Queens College Psychology: ePermit Application Guide

Psychology Department ePermit Advisor: Dr. Kerstin Unger, kerstin.unger@qc.cuny.edu

Below is a walkthrough on how to apply for an ePermit through CUNYFirst. We highly recommend checking out the Queens College Registrar website for additional resources, walkthroughs, and general information regarding the ePermit.

This guide is specific for Queens College Psychology students. Please refer to the QC Psychology ePermit FAQ for additional information.

1. Log into CUNYFirst and go to “Student Center”.

2. Once in Student Center, go to the dropdown menu under “My Academics”. Open the dropdown menu and scroll to ePermit. Then click “ePermit”. After, click the circle icon with the two arrows.
3. You will see this screen below. “Search ePermit” will be the default screen.

![Select Term on Home College](image)

4. Click on “Add ePermit” and the screen below will appear. Click on the term you would like to enroll. For this example it is “2020 Spring Term”. Then click “continue”.

![Select Term on Home College](image)

5. After clicking “continue” you will see the screen below. Your individual student account will have your information populated where information below is missing.
6. Once you are on this page, you can adjust to your preference. Below is a breakdown of the page:

- **Permit type**: Generally speaking, your permit type will be a “general elective”, since core classes are typically not taken at other institutions. Talk to your program director if you need to take a core class at another college.
- **Search for Home Course**: This can be ignored since you are not looking for a course at your home institution.
- **Host College**: This is where you can choose which college to take your ePermit course at. For this example, John Jay College was chosen.
- **Host Career**: Select Undergraduate or Graduate, depending on your degree level.
- **Host Term**: This can be ignored as it automatically fills to the term of enrollment.
- **Host Session**: This will be the session/semester you take your ePermit in. For this semester, options include Regular, Eight Week 1 or 2, and winter. For this example, “1” is the Regular spring semester session.
- **Subject**: Select the subject in which you want to enroll in. This example is Psychology.
- **Catalog Number**: Choose the class code of the class you are interested in. Once chosen, the class description will appear on the right. For this example, PSY 700 was chosen.

7. Your ePermit is now complete. Once you click “submit” it will be sent to home college’s program director for approval and your visiting college’s program director for approval. *Note*: Please double check your ePermit before your click “submit”. Once submitted, the ePermit initiates on CUNYFirst.
8. After, you can check where your ePermit is in process.

9. To do this, follow Step 2 above. Click “search ePermit” and choose “2020 Spring Term”. You will see your home college, which is Queens, and that your ePermit has been “initiated”. You will see the following screen below:

![Select Term on Home College](image)

10. You can periodically check to see the status of your ePermit after clicking “continue”. The following page also has the option to “cancel” your ePermit, if you so choose. Cancelling your ePermit will result in you having to make another ePermit request. Remember to check this page to make sure your ePermit is processing properly. Please reach out to the director of your program if you have any further questions.

11. Please keep in mind, ePermitting is not always successful. The ePermit process can take from a few days to a few weeks. Classes at visiting colleges can fill-up and have their own program requirements and guidelines that can impede enrollment. Please plan accordingly and stay informed. It helps to talk to the program directors at the colleges you plan to ePermit at as well for more information.

12. As always, we encourage students to reach out to the department, their respective chair, or program director. We want your feedback on course selection and your desire to pursue the ePermit. We are here to help and provide support and guidance throughout your academic journey.