Office of the
University Registrar

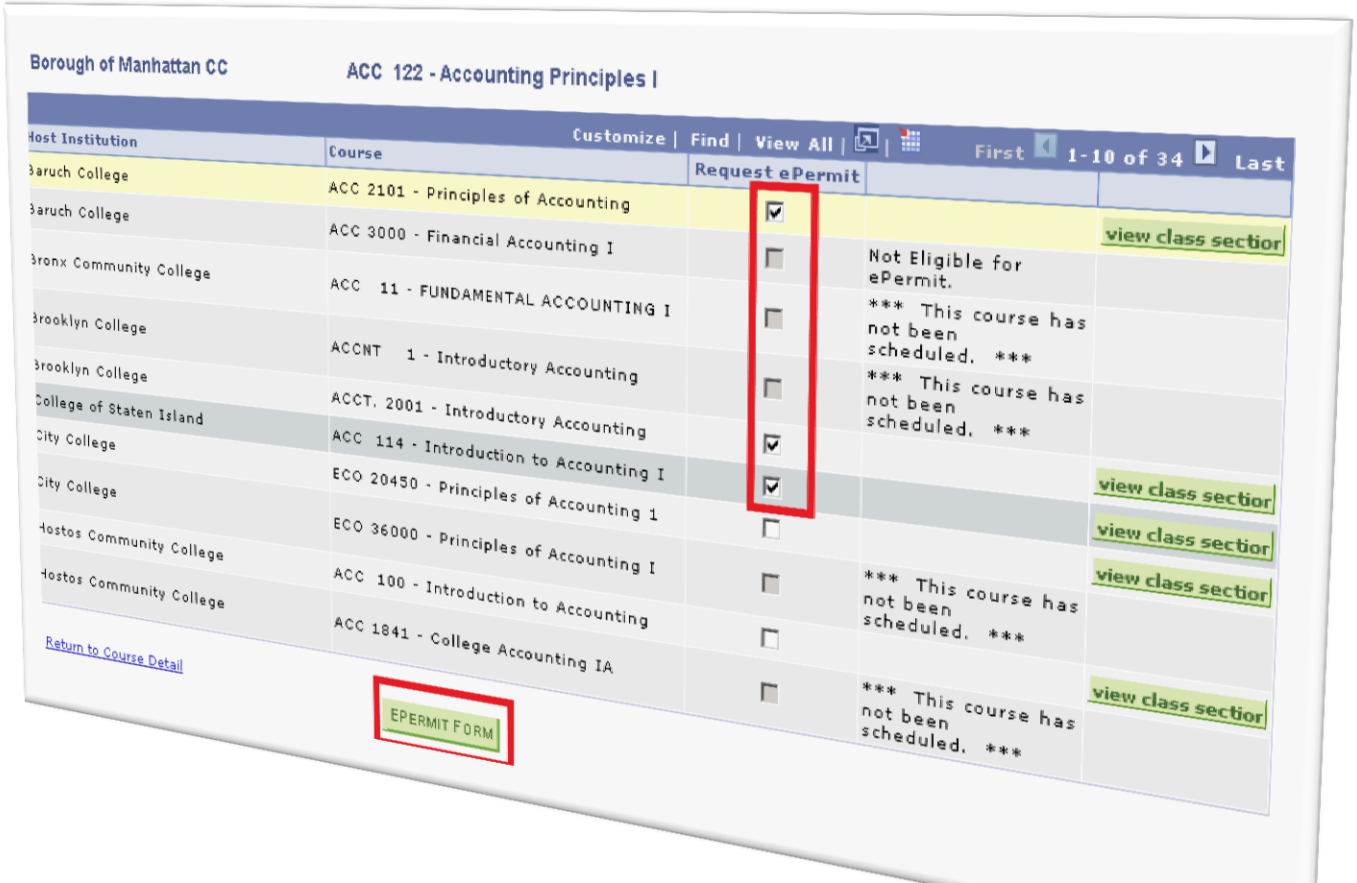
ePermit

Enrollment Management Council

December 12, 2014

ePermit - Current

ePermit - Future



Borough of Manhattan CC

ACC 122 - Accounting Principles I

Customize | Find | View All | First 1-10 of 34 Last

Host Institution	Course	Request ePermit		
Baruch College	ACC 2101 - Principles of Accounting	☑		view class section
Baruch College	ACC 3000 - Financial Accounting I	☐	Not Eligible for ePermit.	
Bronx Community College	ACC 11 - FUNDAMENTAL ACCOUNTING I	☐	*** This course has not been scheduled. ***	
Brooklyn College	ACCNT 1 - Introductory Accounting	☐	*** This course has not been scheduled. ***	
Brooklyn College	ACCT. 2001 - Introductory Accounting	☑		
College of Staten Island	ACC 114 - Introduction to Accounting I	☑		view class section
City College	ECO 20450 - Principles of Accounting 1	☐		view class section
City College	ECO 36000 - Principles of Accounting I	☐	*** This course has not been scheduled. ***	
Hostos Community College	ACC 100 - Introduction to Accounting	☐		
Hostos Community College	ACC 1841 - College Accounting IA	☐	*** This course has not been scheduled. ***	view class section

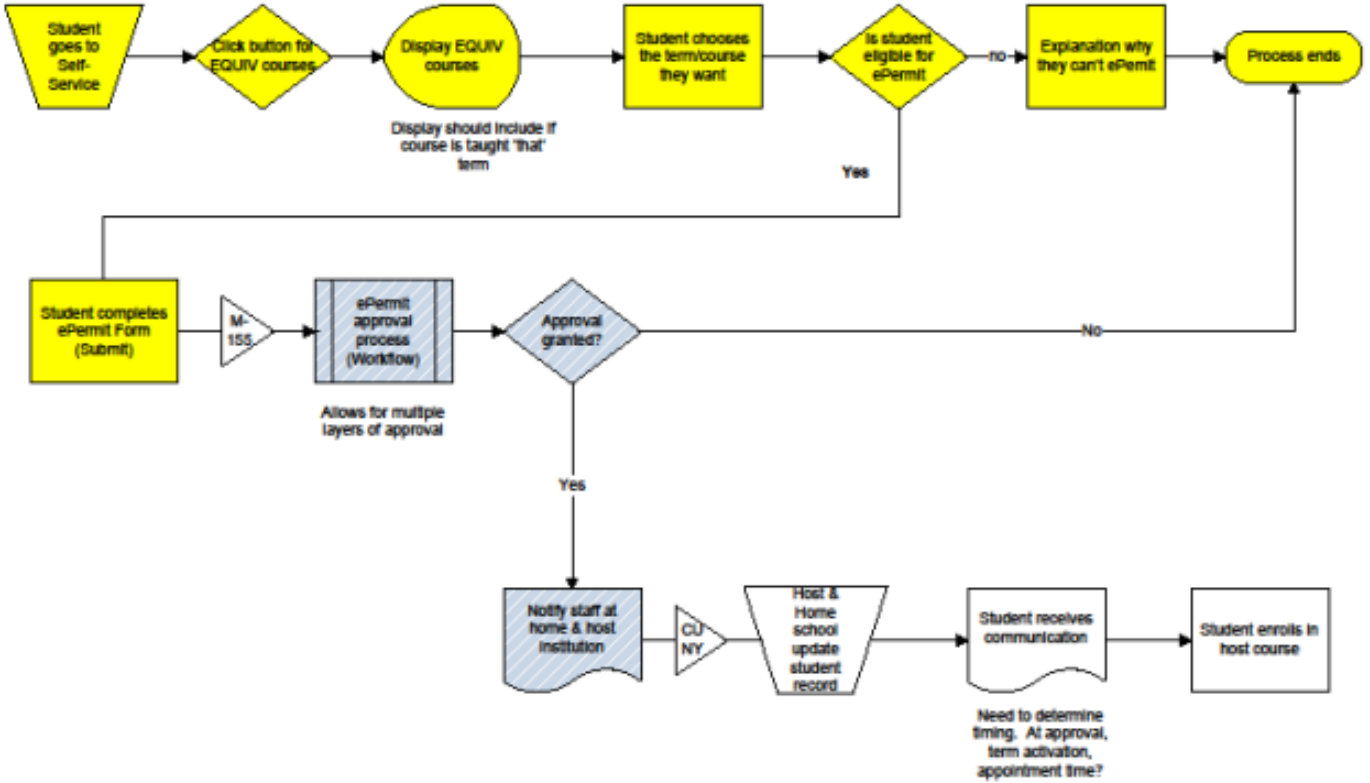
Return to Course Detail

EPERMIT FORM

CUNYfirst ePermit – Student Self Service

- Allows students to select a course at one CUNY institution and find the equivalent course(s) at other CUNY institutions using delivered Transfer Credit Articulation Rule configuration, view the scheduled classes for that articulation at another CUNY and for eligible students, request / submit an ePermit. Once the ePermit form is submitted, an approval workflow process begins.

