



Office of the  
**University Registrar**

# ePermit

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Enrollment Management Council

December 12, 2014

# ePermit - Current



The image shows a login form for CUNY EPermit. It features a blue header with the CUNY logo and the text 'cuny.edu' and 'THE CITY UNIVERSITY OF NEW YORK'. The main body is orange and contains the title 'CUNY EPermit Login' and a prompt to enter CUNY Portal Username and Password. There are two input fields for Username and Password, and a 'Login' button.

**cuny.edu**   
THE CITY UNIVERSITY OF NEW YORK

***CUNY EPermit Login***

Please enter your CUNY Portal Username and Password:

**Username:**

**Password:**

# ePermit - Future

Borough of Manhattan CC      ACC 122 - Accounting Principles I

Host Institution	Course	Customize	Find	View All	First	1-10 of 34	Last
Baruch College	ACC 2101 - Principles of Accounting	<input checked="" type="checkbox"/>					
Baruch College	ACC 3000 - Financial Accounting I	<input type="checkbox"/>					<a href="#">view class section</a>
Bronx Community College	ACC 11 - FUNDAMENTAL ACCOUNTING I	<input type="checkbox"/>					
Brooklyn College	ACCNT 1 - Introductory Accounting	<input type="checkbox"/>					
Brooklyn College	ACCT, 2001 - Introductory Accounting	<input type="checkbox"/>					
College of Staten Island	ACC 114 - Introduction to Accounting I	<input checked="" type="checkbox"/>					
City College	ECO 20450 - Principles of Accounting 1	<input checked="" type="checkbox"/>					<a href="#">view class section</a>
City College	ECO 36000 - Principles of Accounting I	<input type="checkbox"/>					<a href="#">view class section</a>
Hofstra Community College	ACC 100 - Introduction to Accounting	<input type="checkbox"/>					<a href="#">view class section</a>
Hofstra Community College	ACC 1841 - College Accounting IA	<input type="checkbox"/>					<a href="#">view class section</a>
		<input type="checkbox"/>					*** This course has not been scheduled. ***

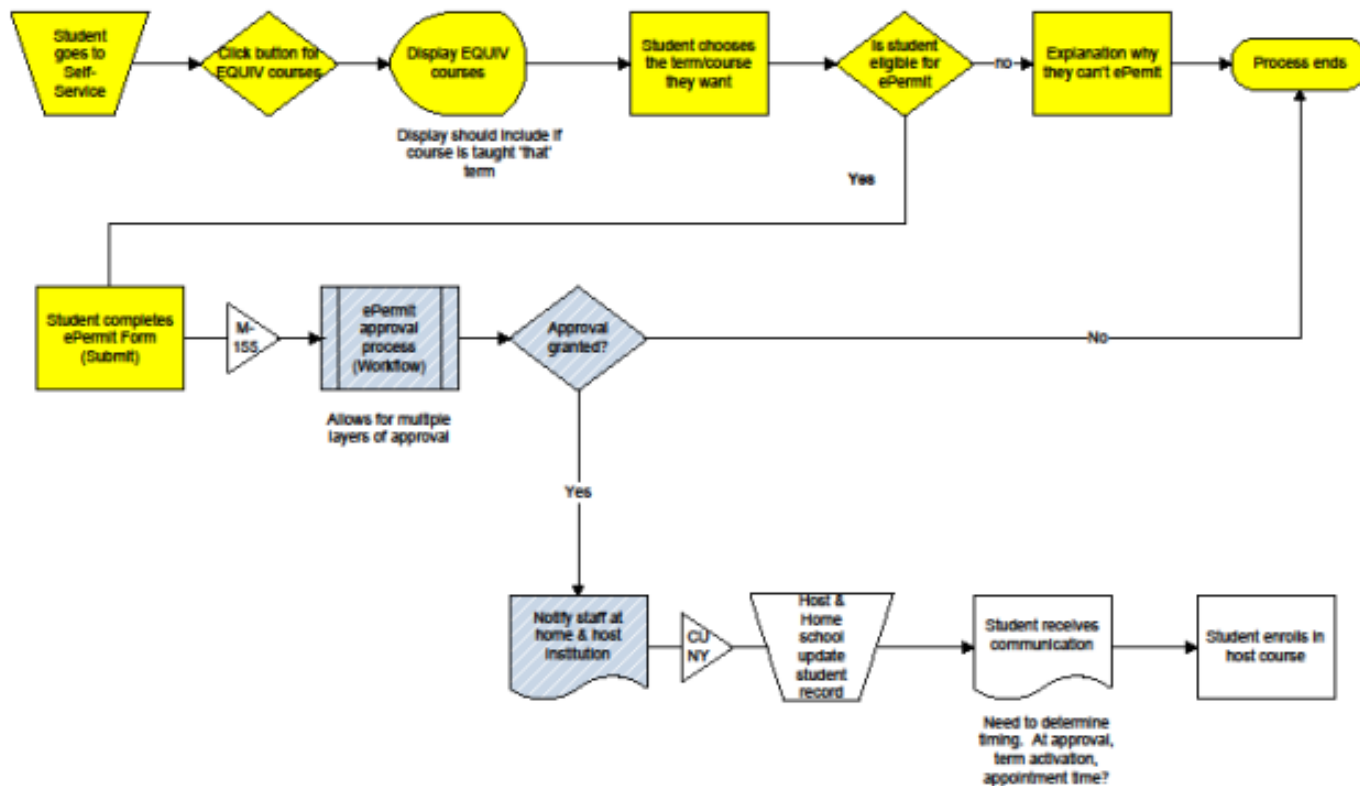
[Return to Course Detail](#)

