

HOW TO APPLY FOR AN EPERMIT

EPERMIT ELIGIBILITY: Students who wish to request an ePermit must:

- Have completed at least 1 semester at BMCC
- Have at least a 2.0 GPA
- Have no holds on the student's account that would prevent registration into BMCC courses (Bursar, Advisement, etc.)
- Have less than 30 transfer credits applied towards their degree requirements at BMCC, which includes ePermit credits
- Have not already received a grade (pass or fail) for the BMCC version of the course (You cannot repeat courses via ePermit.)
- Select a course that is required within the student's current major at BMCC.

EPERMIT PROCESS: BMCC students who wish to take a course at another CUNY school can do so by filing an ePermit application. The request will be sent to the BMCC ePermit team for review, within 2-3 business days students will receive a decision on their request via an email to their BMCC email address as well as an update to the ePermit status in CUNYFirst. If the ePermit request is approved, the information is automatically sent to the Host College (where you want to take the course), who will set up the student with an enrollment appointment (This can take up to a week). Please be advised that the approval of an ePermit does not guarantee you a seat in a course/section.

REQUESTING AN EPERMIT:

1. The ePermit system can be accessed through CUNYfirst:

NAVIGATION: Student Center → Academics drop-down menu → ePermit

The screenshot shows the 'Academics' menu in CUNYFirst. The 'ePermit' option is highlighted in a blue box. Other options visible include Search, Plan, Enroll, My Academics, Deadlines, and URL. Below the menu, there is a 'This Week's Schedule' table and an 'enrollment shopping cart' link.

This Week's Schedule	
Class	Schedule
BIO 420-086B LAB (25300)	Sa 8:00AM - 10:45AM Main Bldg N663
BIO 420-086L LEC (25299)	Sa 12:00PM - 2:45PM Main Bldg N490

2. On the next screen you will have to select the appropriate term, and then select the type of permit you wish to create.

- If you want to see what courses at other CUNY schools are equivalent to a particular course at BMCC select **"Add ePermit with Equivalent Courses"**. (See Step 3)
- If you want to request an ePermit for a specific course at a specific college select **"Add ePermit"**. (See Step 7)
- If you want to check on the status or cancel previously requested ePermits, select **"Search ePermit"** (See Step 8)

The screenshot shows the 'Select Term' screen. It has a table with columns for Term, Career, and Institution. Below the table are three radio button options: 'Add ePermit with Equivalent Courses' (selected), 'Add ePermit', and 'Search ePermit'. At the bottom are 'RETURN' and 'CONTINUE' buttons.

Select a term then click Add or Search.		
Term	Career	Institution
<input checked="" type="radio"/> 2015 Spring Term	Undergraduate	Borough of Manhattan CC

Add ePermit with Equivalent Courses Add ePermit Search ePermit

RETURN CONTINUE

- If you select **“Add ePermit with Equivalent Courses”** you will be brought to the BMCC course catalog where you must select the subject and course you are looking to complete at another CUNY school.

Browse Course Catalog

Select Institution [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.

▼ ACC - ACC - Accounting

Course Nbr	Course Title	Typically Offered
122	Accounting Principles I	All Terms
222	Accounting Principles II	All Terms
231	Accounting Applications on Microcomputers	All Terms
241	Taxation: Federal	All Terms
330	Intermediate Accounting I	All Terms
331	Accounting Information Systems	All Terms
350	Cost Accounting I	All Terms
360	Government and Not-For-Profit Accounting	All Terms
370	Forensic Accounting & Fraud Analysis	All Terms
430	Intermediate Accounting II	All Terms
451	Cost Accounting II	Fall, Spring

- After selecting a course, you will be brought to the Course Detail screen which includes information such as prerequisites and the course description. To file the ePermit you must click **“fetch equivalent CUNY courses”**

ACC 122 - Accounting Principles I

Course Detail

Career	Undergraduate	view class sections
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture Required	
Campus	Borough of Manhattan CC	fetch equivalent CUNY courses
Academic Group	Borough of Manhattan CC	
Academic Organization	Accounting	

Enrollment Information

Typically Offered	All Terms
Enrollment Requirement	Prerequisite: ESL 62 and ACR 94 and MAT 8

Description

The course covers the fundamental principles of accounting and the practical use of accounting tools and techniques. Topics covered include the definition and scope of accounting, accounting records and processes, books of original and subsequent entry, work sheets, adjusting and closing entries, accounting for cash, accounting for negotiable instruments, and accounting for plant assets. An investigation is made of accounting for service businesses and trading concerns.

5. The next screen will show you a list of all CUNY schools which have an equivalent course. To file the ePermit click the **“Request ePermit”** box for the desired schools and then click **“epermit form”**.

Host Institution	Course	Request ePermit	
Baruch College	ACC 2101 - Principles of Accounting	<input type="checkbox"/>	view class sections
Baruch College	ACC 3000 - Financial Accounting I	<input type="checkbox"/>	view class sections
Bronx Community College	ACC 11 - Fundamental Accounting I	<input type="checkbox"/>	*** This course has not been scheduled. ***
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
College of Staten Island	ACC 114 - Introduction to Accounting I	<input type="checkbox"/>	view class sections
City College	ECO 20450 - Principles of 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 100 - Introduction to Accounting	<input type="checkbox"/>	view class sections
Hostos Community College	ACC 1841 - College Accounting IA	<input type="checkbox"/>	*** This course has not been scheduled. ***

[Return to Course Detail](#) [epermit form](#)

6. On the ePermit form screen, you must choose where you believe the Host College course will fulfill a degree requirement by selecting the permit type (general elective, major elective, Pathways, etc.) **1**, and you can delete or add any additional colleges to the form by clicking the plus or minus signs at the end of the row **2**. Additional comments for the approver can also be added in the Comments box **3**. If requesting an ePermit for the Winter session, please remember to check the “Winter” box **4**. Once the form is complete you must click **“submit”**. Once your ePermit has been submitted to the BMCC Registrar for review, please allow 2-3 business days for a response.