CUNYfirst ePermit Process Flow

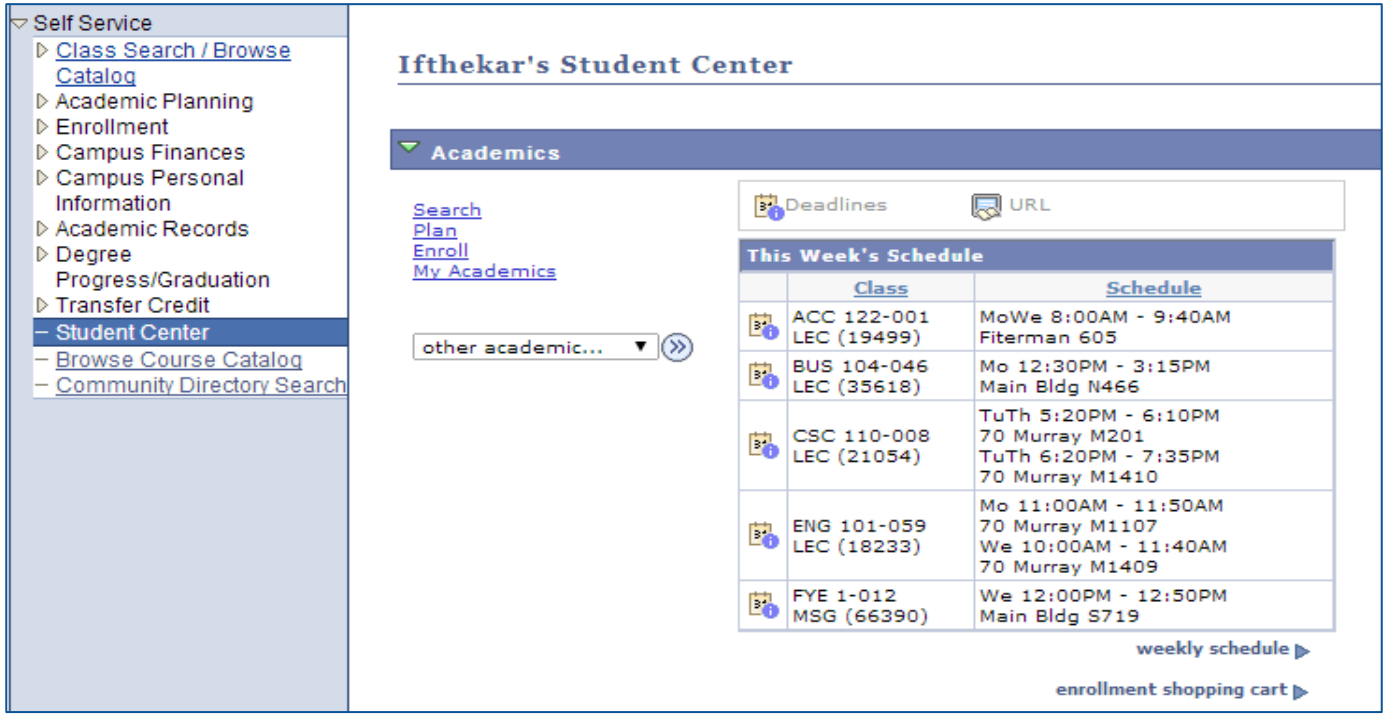


- Student browses home college course catalog to find an equivalent course at another CUNY
- Student requests permission to enroll at the host college via ePermit form in CUNYfirst
- ePermit request flows through home campus workflow approval process
  - ePermit request is routed to home college registrar's office
  - Registrar's office determines additional levels of approval (manual.)
  - ePermit request routes through additional approvals. If the request is rejected/denied, notification kicks back to the Registrar's Office
  - Final approval is with the home college registrar's office
- Upon final disposition:
  - Home institution Registrar's Office is notified of final disposition
  - If approved,
    - Email notification for approved ePermit is sent to host college(s) Registrar's Office
    - Home institution Registrar's Office, follows current CUNY business process for students going out on ePermit (manual.)
    - Host institution creates student record and follows current CUNY business process for processing and enrolling an inbound ePermit student (manual.)

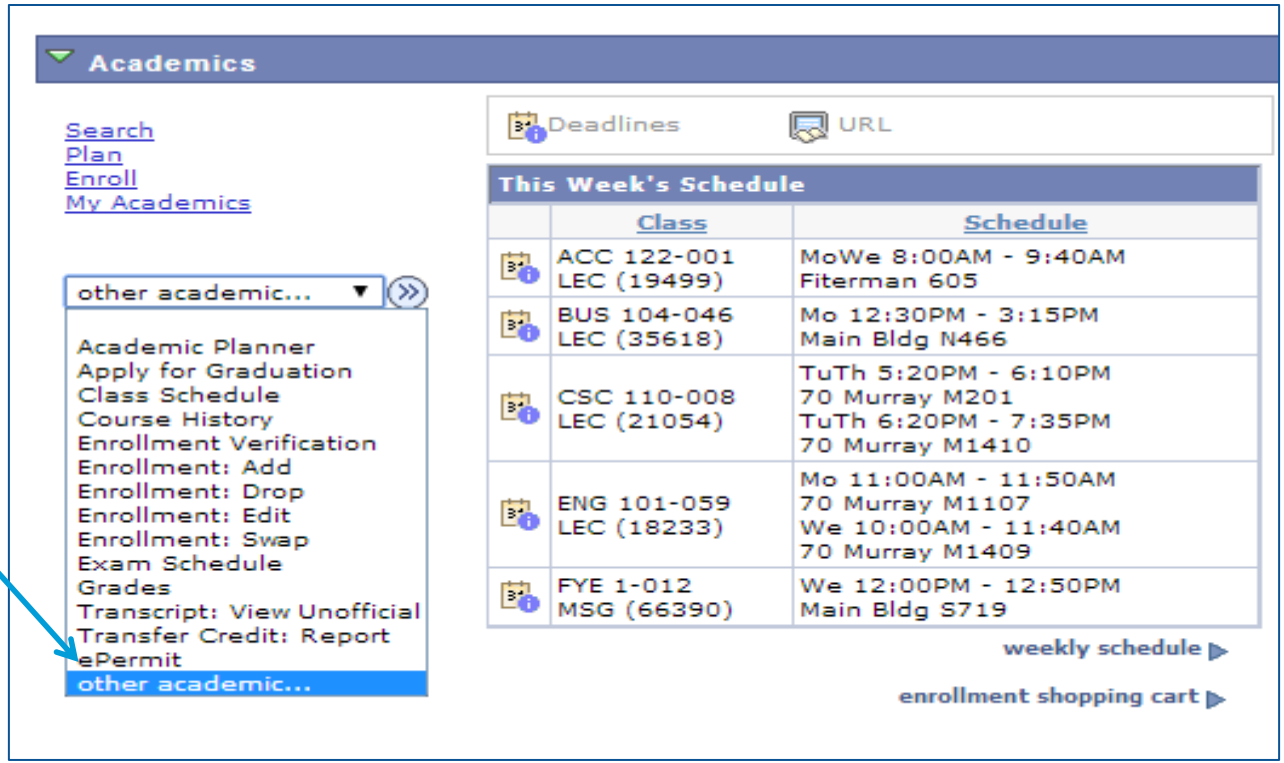
ePermit Dependencies/Business Impact

- When the student submits the ePermit form, the workflow process begins.
- The list of approvers by Institution must be accurately maintained using Committee functionality.
- Internal CUNY to CUNY Transfer Credit Rules must be setup and accurately maintained
- Any new academic organizations that are associated with an Academic Plan will need a Committee defined.
- System allows for the student to submit one ePermit form to multiple host colleges. Upon final approval, notification could be sent to several host institutions.