[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

Self Service

Class Search / Browse Catalog

Academic Planning

Enrollment

Campus Finances

Campus Personal Information

Academic Records

Degree

Progress/Graduation

Transfer Credit

**Student Center**

Browse Course Catalog

Community Directory Search

### Ifthekar's Student Center

Academics

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic...

Deadlines
URL

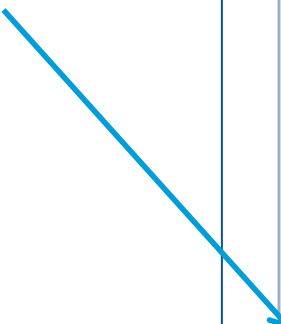
#### This Week's Schedule

	Class	Schedule
	ACC 122-001 LEC (19499)	MoWe 8:00AM - 9:40AM Fiterman 605
	BUS 104-046 LEC (35618)	Mo 12:30PM - 3:15PM Main Bldg N466
	CSC 110-008 LEC (21054)	TuTh 5:20PM - 6:10PM 70 Murray M201 TuTh 6:20PM - 7:35PM 70 Murray M1410
	ENG 101-059 LEC (18233)	Mo 11:00AM - 11:50AM 70 Murray M1107 We 10:00AM - 11:40AM 70 Murray M1409
	FYE 1-012 MSG (66390)	We 12:00PM - 12:50PM Main Bldg S719

weekly schedule ►
enrollment shopping cart ►



# ePermit – Student Self Service: Select ePermit Option



**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[My Academics](#)

other academic... ▾ >>

- Academic Planner
- Apply for Graduation
- Class Schedule
- Course History
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- ePermit**
- other academic...

**Deadlines** **URL**

**This Week's Schedule**

	<u>Class</u>	<u>Schedule</u>
	ACC 122-001 LEC (19499)	MoWe 8:00AM - 9:40AM Fiterman 605
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	FYE 1-012 MSG (66390)	We 12:00PM - 12:50PM Main Bldg S719

weekly schedule ►

enrollment shopping cart ►

# ePermit – Student Self Service

## Select the Term and ePermit Option

**Select Term**

Select a term then click Add or Search.

