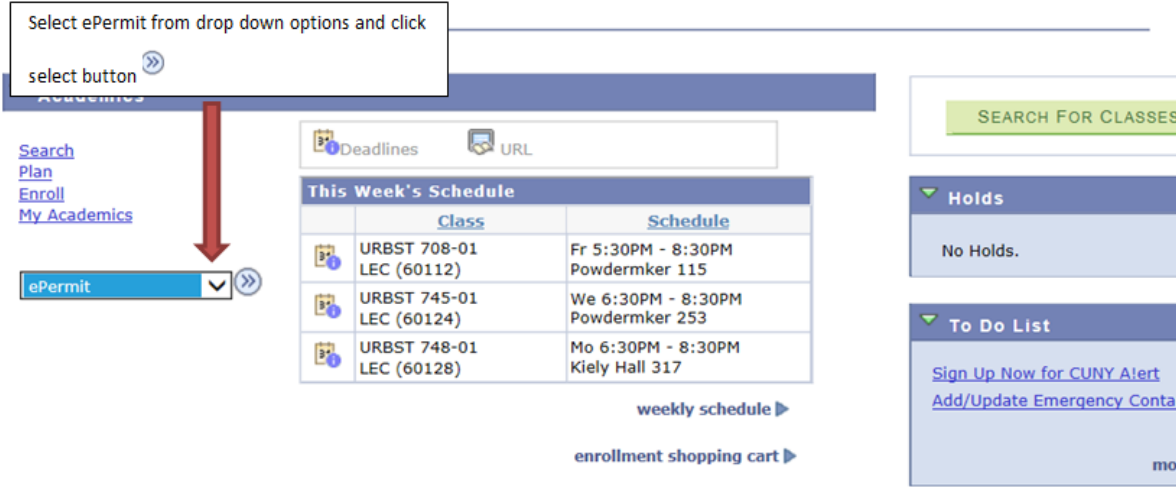
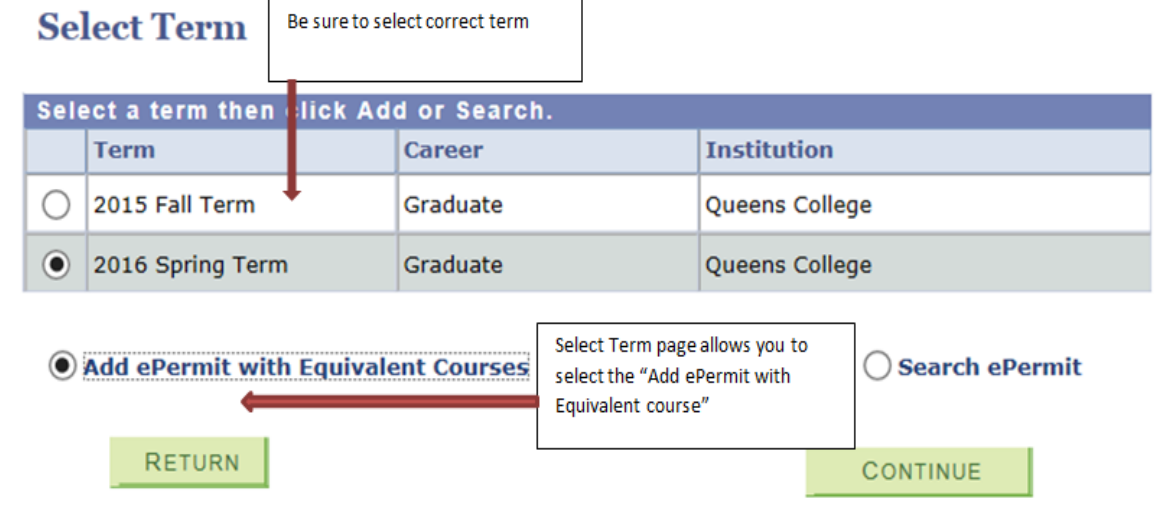