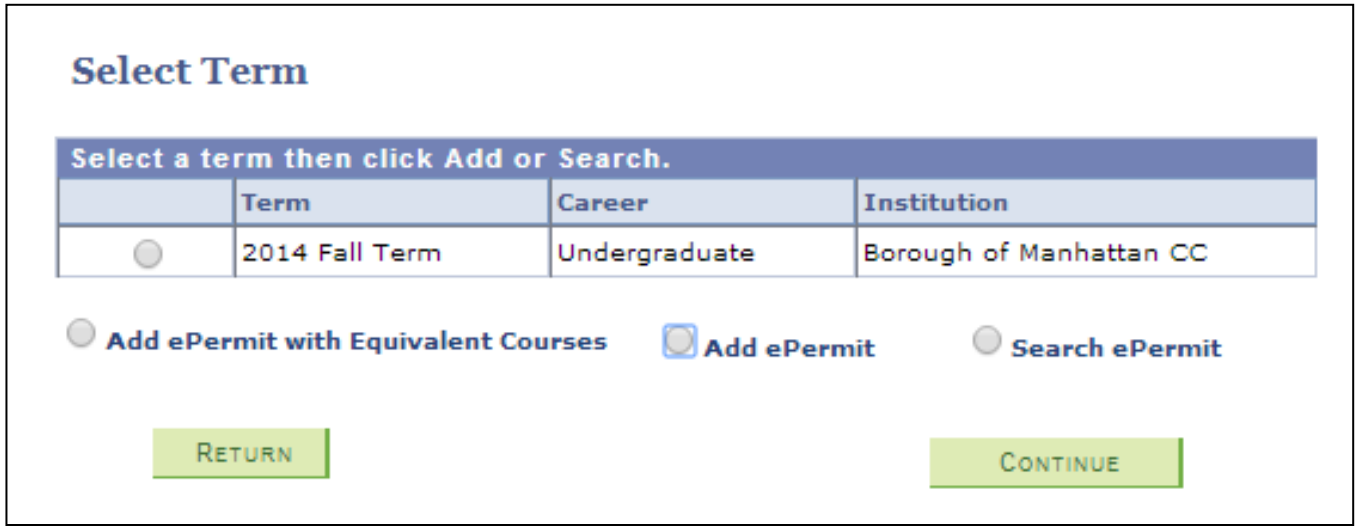
ePermit – Student Self Service Student Center



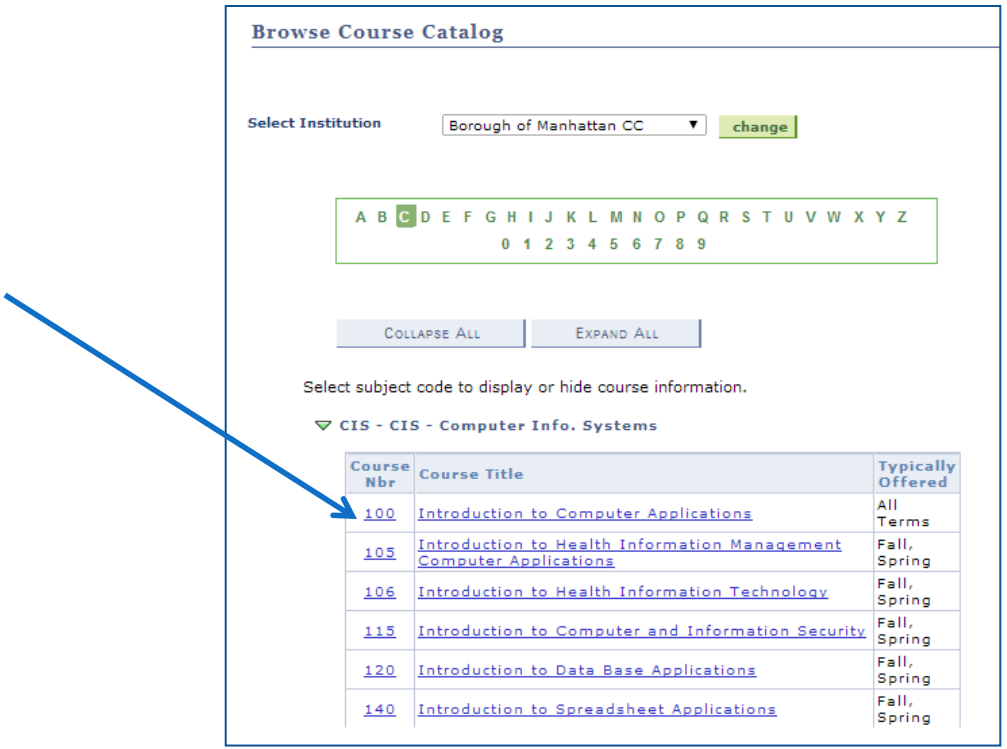
ePermit – Student Self Service: Select ePermit Option



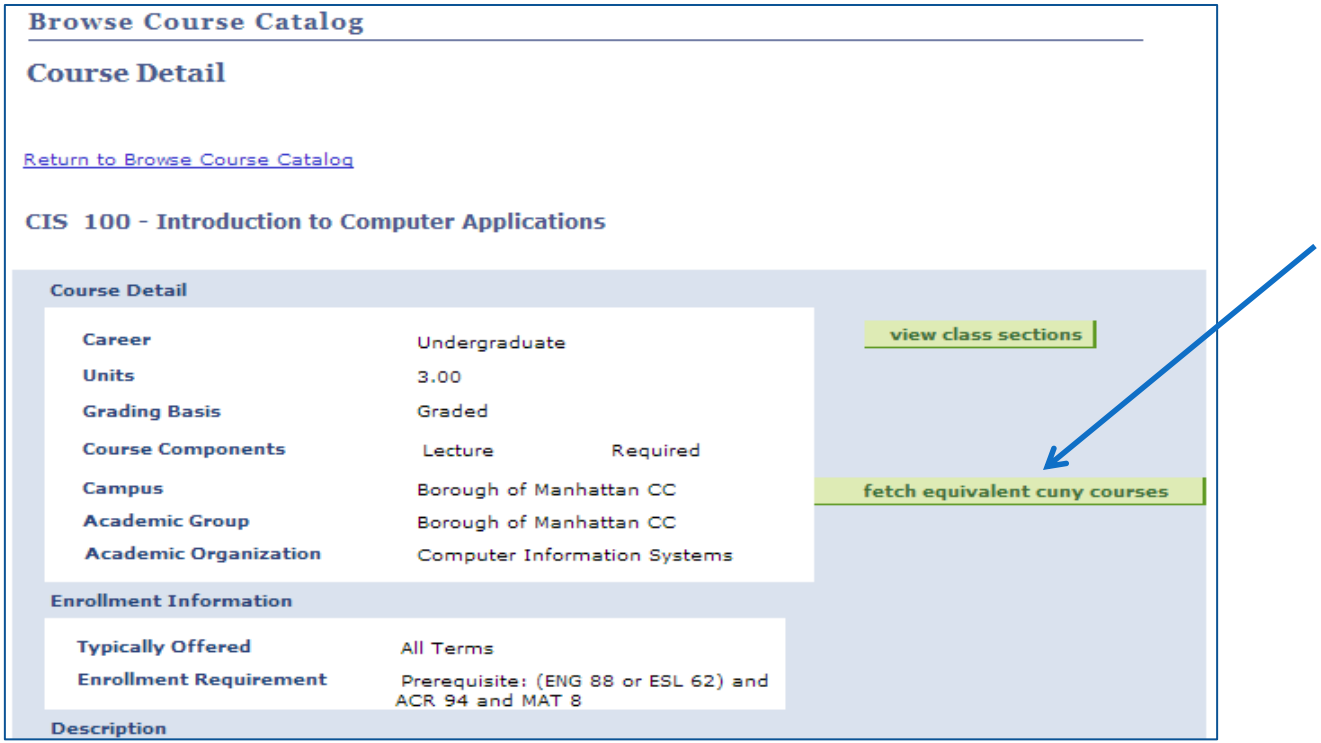
ePermit – Student Self Service
Select the Term and ePermit Option