	Term	Career	Institution
<input type="radio"/>	2014 Fall Term	Undergraduate	Borough of Manhattan CC

☐ Add ePermit with Equivalent Courses    ☒ Add ePermit    ☐ Search ePermit

[RETURN](#) [CONTINUE](#)

# ePermit – Student Self Service

## Browse Catalog for Desired Course

### 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.

▼ CIS - CIS - Computer Info. Systems

Course Nbr	Course Title	Typically Offered
<a href="#">100</a>	<a href="#">Introduction to Computer Applications</a>	All Terms
<a href="#">105</a>	<a href="#">Introduction to Health Information Management Computer Applications</a>	Fall, Spring
<a href="#">106</a>	<a href="#">Introduction to Health Information Technology</a>	Fall, Spring
<a href="#">115</a>	<a href="#">Introduction to Computer and Information Security</a>	Fall, Spring
<a href="#">120</a>	<a href="#">Introduction to Data Base Applications</a>	Fall, Spring
<a href="#">140</a>	<a href="#">Introduction to Spreadsheet Applications</a>	Fall, Spring

# ePermit – Student Self Service

## Find CUNY Equivalents

**Browse Course Catalog**

**Course Detail**

[Return to Browse Course Catalog](#)

**CIS 100 - Introduction to Computer Applications**

**Course Detail**

<b>Career</b>	Undergraduate	
<b>Units</b>	3.00	
<b>Grading Basis</b>	Graded	
<b>Course Components</b>	Lecture	Required
<b>Campus</b>	Borough of Manhattan CC	
<b>Academic Group</b>	Borough of Manhattan CC	
<b>Academic Organization</b>	Computer Information Systems	

[view class sections](#)

[fetch equivalent cuny courses](#)

**Enrollment Information**

<b>Typically Offered</b>	All Terms
<b>Enrollment Requirement</b>	Prerequisite: (ENG 88 or ESL 62) and ACR 94 and MAT 8

**Description**

# 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 | First 1-10 of 27 Last

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

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

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

# ePermit – Student Self Service

## ePermit Form

**Preferred Name** ID: 12242486   

Email Address **Best Student**@STU.BMCC.CUNY.EDU

Career Undergraduate

Home College Borough of Manhattan CC

Program Undergraduate

Cum GPA

Plan Computer Information Systems


\*Permit Type

Term 2014 Fall Term

Permit Status

Home Course CIS 100 - Introduction to Computer Applications

Winter: ☐

Find  1-2 of 2  >|

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

Comments

submit

[Return to Student Center](#)


# ePermit – Student Self Service

## Select Permit Type, Verify and Submit

Email Address: 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: Initiated  
 Home Course: CIS 100 - Introduction to Computer Applications  
 Winter: ☐

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

Comments:

\*Permit Type: 

- CUNY Baccalaureate for Unique and Interdisciplinary Studies
- General Elective
- Major Elective
- Pathways College Option
- Pathways Flexible Core
- Pathways Required Core
- Study Abroad

\*Host College:



# 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

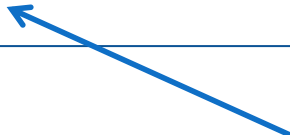
- Retention Policy: Empty Inbox (5 Days) Expires: 9/6/2014
- This item will expire in 4 days. To keep this item longer, apply a different Retention Policy.

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.)

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	Initiated
Home Course	CIS 100 - Introduction to Computer Applications	Winter:	<input type="checkbox"/>

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

Comments

eRegistrar Comments

☐ Approve
 ☐ Deny
 ☐ Assign to Committee

eRegistrar Comments

☐ Approve
 ☐ Deny
 ☒ Assign to Committee


Assign Committees		
	Committee	Description
1	EPMATH	ePermit Department Math
2	EPSTAB	ePermit Study abroad



# ePermit – 2<sup>nd</sup> Level Department Approval

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

[New Window](#) | [Help](#)

