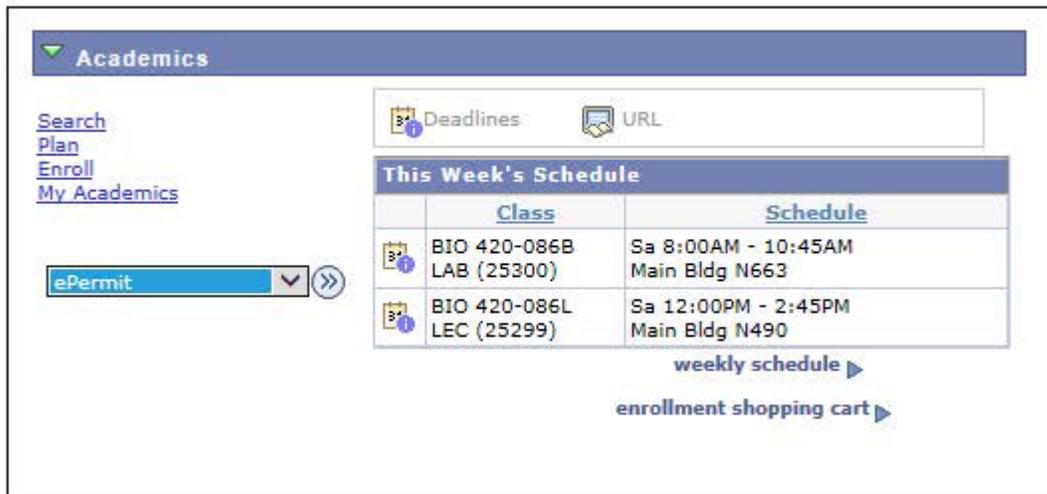


HOW TO APPLY FOR AN EPERMIT

1. CUNY students who wish to take online courses at CUNY SPS can do so by filing an ePermit application.
2. The ePermit system can be accessed through CUNYfirst:

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



3. 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 request an ePermit to take a specific course at CUNY SPS, select **“Add ePermit.”**
 - If you wish to search to see what courses at other CUNY schools are equivalent to a particular course at your home college, select **“Add ePermit with Equivalent Courses.”**

The 'Select Term' screen has a header 'Select Term' and a sub-header 'Select a term then click Add or Search.' Below this is a table with three columns: 'Term', 'Career', and 'Institution'. The first row is selected with a radio button. Below the table are three radio button options: 'Add ePermit with Equivalent Courses', 'Add ePermit' (highlighted with a red box), and 'Search ePermit'. At the bottom are two buttons: 'RETURN' and 'CONTINUE'.

Term	Career	Institution
<input checked="" type="radio"/> 2015 Spring Term	Undergraduate	Your Home Institution

Add ePermit with Equivalent Courses Add ePermit Search ePermit

4. If you selected **“Add ePermit”** because you want to apply for an online course at CUNY SPS, you will be brought to an ePermit screen without any courses entered. Select the Permit Type (General Elective, Major Elective, Required Core, or Flexible Core). You can choose to have the SPS course

fulfill a degree requirement as indicated by the permit type. Next, enter information about the SPS course: SPS is the Host College, the Career (undergraduate or graduate course), the Subject, and Course Number. If filling for the Wintersession, please remember to check the “Winter” box. Add comments if you wish, click submit, and you are finished. Proceed to Step 9 of these instructions.

1 → *Permit Type

3 → Winter:

2 → *Host College, *Career, *Subject, *Catalog Number, Description

4 → Comments

5. If you select “Add ePermit with Equivalent Courses” you will be brought to your home college’s course catalog where you must select the subject and course you are looking to complete at another CUNY school.

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.

▼ 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.

- The next screen will show you a list of all CUNY schools that have an equivalent course. You can click **“view class sections”** to see what sections are available. 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 1	<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](#)

8. On the ePermit form screen, you must select the Permit Type. You can delete or add additional colleges to the form by clicking the plus or minus signs at the end of the row. Comments for the approver can also be added in the Comments box. If filing for the Winter session, please remember to check the “Winter” box. Click “**submit.**” Your permit has been submitted to the Registrar.

The screenshot shows the ePermit form with the following fields and annotations:

- 1** points to the ***Permit Type** dropdown menu.
- 2** points to the plus sign at the end of the row for "College of Staten Island" in the course table.
- 3** points to the **Comments** text area.
- 4** points to the **Winter** checkbox.

*Host College	*Subject	*Catalog Number	Description		
Baruch College	ACC	3000	Financial Accounting I	+	-
College of Staten Island	ACC	114	Introduction to Accounting I	+	-

9. You can check the status of a submitted ePermit by going to the same screen where you request to add an ePermit. Select “**Search ePermit**” to show a list of all submitted ePermits for that term. If you select a specific permit, you can see if the Registrar added any comments to your application.

The screenshot shows the "Select Term" screen with the following table of ePermits:

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 type="radio"/>	Borough of Manhattan CC	2015 Spring Term	AST 110	AST 110 - General Astronomy	Cancelled
<input type="radio"/>	Borough of Manhattan CC	2015 Spring Term	THE 100	Introduction to Theatre	Initiated
<input type="radio"/>	Borough of Manhattan CC	2015 Spring Term	CHE 201	Chemistry I	Cancelled
<input type="radio"/>	Borough of Manhattan CC	2015 Spring Term	CIS 200	Introduction Systems and Technologies	Initiated
<input type="radio"/>	Borough of Manhattan CC	2015 Spring Term	MAT 206	Precalculus	Approved
<input type="radio"/>	Borough of Manhattan CC	2015 Spring Term	BIO 420	Microbiology	Cancelled
<input type="radio"/>	Borough of Manhattan CC	2015 Spring Term	BUS 150	Business Communication	Initiated
<input type="radio"/>	Borough of Manhattan CC	2015 Spring Term	SPE 240	Interpersonal Communication	Initiated
<input type="radio"/>	Borough of Manhattan CC	2015 Spring Term	HIS 225	History of Women	Initiated
<input type="radio"/>	Borough of Manhattan CC	2015 Spring Term	ENG 321	Film	Cancelled
<input checked="" type="radio"/>	Borough of Manhattan CC	2015 Spring Term	PHY 110	General Physics	Denied

Email Address	[REDACTED]	Career	Undergraduate
Home College	[REDACTED]	Program	Undergraduate
Cum GPA	4.000	Plan	Liberal Arts
Permit Type	General Elective	Permit Status	Denied
Term	2015 Spring Term	Winter:	<input type="checkbox"/>
Home Course	PHY 110 - General Physics		

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

Comments

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

[Return to Student Center](#)

10. In order to cancel existing ePermits, go to the **“Search ePermit”** screen and select the desired permit. On the next window, click the **“Cancel”** button at the bottom right of the screen.

Email Address	[REDACTED]	Career	Undergraduate
Home College	[REDACTED]	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