ePermit – Student Self Service
Browse Catalog for Desired Course

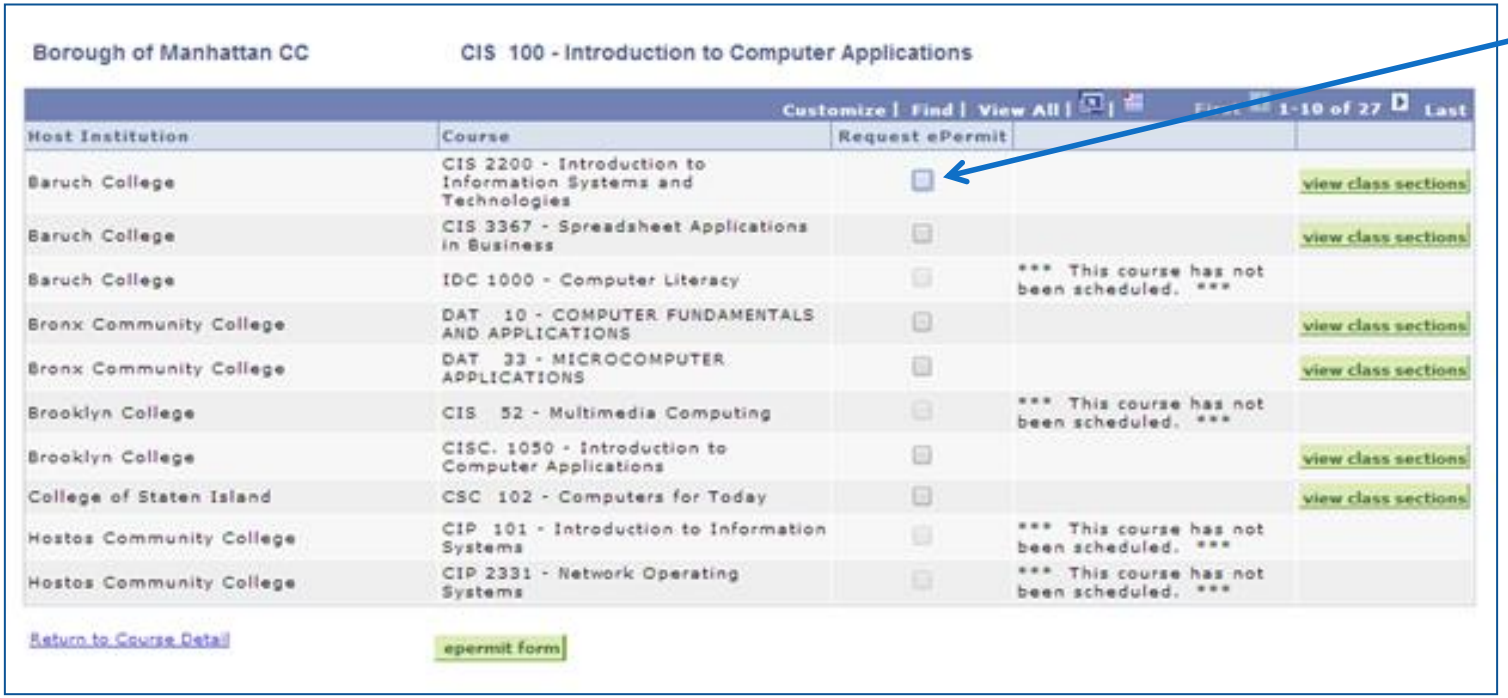


ePermit – Student Self Service
Find CUNY Equivalents



ePermit – Student Self Service

Grid of Equivalencies is displayed to Select



Borough of Manhattan CC

CIS 100 - Introduction to Computer Applications

Customize | Find | View All | 1-10 of 27 Last

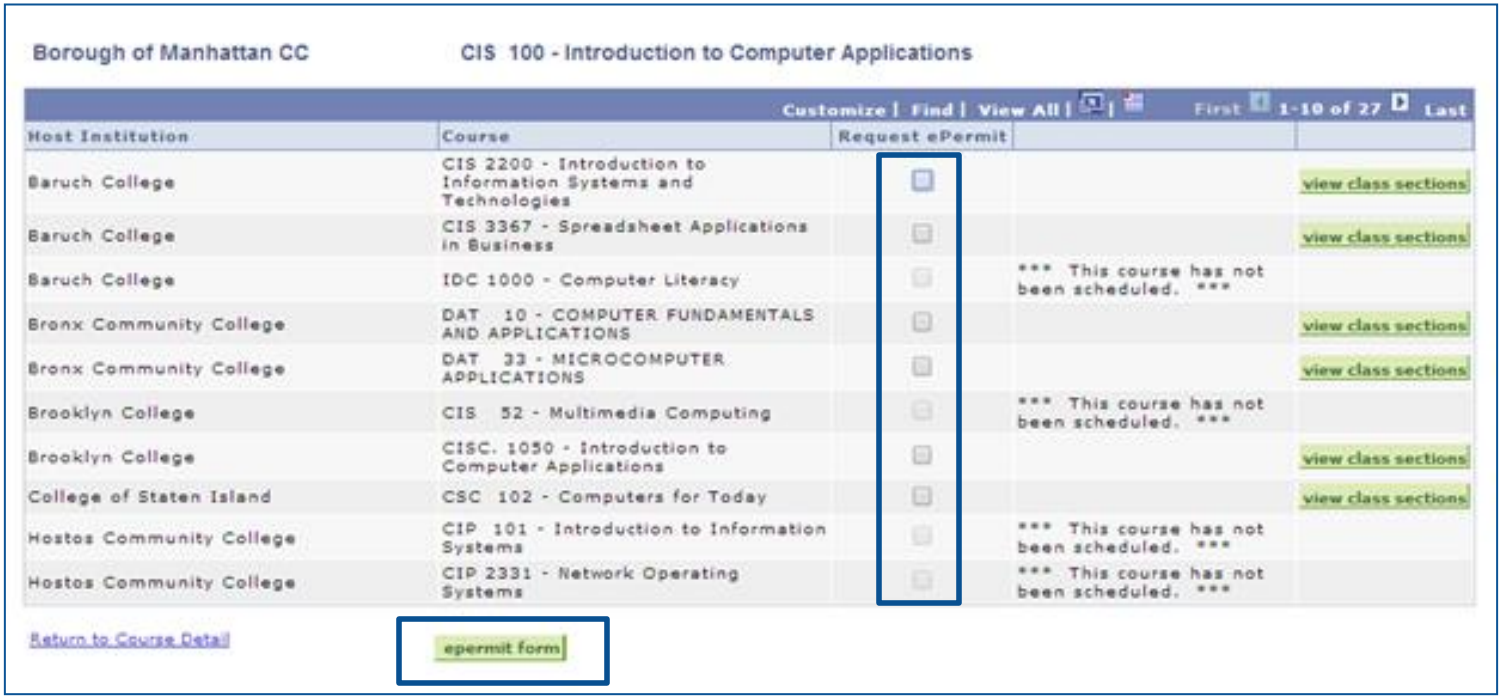
Host Institution	Course	Request ePermit		
Baruch College	CIS 2200 - Introduction to Information Systems and Technologies	☐		view class sections
Baruch College	CIS 3367 - Spreadsheet Applications in Business	☐		view class sections
Baruch College	IDC 1000 - Computer Literacy		*** This course has not been scheduled. ***	
Bronx Community College	DAT 10 - COMPUTER FUNDAMENTALS AND APPLICATIONS	☐		view class sections
Bronx Community College	DAT 33 - MICROCOMPUTER APPLICATIONS	☐		view class sections
Brooklyn College	CIS 52 - Multimedia Computing		*** This course has not been scheduled. ***	
Brooklyn College	CISC. 1050 - Introduction to Computer Applications	☐		view class sections
College of Staten Island	CSC 102 - Computers for Today	☐		view class sections
Hostos Community College	CIP 101 - Introduction to Information Systems		*** This course has not been scheduled. ***	
Hostos Community College	CIP 2331 - Network Operating Systems		*** This course has not been scheduled. ***	

Return to Course Detail

epermit form

ePermit – Student Self Service

Make your Selection & Click ePermit form



Borough of Manhattan CC

CIS 100 - Introduction to Computer Applications

Customize | Find | View All | First 1-10 of 27 Last

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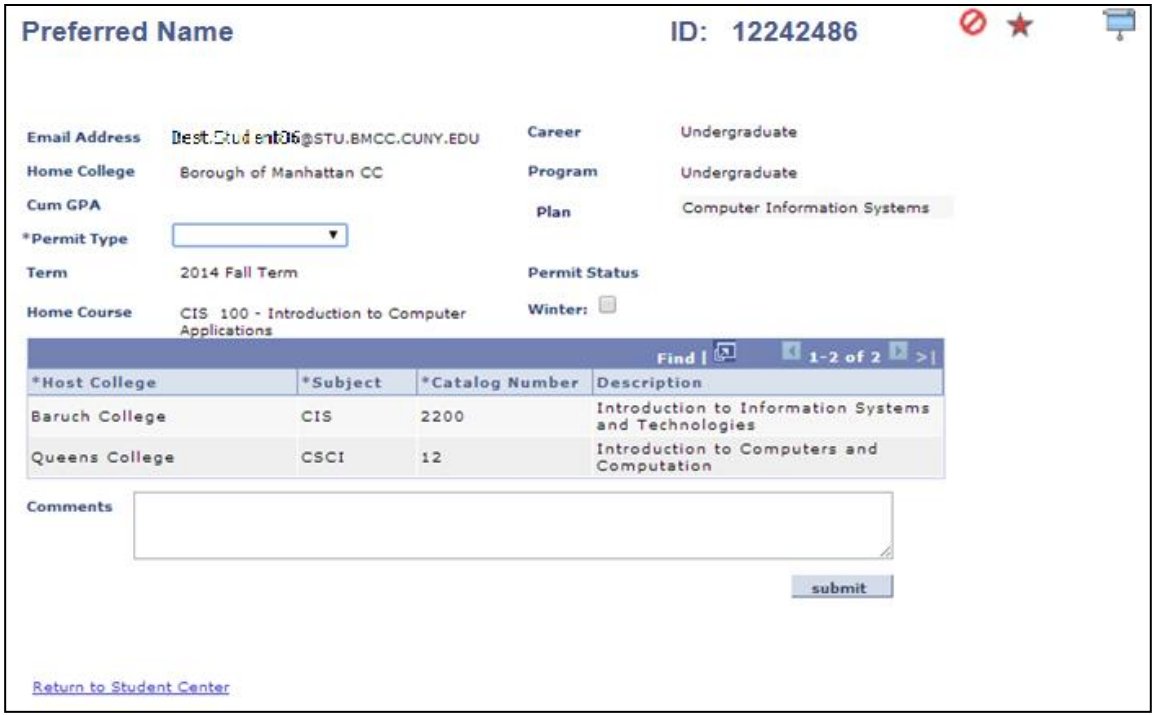
Hostos Community College	CIP 2331 - Network Operating Systems		*** This course has not been scheduled. ***	