Email Address	<input type="text"/>	Career	Undergraduate
Home College	Borough of Manhattan CC	Program	Undergraduate
Cum GPA	4.000	Plan	Liberal Arts
1 → *Permit Type	<input type="text"/>	Permit Status	
Term	2015 Spring Term	Winter:	<input type="checkbox"/> 4 →
Home Course	ACC 122 - Accounting Principles I		

*Host College	*Subject	*Catalog Number	Description	
Baruch College	ACC	3000	Financial Accounting I	<input type="checkbox"/> <input type="checkbox"/>
College of Staten Island	ACC	114	Introduction to Accounting I	2 → <input type="checkbox"/> <input type="checkbox"/>

3 →

7. If you selected **“Add ePermit”** because you did not want to search for equivalencies to a BMCC course but instead want to apply for a specific course at another CUNY school you will be brought to an ePermit screen without any courses entered. Enter the Host College and course information into the form **2**. Select the Permit Type **1** and the Host College course **2** (see Step 6 for details). You can also choose a Home College equivalency, but this is not required to apply for the permit. You also must choose where you believe the Host College course will fulfill a degree requirement by selecting the permit type (general elective, major elective, Pathways, etc.) **1**.

The screenshot shows the ePermit application form with the following fields and values:

- Email Address: [Redacted]
- Home College: Borough of Manhattan CC
- Cum GPA: 3.866
- *Permit Type: [Dropdown menu]
- Term: 2015 Fall Term
- Home Course: [Empty]
- Career: Undergraduate
- Program: Undergraduate
- Plan: Liberal Arts AA
- Permit Status: [Empty]
- Winter:

Below the form is a search table for Home Course:

*Host College	*Career	*Subject	*Catalog Number	Description
[Dropdown]	[Dropdown]	[Search]	[Search]	[Search]

Comments: [Text area]

submit

8. You can check the status of submitted ePermit by going to the same screen where you request to add an ePermit. After selecting the appropriate BMCC semester, select **“Search ePermit”** to show a list of all submitted ePermits for that term. By selecting a specific permit and clicking **“Continue”** you can see the Registrar’s decision/comments, if available.

Select Term

Term	Career	Institution
<input checked="" type="radio"/> 2015 Spring Term	Undergraduate	Borough of Manhattan CC

Add ePermit with Equivalent Courses Add ePermit Search ePermit

Home College	Term	Subject	Catalog	Course Description	ePermit Status
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	ACC	122	Accounting Principles I	Cancelled
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	ACC	122	ACC 122 - Accounting Principles I	Initiated
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	ACC	222	Accounting Principles II	Cancelled
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	CHE	110	General Chemistry	Approved
<input checked="" type="radio"/> Borough of Manhattan CC	2015 Spring Term	PHY	110	General Physics	Denied

RETURN

CONTINUE

The screenshot shows the ePermit details for the selected permit:

- Email Address: [Redacted]
- Home College: Borough of Manhattan CC
- Cum GPA: 4.000
- Permit Type: General Elective
- Term: 2015 Spring Term
- Home Course: PHY 110 - General Physics
- Career: Undergraduate
- Program: Undergraduate
- Plan: Liberal Arts
- Permit Status: Denied
- Winter:

*Host College	*Subject	*Catalog Number	Description
Bronx Community College	PHY	24	Principles Of General Physics

Comments: [Empty text area]

eRegistrar Comments

You do not meet the necessary prerequisites for this course (MAT 41 or 51).

9. In order to cancel existing ePermits, select the appropriate BMCC semester, mark the **“Search ePermit”** button, and select the desired permit you wish to cancel. On the next screen (pictured below) click the **“Cancel”** button at the bottom right of the screen. As with all ePermit requests, please allow 2-3 days for the ePermit team to review and cancel the ePermit/drop any PERM courses.

Select Term

Select a term then click Add or Search.

Term	Career	Institution
<input checked="" type="radio"/> 2015 Spring Term	Undergraduate	Borough of Manhattan CC

Add ePermit with Equivalent Courses
 Add ePermit
 Search ePermit

Select ePermit then click Continue

Home College	Term	Subject	Catalog	Course Description	ePermit Status
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	ACC	122	Accounting Principles I	Cancelled
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	ACC	122	ACC 122 - Accounting Principles I	Initiated
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	ACC	222	Accounting Principles II	Cancelled
<input type="radio"/> Borough of Manhattan CC	2015 Spring Term	CHE	110	General Chemistry	Approved
<input checked="" type="radio"/> Borough of Manhattan CC	2015 Spring Term	PHY	110	General Physics	Denied

RETURN

CONTINUE

Email Address	[REDACTED]	Career	Undergraduate
Home College	Queensborough CC	Program	Undergraduate
Cum GPA	2.100	Plan	Computer Information Sys AAS
Permit Type	For testing	Permit Status	Initiated
Term	2014 Fall Term	Winter:	<input type="checkbox"/>
Home Course	AR 251 - Drawing I		

*Host College	*Subject	*Catalog Number	Description		
Kingsborough Community College	ART	5700	Drawing I	+	-
LaGuardia Community College	HUA	103	Beginning Drawing	+	-
Queens College	ARTS	151	Drawing I	+	-

Comments

eRegistrar Comments

cancel

If you have any questions or concerns regarding ePermits, please contact: ePermit@bmcc.cuny.edu.