Steps to apply for a CUNY to CUNY ePermit (Application Request Process) via Student Center Page

1) You must log onto your CUNYfirst account. Click on "Student Center" to begin the permit process:

2) In the "Student Center" page select "ePermit" from the drop down menu:
3) Select the term for which you are applying for the Permit along with “Add ePermit with Equivalent Courses” to view the courses available at the Home Campus, then select “Continue”:

4) By selecting “Continue”, the York course catalog page will display. Select the subject and course you wish to take on permit. This course must fulfill your degree requirements for York College:

- Select a subject and course
5) Once you have selected the subject and course, you will be able to view and select the equivalent York course offered at the Host Campus by utilizing the “fetch option”:

![Course Catalog Image]

6) Be sure to review the scheduled class sections(s) before selecting the Host Campus course offering(s):

![Class Section Image]
7) Complete the Permit form as indicated below:

8) Once the permit form is submitted, the status will show as “Initiated”:
9) You can search for your Permit application status by returning to the “Student Center” page. You will need to select “Search ePermit” to view all initiated permit(s) you have applied for within that term. All permit application(s) for the selected term will display along with the status:

![Search ePermit screen with Permit Status displayed as Initiated]

10) If you wish to cancel your Permit prior to the first day of classes for a given term, you must click the “Cancel” button:

![Permit application screen with Cancel button highlighted]
REMEMBERS

A. Who is eligible to use the CUNY ePermit system?
- A matriculated student currently in attendance at York College.
- Undergraduate students with a minimum cumulative GPA of at least 2.00 with the exception of ROTC freshman.
- A student cannot have any negative service indicators on his/her record.
- A student must meet all York College's registration requirements, such as completing immunization(s).
- Newly admitted and continuing Macaulay Honors College and CUNY BA students need advisor approval

B. CUNY ePermit requests will not be issued to:
- A non-degree student.
- A newly admitted undergraduate or graduate student prior to completing their first term at York College with the exception of ROTC students.
- Courses not equivalent as per CUNY TIPPS, with the exception of ROTC students.
- A student’s schedule, including courses taken both at York College and on permit, exceeding the maximum credit load for each semester or session.
- Student who have an “Undeclared” major after earning 60 credits or more.

C. Be informed:
- Courses which have a lab & lecture component attached, must be taken together to fulfill all requirements, ePermit(s) missing components may not be approved.
- If additional course fee(s) are required at the Host campus, it’s the student’s responsibility to make the necessary payment.
- Cancel course registration prior to the first day of the semester to avoid any financial liability.

Once a CUNY ePermit is approved: Students granted approval to take courses on permit will be contacted via e-mail by the Host College, with a registration appointment time. Normal registration procedures must be followed by students as indicated by the Host institution.

**Note: ePermit approval only grants permission to take a course at another CUNY College and does not enroll a student or guarantee a seat in a course.**

Permit & Course Cancellation: If a student enrolls in a course at the selected Host College and decides not to attend the course, it is the student’s responsibility to withdraw from the course at the Home and Host Colleges as well as the ePermit request. The student must notify his/her Home College of the withdrawal prior to the first day of classes to avoid Tuition Liability and to prevent any academic consequences.

Winter session courses are offered in Spring term during the month of January:

<table>
<thead>
<tr>
<th>Term/Session</th>
<th>First day of classes</th>
<th>End of the Term/Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2016</td>
<td>January 29th, 2016</td>
<td>May 28th, 2016</td>
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</tbody>
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