Return to Course Detail

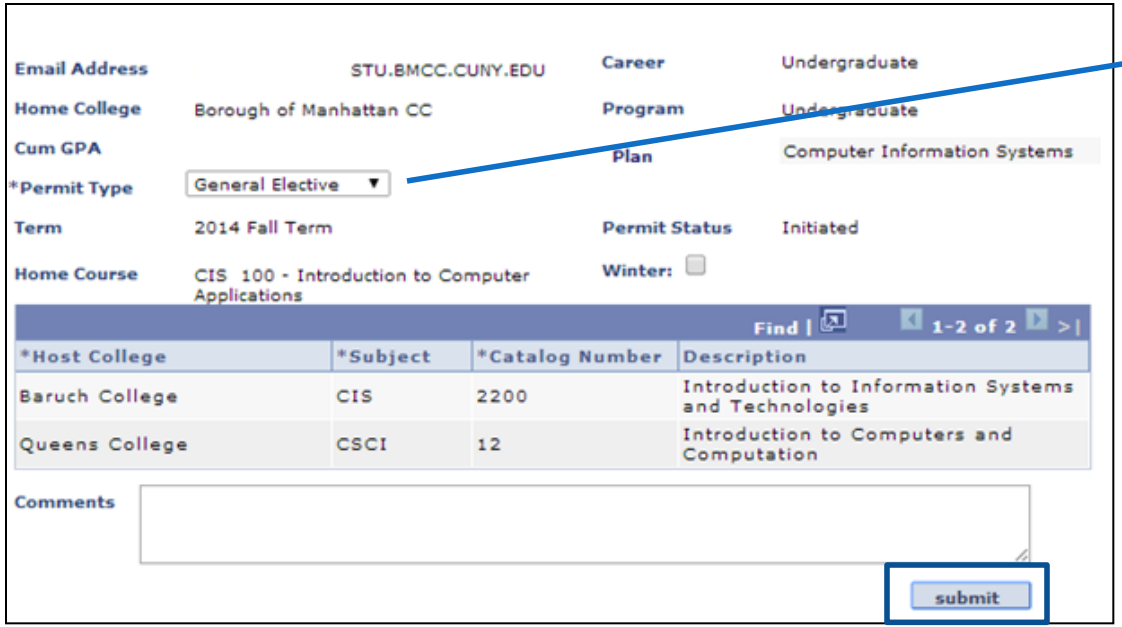
epermit form

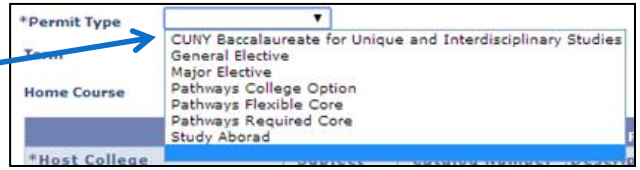
ePermit – Student Self Service

ePermit Form



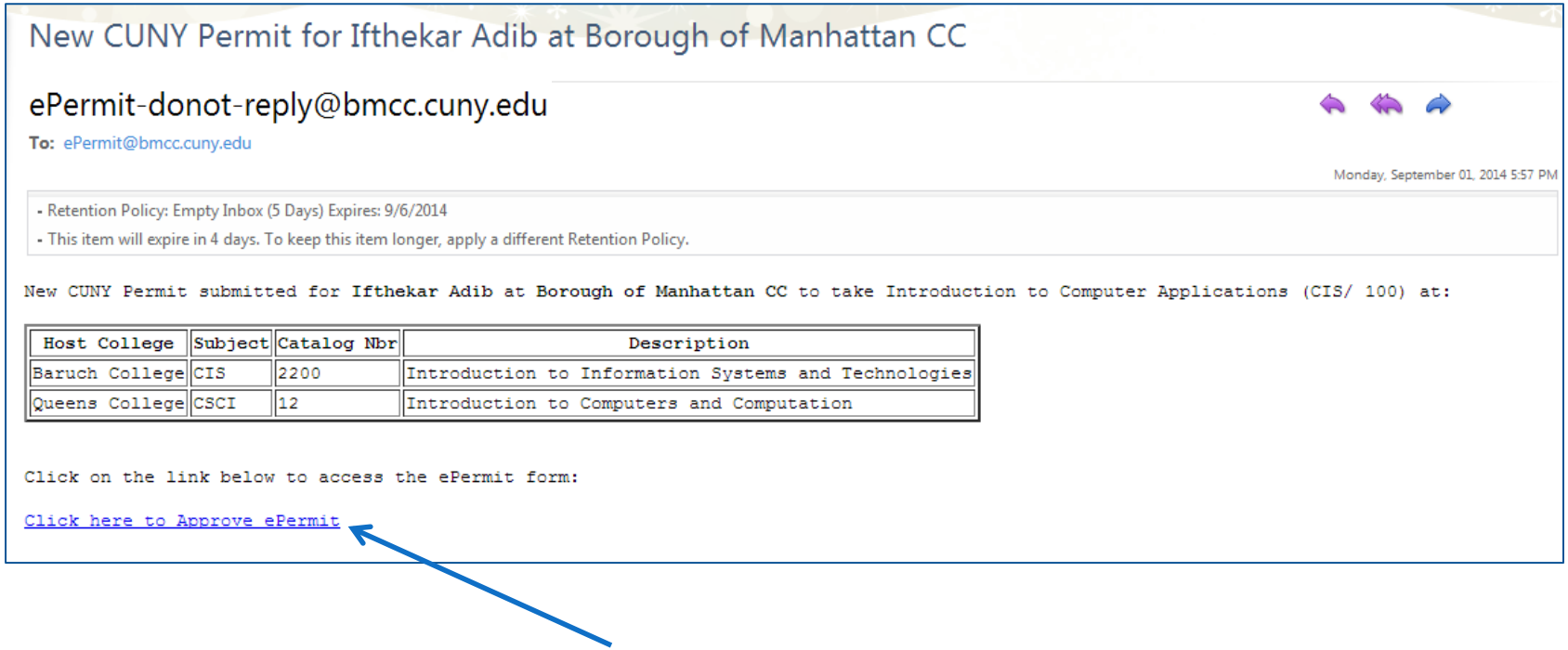
ePermit – Student Self Service
Select Permit Type, Verify and Submit





ePermit – Email Notification

Email Alert Sent to Registrar Office - Home



New CUNY Permit for Ifthekar Adib at Borough of Manhattan CC

ePermit-donot-reply@bmcc.cuny.edu

To: ePermit@bmcc.cuny.edu

Monday, September 01, 2014 5:57 PM

- Retention Policy: Empty Inbox (5 Days) Expires: 9/6/2014
- This item will expire in 4 days. To keep this item longer, apply a different Retention Policy.

