HOW TO
APPLY FOR AN ePERMIT

A step-by-step guide for students

An ePermit allows CUNY students to obtain permission to register for courses offered at other CUNY colleges. Prior to taking courses at another institution, a student should inquire at the Host College for registration dates and procedures governing visiting CUNY students on ePermit. To see the class schedule at all colleges please visit the Global Class Search.

For eligibility policies, please visit CUNY's ePermit page.

This document is meant for undergraduate CUNY students only. Graduate and doctoral students applying for an ePermit should refer to this document instead.

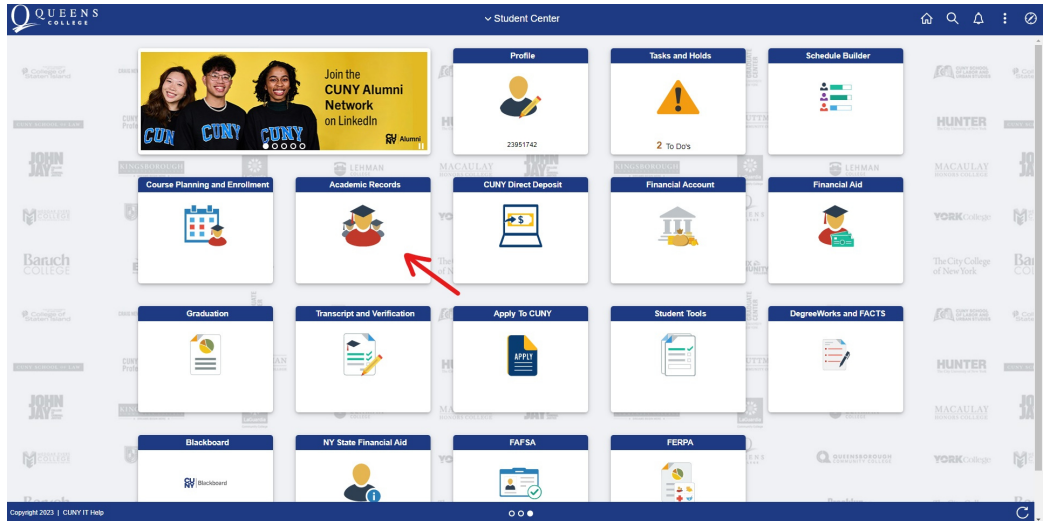To apply for an ePermit as an undergraduate student, please follow the steps below:

Step 1	Log into CUNYFirst and go to the Student Center.

	MAN MACAULAY
Step 2	Go to Academic Records
Step 3	Click on ePermit
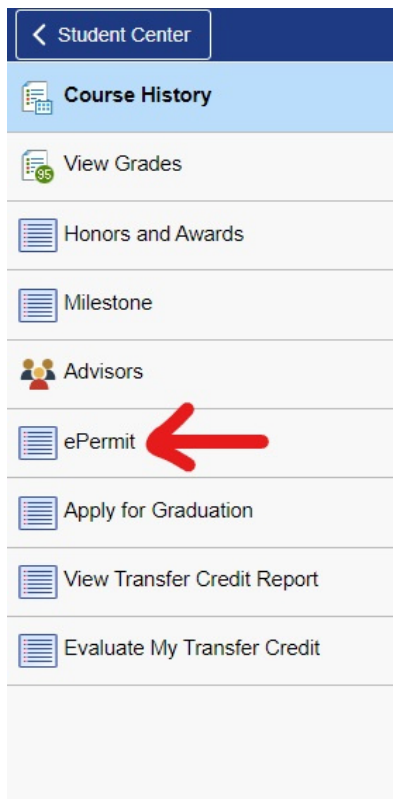
Step 4	Select Add ePermit with Equivalent Courses and the term for which you are requesting an ePermit. Click on Continue.

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	Hunter College	11/05/2021	05/24/2022
☐	2022 Summer Term	Undergraduate	Hunter College	03/18/2022	08/22/2022
☑	2022 Fall Term	Undergraduate	Hunter College	05/04/2022	12/21/2022

Return   Continue

Note: You should select Add ePermit if the course you are taking does not have an equivalent course at Queens College or if you are a graduate or doctoral student. |
| *Step 5* | Select the course at Queens College for which you are trying to take an equivalent course at the Host College.

Browse Catalog

Select Institution Hunter College ⌄   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.

▷ MAM - MAM - Maintain Matriculation

▷ MATH - MATH - Mathematical Sciences

▽ MEDIA - MEDIA - Media Studies

Course Nbr	Course Title	Typically Offered
16100	Introduction to Digital Media	Fall, Spring
18000	Introduction to Media Studies	Fall, Spring	

Step 6	Click on fetch equivalent CUNY courses. **Course Detail** Return to Browse Course Catalog MEDIA 18000 - Introduction to Media Studies **Course Detail** [View Class Sections] Career Undergraduate Units 3.00 Grading Basis Graded Course Components Discussion Required Lecture Required Campus Hunter College Academic Group School of Arts and Sciences fetch equivalent CUNY courses Academic Organization Film and Media Studies
Step 7	Select the courses you are interested in at other CUNY colleges. Hunter College MEDIA 18000 - Introduction to Media Studies ePermit [table] 1-10 of 23 View All | Host Institution	Course	Request ePermit		
---	---	---	---	---
Baruch College	COM 3057 - Introduction to Digital Communication and Culture	☑		View Class Sections
Brooklyn College	TVR 65 - Introduction to Mass Media	☐	*** This course has not been scheduled. ***	
Brooklyn College	TREM. 1165 - Introduction to Mass Media	☑		View Class Sections
Borough of Manhattan CC	MES 152 - Introduction to Contemporary Media	☑		View Class Sections	
Step 8	Select a Permit Type from the dropdown menu. If unsure, select "General Elective." Select the Host Session: Spring and Fall are Regular Sessions. *Note: Since summer classes are offered over multiple sessions, please verify the specific session on Global Class Search.* Once you are done, please click on Submit. Your ePermit request should be processed in about 1-3 weeks. **ePermit page** ePermit **Your Name Here** Your Empl ID # Here ★ Email Address: **Your e-mail address** Career: Undergraduate Home College: Hunter College Program: Undergraduate Cum GPA: Plan: Bio Sci I BA *Permit Type: [⌄] ⟵ Term: 2022 Fall Term Permit Status: Home Course: Introduction to Media Studies Created By: 05/16/22 3:30:26PM

1-3 of 3

Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description		
Baruch College	Undergraduate	1229	🔍	COM	3057	Introduction to Digital Communication and Culture	+	−
Brooklyn College	Undergraduate	1229	🔍	TREM.	1165	Introduction to Mass Media	+	−
Borough of Manhattan CC	Undergraduate	1229	🔍	MES	152	Introduction to Contemporary Media	+	−

1-3 of 3

Host College	Host Career	Host Term	Host Session	Subject	Catalog Number	Description		
Baruch College	Undergraduate	1229		COM		Introduction to Digital Communication and Culture		
Brooklyn College	Undergraduate	1229		TREM.				