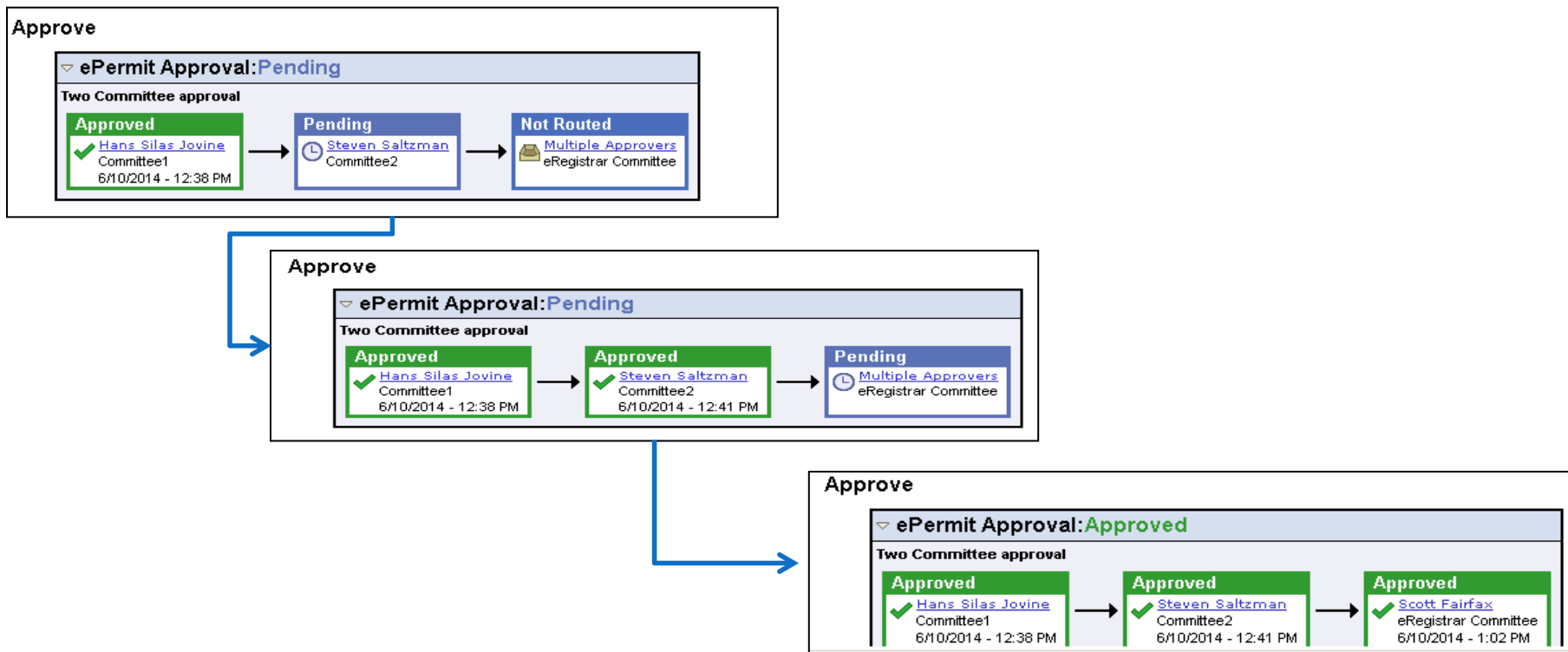
Worklist for 23006559: Tatiana Mejic

[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	<a href="#">ePermitApproval_811,</a> <a href="#">EMPLID:23353655</a> <a href="#">INSTITUTION:QNS01</a> <a href="#">ACAD_CAREER:UGRD</a> <a href="#">ACAD_PROG:UGRD STRM:1152</a> <a href="#">SEQ_NBR:1 RDC:A,0,A</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](mailto: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](mailto: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).

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**From:** [ePermit-donot-reply@baruch.cuny.edu](mailto:ePermit-donot-reply@baruch.cuny.edu) [ePermit-donot-reply@baruch.cuny.edu]

