y	2025 Spring Term	Undergraduate	Queensborough CC	10/15/2024	01/19/2025

Step 2

Select ePermit to View Details
Step 3

Nbr	Host Institution	Term	Subject	Catalog	Course Description	ePermit Status	
1	Queensborough CC	2025 Spring Term	LS	111	LS 111 - Elementary Spanish I	Initiated	>

8	In order to cancel an ePermit, click the "**My ePermits**" (Step 1) button, select the appropriate semester (Step 2), and click the arrow next to the status of the desired ePermit you wish to cancel (Step 3). On the next screen, click the "**Cancel**" button on the upper-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.*

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