New CUNY Permit submitted for **Ifthekar Adib** at **Borough of Manhattan CC** to take Introduction to Computer Applications (CIS/ 100) at:

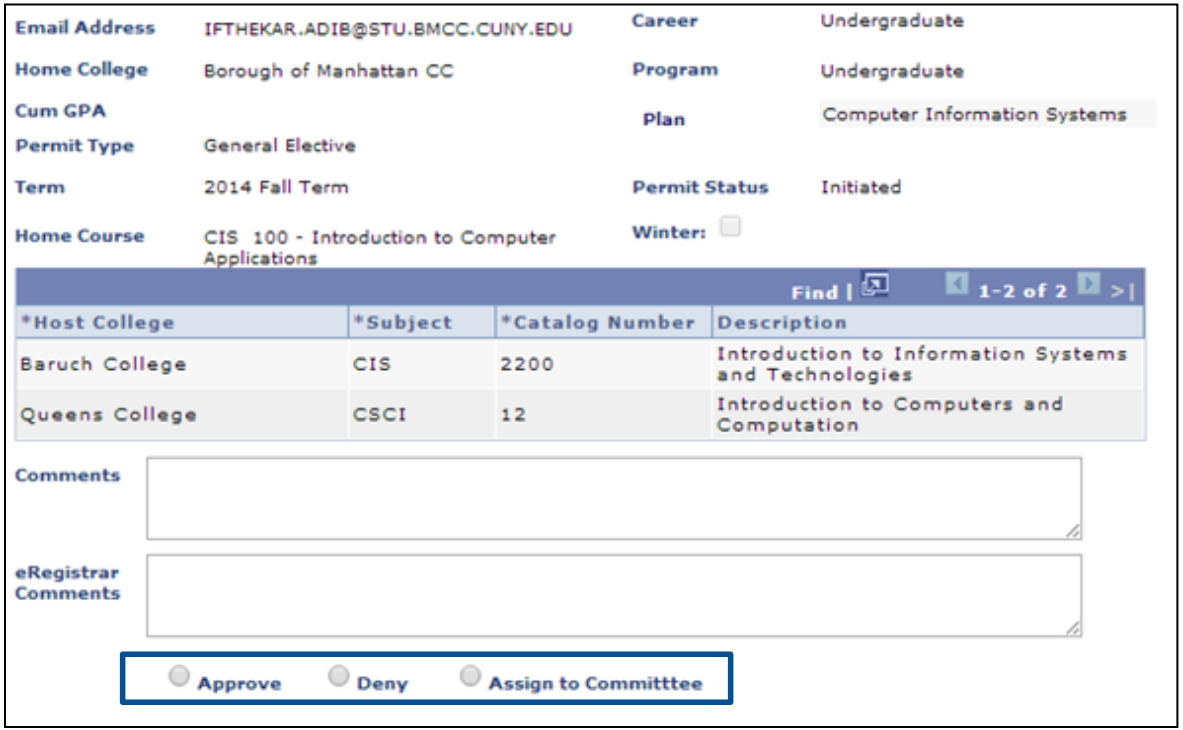
Host College	Subject	Catalog Nbr	Description
Baruch College	CIS	2200	Introduction to Information Systems and Technologies
Queens College	CSCI	12	Introduction to Computers and Computation

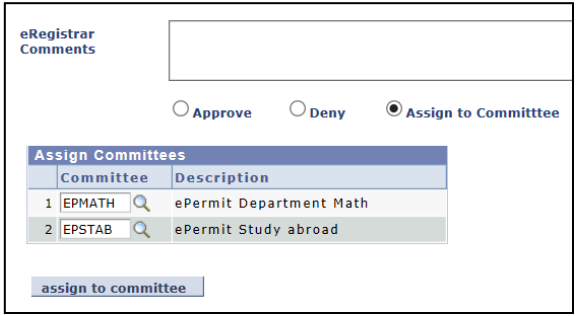
Click on the link below to access the ePermit form:

Click here to Approve ePermit

ePermit – Approval / Escalation

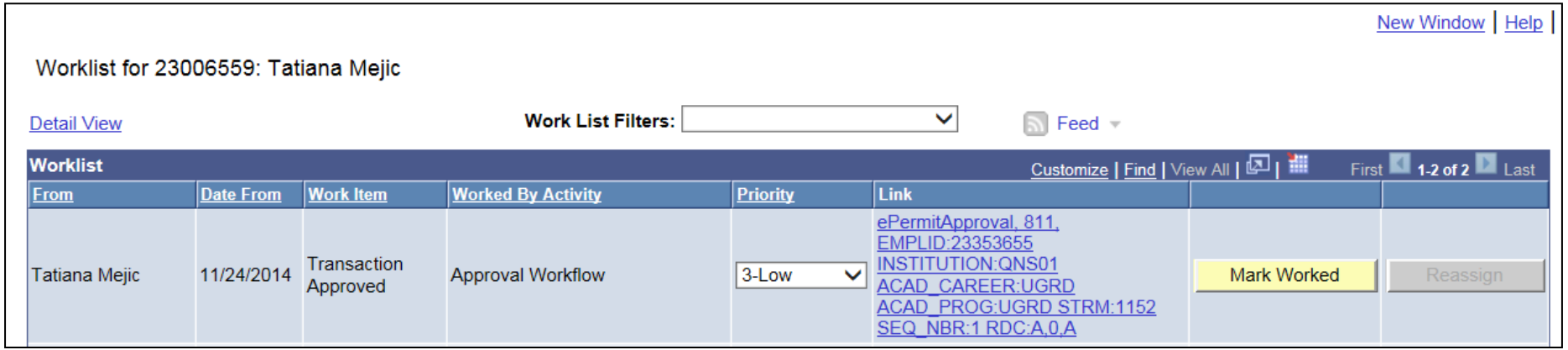
Registrar can Approve/Deny or Assign to Committee of Approvers (Specific Dept.)





ePermit – 2nd Level Department Approval

If escalated for Dept Approval all approver will see it in their Worklist



New Window | Help |

Worklist for 23006559: Tatiana Mejic

Detail View

Work List Filters:

Feed

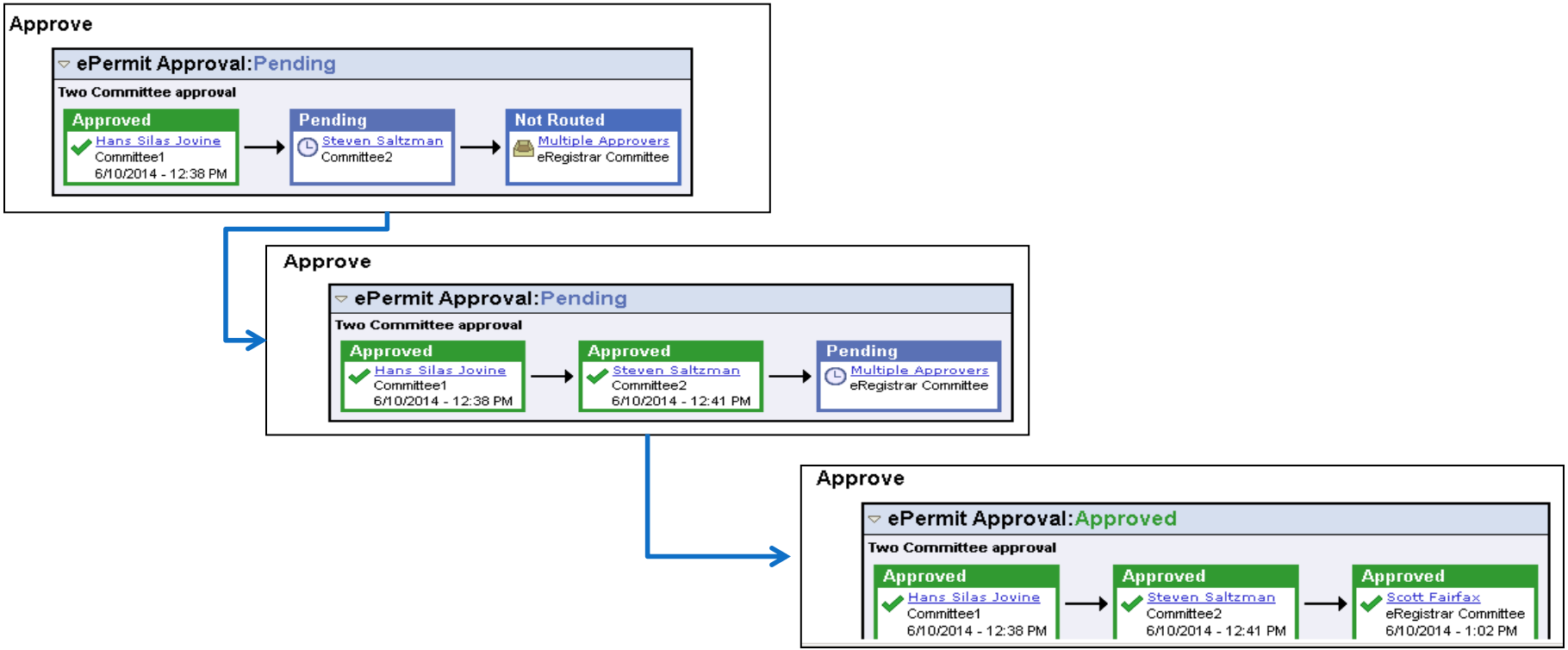
Worklist

Customize | Find | View All | First 1-2 of 2 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Tatiana Mejic	11/24/2014	Transaction Approved	Approval Workflow	3-Low	ePermitApproval, 811, EMPLID:23353655 INSTITUTION:QNS01 ACAD_CAREER:UGRD ACAD_PROG:UGRD STRM:1152 SEQ_NBR:1 RDC:A,0,A	Mark Worked	Reassign

ePermit – Approval / Escalation

Workflow Routed to all the members in the committee(s)



ePermit – Approval & Notification

Permit Status = Approved; Email sent to ALL Host College

Email Address	IFTHEKAR.ADIB@STU.BMCC.CUNY.EDU	**Career**	Undergraduate
Home College	Borough of Manhattan CC	**Program**	Undergraduate
Cum GPA		**Plan**	Computer Information Systems
Permit Type	General Elective		
Term	2014 Fall Term	**Permit Status**	Approved