Student ePermit Application request process

Step	Action															
1.	<p>If not already logged in, you will log in to CUNYfirst. Enter https://home.cunyfirst.cuny.edu in your browser's address bar:</p> <ul style="list-style-type: none"> • Enter your Username and Password and click the Log In button. • From the Self Service, select Student Center 															
2.	<p>Once in Student Center, select ePermit</p>  <p>Select ePermit from drop down options and click select button</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">This Week's Schedule</th> </tr> <tr> <th></th> <th style="text-align: center;">Class</th> <th style="text-align: center;">Schedule</th> </tr> </thead> <tbody> <tr> <td></td> <td>URBST 708-01 LEC (60112)</td> <td>Fr 5:30PM - 8:30PM Powdermker 115</td> </tr> <tr> <td></td> <td>URBST 745-01 LEC (60124)</td> <td>We 6:30PM - 8:30PM Powdermker 253</td> </tr> <tr> <td></td> <td>URBST 748-01 LEC (60128)</td> <td>Mo 6:30PM - 8:30PM Kiely Hall 317</td> </tr> </tbody> </table> <p style="text-align: right;">weekly schedule ▶ enrollment shopping cart ▶</p>	This Week's Schedule				Class	Schedule		URBST 708-01 LEC (60112)	Fr 5:30PM - 8:30PM Powdermker 115		URBST 745-01 LEC (60124)	We 6:30PM - 8:30PM Powdermker 253		URBST 748-01 LEC (60128)	Mo 6:30PM - 8:30PM Kiely Hall 317
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3.	<p>Select Term and Course Equivalent. Select Add ePermit with Equivalent Course to view the courses available at the CUNY Host Campuses. This would be the equivalent course to the one offered at QC</p>  <p>Select Term Be sure to select correct term</p> <p>Select a term then click Add or Search.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Term</th> <th>Career</th> <th>Institution</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>2015 Fall Term</td> <td>Graduate</td> <td>Queens College</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>2016 Spring Term</td> <td>Graduate</td> <td>Queens College</td> </tr> </tbody> </table> <p><input checked="" type="radio"/> Add ePermit with Equivalent Courses <input type="radio"/> Search ePermit</p> <p style="text-align: center;">RETURN CONTINUE</p> <p>Select Term page allows you to select the "Add ePermit with Equivalent course"</p>		Term	Career	Institution	<input type="radio"/>	2015 Fall Term	Graduate	Queens College	<input checked="" type="radio"/>	2016 Spring Term	Graduate	Queens College			
	Term	Career	Institution													
<input type="radio"/>	2015 Fall Term	Graduate	Queens College													
<input checked="" type="radio"/>	2016 Spring Term	Graduate	Queens College													

4. By selecting Continue the QC course catalog page will open, select subject and course.

Browse Course Catalog

Select Institution:

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

Select subject code to display or hide course information.

- ▶ AACSB - AACSB - Asian Amer Commun. Std
- ▼ ACCT - ACCT - Accounting

Course Nbr	Course Title	Offered
100	Financial and Managerial Accounting	Fall, Spring
101	Introduction to the Theory and Practice of Accounting I	Fall, Spring

Select QC course by selecting subject code

5. Once subject and course are selected you will be able to select the equivalent CUNY course by utilizing the fetch option. The QC course detail, enrollment info, and description will be listed.

Browse Course Catalog

Course Detail

[Return to Browse Course Catalog](#)

ACCT 101 - Introduction to the Theory and Practice of Accounting I

Course Detail		<input type="button" value="view class sections"/>
Career	Undergraduate	
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture Required	<input type="button" value="fetch equivalent CUNY courses"/>
Campus	Queens College	
Academic Group	Division of Social Sciences	
Academic Organization	Accounting & Info Systems	
Enrollment Information		
Typically Offered	Fall, Spring	
Enrollment Requirement	Minimum of twelve (12) credits completed	
Description		
Fundamentals of accounting information, the foundation of the accounting system for recording assets, liability and equity transactions, financial statement principles, and the preparation and interpretation of basic financial statements. Structure, double-entry model, initial, adjusting, and closing entries are covered.		