**Sent:** Monday, November 24, 2014 3:34 PM

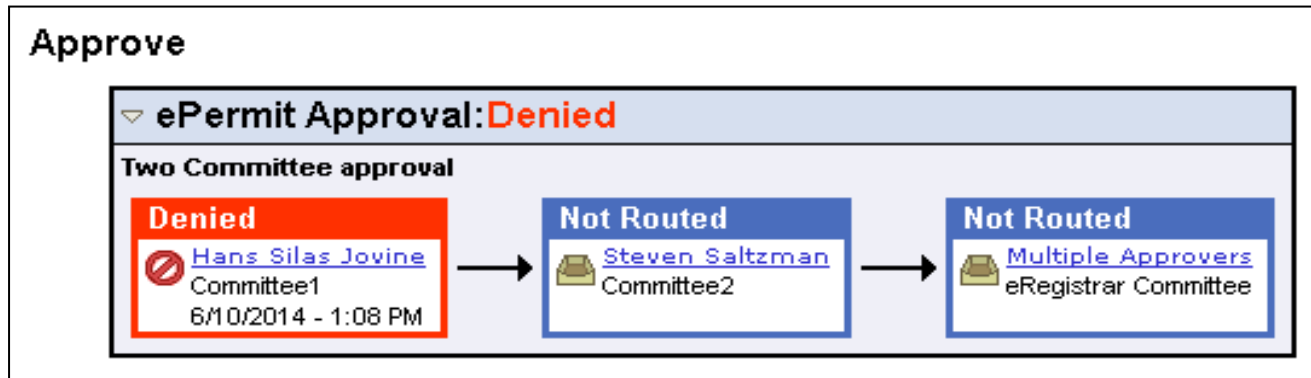
**To:** [ePermit@baruch.cuny.edu](mailto:ePermit@baruch.cuny.edu)

**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

### Manage Delegation

Vivek Upadhyay

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[i Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

### My Delegated Authorities

Annamarie Bianco

Enrollment Registrar Dir

This page allows you to view your delegated authorities. Select a particular status and click *Refresh* to show the matching requests. Click the information icon for request details.

Show Requests by Status:

Submitted

Refresh

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	
<input checked="" type="checkbox"/>	Approve ePermit	Vivek Upadhyay	Univ Enrollment Dir	06/11/2014		Submitted	Inactive	<a href="#">i</a>

Select All

Clear All

Accept

Reject

### Approve

#### ePermit Approval: Pending

One committee approval

Approved

✓ [Annamarie Bianco for Vivek Upadhyay](#)  
Committee1  
6/11/2014 - 11:24 AM

Pending

⌚ [Multiple Approvers](#)  
eRegistrar Committee

# ePermit – Student View - Search

ePermit Terms

Select Term

Select a term then click Add or Search.

	Term	Career	Institution
<input type="radio"/>	2014 Summer Term	Undergraduate	Queensborough CC
<input checked="" type="radio"/>	2014 Fall Term	Undergraduate	Queensborough CC

☐ Add ePermit
 ☒ Search ePermit
 ☐ Add ePermit with Equivalent Courses

Select ePermit then click Continue

Home College	Term	Subject	Catalog	Course Description
<input type="radio"/> Queensborough CC	2014 Fall Term	ANTH	101	Anthropology
<input type="radio"/> Queensborough CC	2014 Fall Term	ANTH	101	Anthropology
<input type="radio"/> Queensborough CC	2014 Fall Term	AR	121	Two-Dimensional Design
<input type="radio"/> Queensborough CC	2014 Fall Term	AR	122	Introduction to Sculpture; Three-Dimensional Design
<input type="radio"/> Queensborough CC	2014 Fall Term	AR	148	Color Theory
<input type="radio"/> Queensborough CC	2014 Fall Term	AR	230	Sculpture
<input type="radio"/> Queensborough CC	2014 Fall Term	AR	231	Ceramics I
<input checked="" type="radio"/> Queensborough CC	2014 Fall Term	AR	232	Ceramics II
<input type="radio"/> Queensborough CC	2014 Fall Term	AR	251	Drawing I

RETURN
 CONTINUE



# ePermit – Student - View Approval

Therry Georges
10837337

Email Address
TGEORGES25@TIGERMAIL.QCC.CUNY.EDU

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:
☐

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

Approve

ePermit Approval: Pending

One committee approval

Pending

Multiple Approvers
Committee1

Not Routed

Multiple Approvers
eRegistrar Committee

Return to Student Center

# 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