From: ePermit-donot-reply@qc.cuny.edu [ePermit-donot-reply@qc.cuny.edu]
Sent: Monday, November 24, 2014 3:34 PM
To: ePermit@qc.cuny.edu
Subject: CUNY Permit for Ifthekar Adib (12242486) has been approved

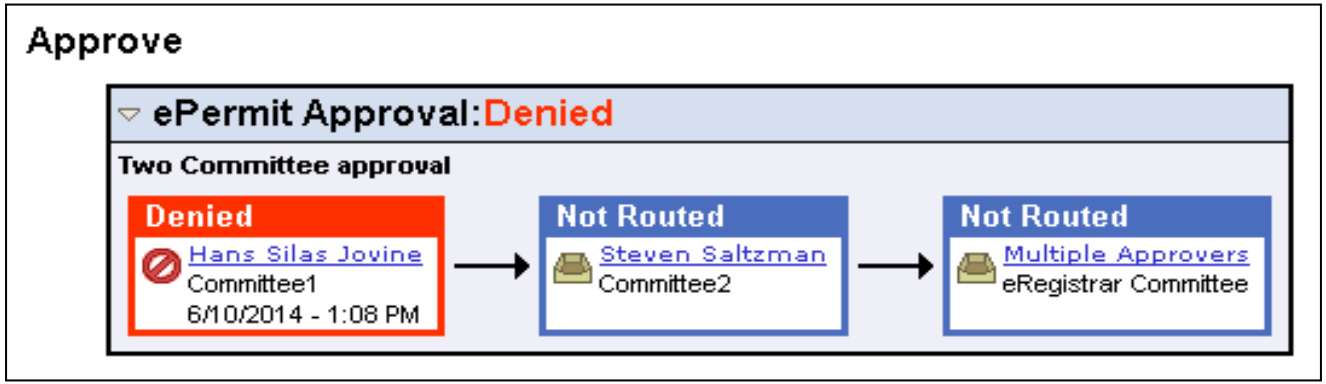
CUNY Permit approved for Ifthekar Adib to take Introduction to Computers and Computation (CSCI / 12).

From: ePermit-donot-reply@baruch.cuny.edu [ePermit-donot-reply@baruch.cuny.edu]
Sent: Monday, November 24, 2014 3:34 PM
To: ePermit@baruch.cuny.edu
Subject: CUNY Permit for Ifthekar Adib (12242486) has been approved

CUNY Permit approved for Ifthekar Adib to take Introduction to Information Systems and Technologies (CIS / 2200).

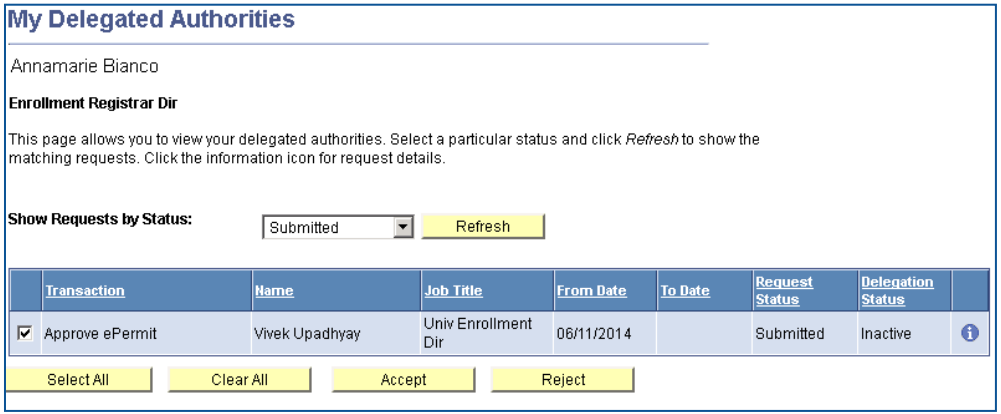
ePermit – Approval & Notification

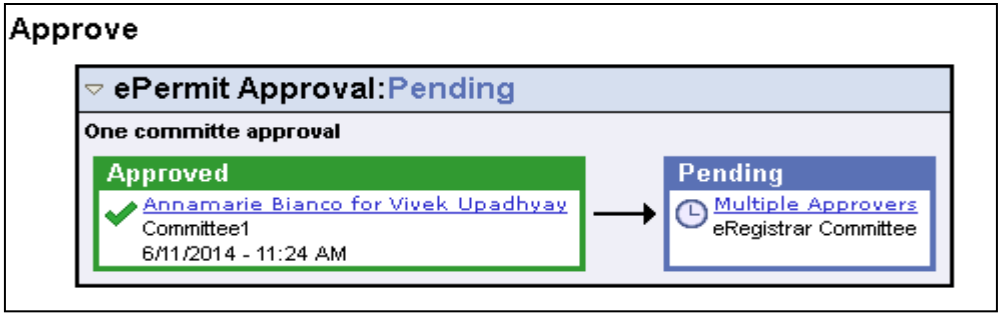
Permit Status = Denied (Approval Not routed further)