Select Host college equivalent by selecting the fetch option

Selecting The QC host college course Equivalent

This new application allows students to select multiple equivalents at multiple CUNY Host Campuses. You will notice that only those that have been scheduled at the Host Campuses can be selected

6. Selecting Host Campus course offerings and view scheduled sections

Select course(s) by clicking in Request Permit box

Host Institution	Course	Request	Permit	
Baruch College	ACC 2101 - Principles of Accounting	<input type="checkbox"/>		view class sections
Bronx Community College	ACC 11 - Fundamental Accounting I	<input type="checkbox"/>	*** This course has not been scheduled. ***	
Bronx Community College	ACC 111 - Principles Of Accounting I	<input type="checkbox"/>		view class sections
Brooklyn College	ACCNT 1 - Introductory Accounting	<input type="checkbox"/>	*** This course has not been scheduled. ***	
Brooklyn College	ACCT. 2001 - Introductory Accounting	<input type="checkbox"/>		view class sections
Borough of Manhattan CC	ACC 122 - Accounting Principles I	<input type="checkbox"/>		view class sections
College of Staten Island	ACC 114 - Introduction to Accounting I	<input type="checkbox"/>		view class sections
City College	ECO 36000 - Principles of Accounting I	<input type="checkbox"/>	*** This course has not been scheduled. ***	
Hostos Community College	ACC 1852 - Principles of Financial Accounting	<input type="checkbox"/>	*** This course has not been scheduled. ***	
Hostos Community College	ACC 101 - Accounting I	<input type="checkbox"/>		view class sections

Return to Course Detail [epermit form](#)

When selection is complete simply click epermit form

To view all scheduled sections at the Host Campus select view class

7. Completing the Epermit form

Drop down allows students to select which requirement will be fulfilled by epermit.

Page allows students to add a comment to the application

Graduate

Home College Queens College

Cum GPA 3.140

*Permit Type Pathways College C

Term 2016 Spring Term

Home Course Introduction to the Theory and Practice of Accounting I

Program Master of Arts

Plan Urban Affairs MA

Permit Status Winter:

*Host College	*Subject	*Catalog Number	Description
Baruch College	ACC	2101	Principles of Accounting

Comments I love QC

submit

Once reviewed, students can submit the application.

8.

Once submitted, the Permit status will become "initiated"

Term 2016 Spring Term Permit Status Initiated

Home Course Introduction to the Theory and Practice of Accounting I Winter:

*Host College	*Subject	*Catalog Number	Description
Baruch College	ACC	2101	Principles of Accounting

Comments I love QC

9.

Search Permit application status by returning to *Student Center* and follow steps 1 and 2. Rather than selecting "Add epermit with Equivalent Course" you will select "Search Permit". All permits applications for the selected semester will appear along with the status.

Select Term

Select a term then click Add or Search.

Term	Career	Institution
<input type="radio"/> 2015 Fall Term	Graduate	Queens College
<input checked="" type="radio"/> 2016 Spring Term	Graduate	Queens College

Add ePermit with Equivalent Courses Add ePermit Search ePermit

Search submitted applications

Select ePermit then click Continue

Home College	Term	Subject	Catalog	Course Description	ePermit Status
<input type="radio"/> Queens College	2016 Spring Term	ACCT	101	Introduction to the Theory and Practice of Accounting I	Initiated

By selecting the specific application you can view the details as well as comments related to

Once reviewed this status will be changed to "approved" or "denied"

10.

Canceling submitted (initiated) ePermit application –

In order to cancel your ePermit application you will be required to email ePermit@QC.cuny.edu. This email will be sent to the QC Registrar ePermit coordinator. Please be as detailed as possible in the email.