QUEENS
COLLEGE

The Academic Advising Center

How to Request an E-Permit Through CUNYFirst

1. From the CUNYFirst Menu, go to Student Center.

2. Once you are in your Student Center, find the drop-down menu in the Academics section. Click on the drop-down menu to expand the options. Select ePermit and click the ⊘ button to enter the ePermit application.

3. Select the term for which you would like to request an e-Permit. Then select Add ePermit with Equivalent Courses and click on the green Continue button. This will allow you to view available courses at Queens College (and other CUNY colleges) that are the equivalent of courses at your home college.

4. On the Browse Course Catalog page, your home college should be automatically selected in the Select Institution drop-down menu. Search for the courses you are interested in by clicking on subject codes to display course information.

5. Select the course for which you would like to request an ePermit to enter the Course Detail menu. In the Course Detail menu, click the green Fetch Equivalent CUNY Courses button. This will create a list of equivalent courses offered at all CUNY colleges (host institutions).

   TIPS:
   ■ It may be helpful to search **Queens College's full course listing** before searching for equivalent courses.

   ■ Click View All from the Customize tool bar at the top of the catalog to see a full list of courses and host institutions.

   ■ Click on View Class Section to view all sections available at the host institution.

6. Once you've found your course equivalent at Queens College, check the box next to the course number (listed under the Request ePermit column) and click on the green ePermit Form button at the bottom of the catalog.

7. Select a Permit Type from the drop-down menu. This is the requirement that will be fulfilled by the ePermit course. Include an optional comment in the Comments section and submit your ePermit request by clicking the blue Submit button on the bottom right corner.

   Once you've submitted your request, the Permit Status will change to Initiated.

8. You may view the status of your ePermit(s) by following steps 1 and 2, and selecting Search ePermit. This will open a list of all ePermits you have requested. Once reviewed, the ePermit Status will change to Approved or Denied.

9. To cancel an ePermit application, select the course for which you no longer want an ePermit and click on the blue Continue button. At the bottom of the course details page, select the blue Cancel button to withdraw your request for an ePermit.

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