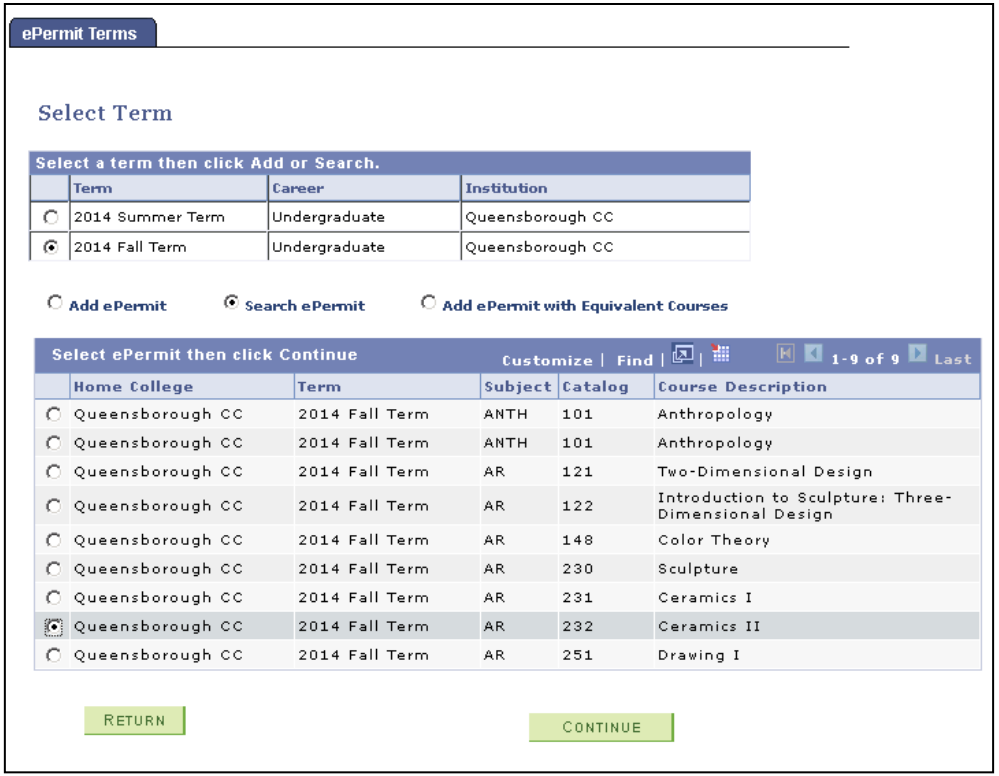
ePermit – Approval & Notification

Delegation

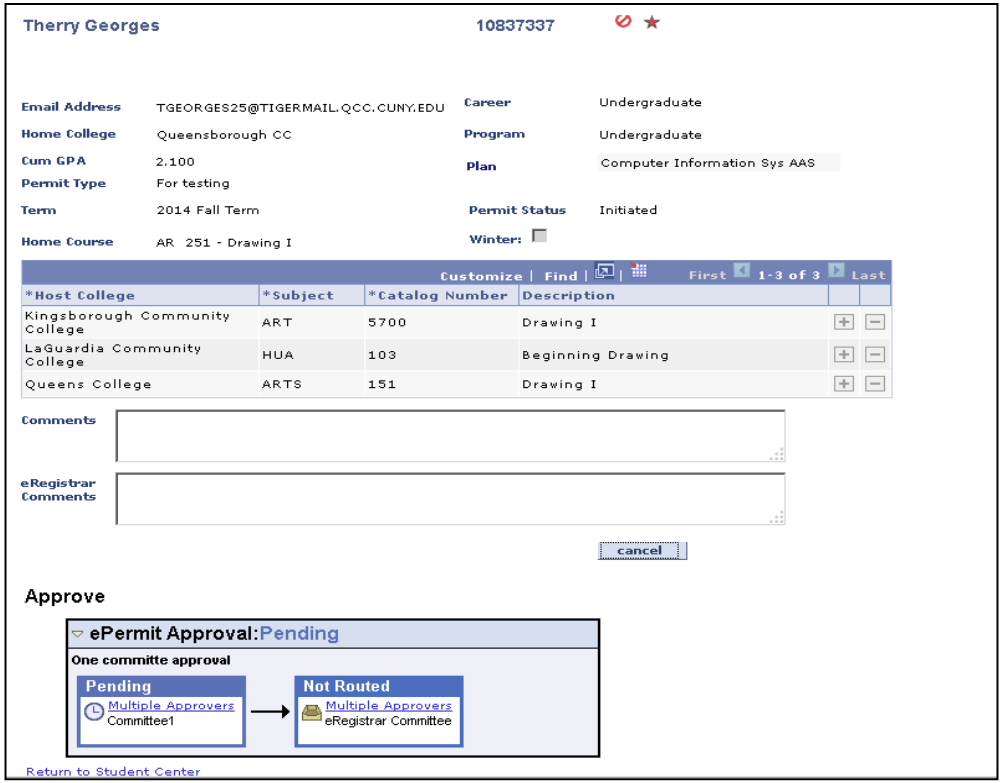




ePermit – Student View - Search



ePermit – Student - View Approval

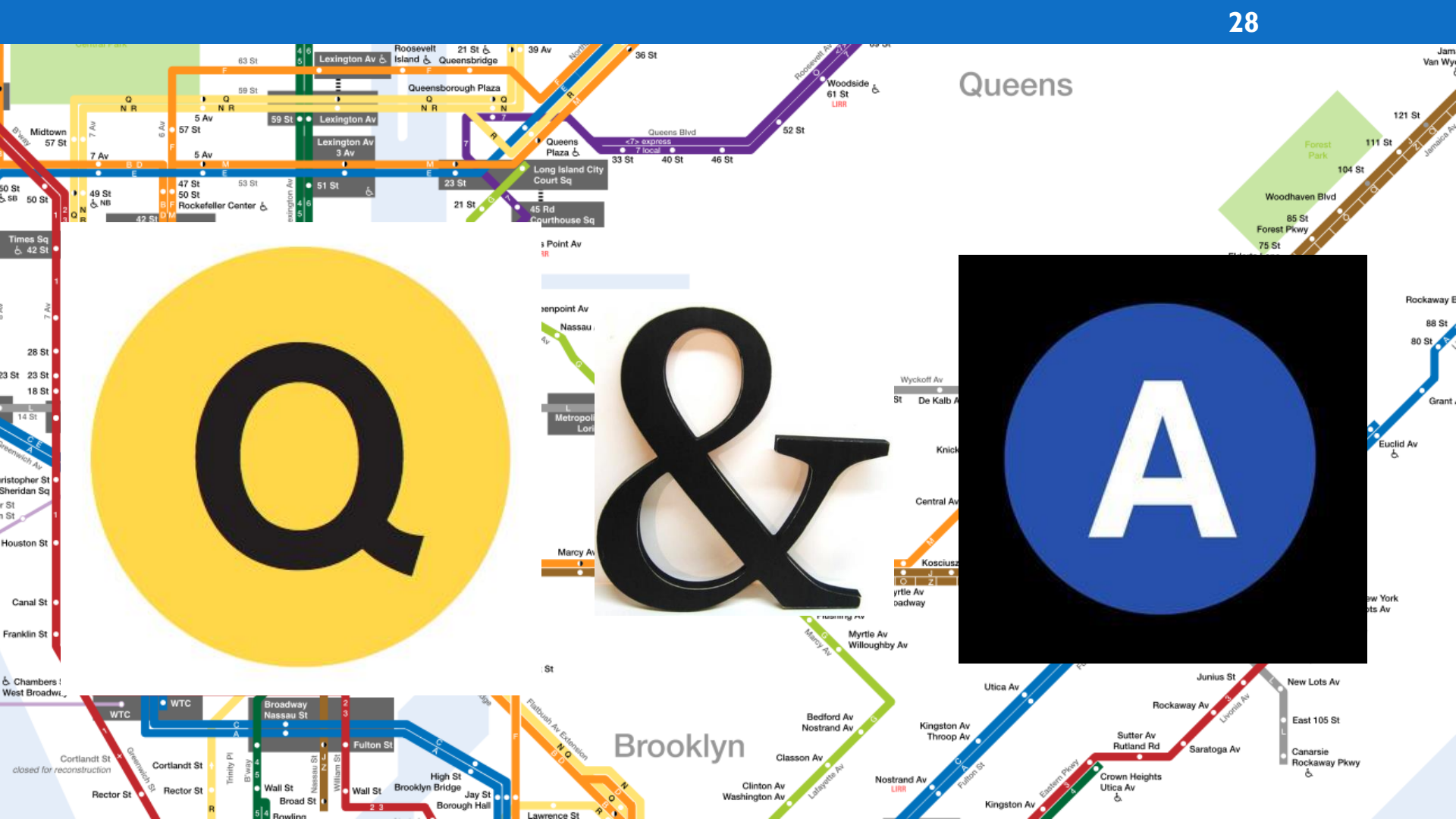


ePermit – Policies

- Undergraduate first-year students in the Macaulay, CUNY BA, and ROTC programs can take e-permit courses in their first semester, and throughout their college careers; other undergraduate students can start taking e-permit courses in their second semester and can continue thereafter.
- All undergraduate new and continuing students can take ROTC courses on e-permit at any point in their undergraduate careers.
- There are no restrictions on the number of courses that students can take on e-permit beyond residency requirements, or on the number of campuses to which students can apply for a course on e-permit.
- The portion of a student's tuition and applicable fees that are for an e-permit course will (by the end of the fiscal year in which the e-permit course is taken) accrue to the host campus of the e-permit course, not to the student's home campus

ePermit – Policies

- When a student at College A submits an e-permit to take a Pathways Common Core course at College B, the Registrar's office at College A will check the submission to ensure that there are *no negative implications for the student's financial aid*. If there are, the student will be notified there is a problem. If there are not, the submission will proceed to College B (with notification to the applicant). **No department-level approvals will be required at either college.**
- If Course X at College A and Course Y at College B are equivalent in TIPPS, when a student at College A submits an e-permit to take Course Y at College B instead of Course X at College A, the Registrar's office at College A will check the submission to ensure that there are *no negative implications for the student's financial aid*. If there are, the student will be notified there is a problem. If there are not, the submission will proceed to College B (with notification to the applicant). **No department-level approvals will be required at either college.**


Queens
Brooklyn
Q
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Lexington Av
Roosevelt Island
21 St
Queensbridge
Queensborough Plaza
Lexington Av
Lexington Av 3 Av
Queens Plaza
Long Island City Court Sq
45 Rd Courthouse Sq
Rockefeller Center
Times Sq 42 St
Midtown
Woodside 61 St
Queens Blvd
Forest Park
Woodhaven Blvd
85 St Forest Pkwy
Wyckoff Av
De Kalb Av
Central Av
Marcy Av
Myrtle Av Willoughby Av
Bedford Av Nostrand Av
Classon Av
Clinton Av Washington Av
Kingston Av Throop Av
Utica Av
Nostrand Av
Kingston Av
Crown Heights Utica Av
Sutter Av Rutland Rd
Rockaway Av
Junius St
New Lots Av
East 105 St
Canarsie Rockaway Pkwy
Saratoga Av
Euclid Av
Rockaway B
Houston St
Canal St
Franklin St
Chambers St
WTC
Broadway Nassau St
Fulton St
Cortlandt St
closed for reconstruction
Rector St
Wall St
Broad St
Bowling
High St Brooklyn Bridge
Jay St Borough Hall
Lawrence St
Flatbush Av Extension