

## E-Permit FAQ for Department Approvers

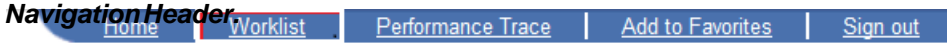
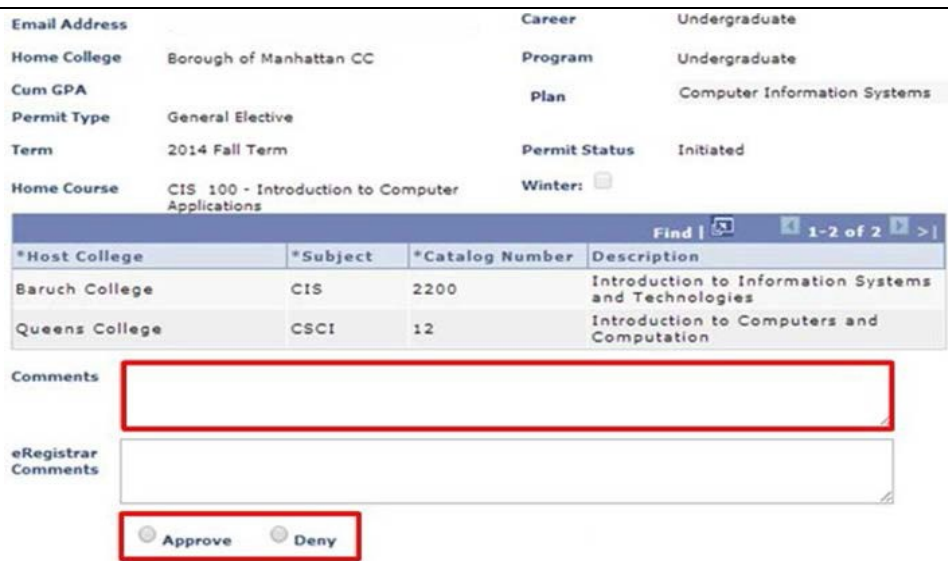
- **How does a student identify courses at CUNY to apply for an e-Permit in CUNYfirst?**  
A student may select a Self Service ePermit option. This enables the student to search across CUNY for equivalent courses with a link to scheduled class sections for a specified term.
- **How does a student initiate the e-Permit Request in CUNYfirst?**  
A student completes a form online to initiate the e-Permit request [via their Student Center page](#). This goes to the Records Unit of the Hunter College Registrar's Office. Directions for students are available on the One Stop website.
- **How does a student find out what is happening to their e-Permit Request?**  
After completing the form online, the student may view the status of a request in Self Service at any time by choosing the "Search ePermit" option and clicking "Submit."
- **When does a Registrar at the Records Unit at Hunter College seek approval of an e-Permit Request from a department committee?**  
Consistent with the University's e-Permit policy, the Records Unit may route approval to a department committee at Hunter College when an equivalent does not exist.
- **What is a department committee?**  
A department committee is one or more faculty designated to review e-Permit requests. Each and every designated member is given security to review and decide on an e-Permit request. Membership in a department committee is maintained within CUNYfirst by the Hunter College Registrar's Office.
- **How does the department committee know to review an e-Permit request?**  
After the Records Unit refers an e-Permit request to a department, an email is sent to each and every department committee member with a link directly to the e-Permit Request Worklist item. The approver must be logged into CUNYfirst for the link to be accessible.  
**Any member of the department committee may complete the e-Permit Request Worklist item.**  
  
For an alternate navigation, select the Worklist link on the Universal Navigation Header in the upper right-hand corner of every CUNYfirst page.
- **What is a Worklist?**  
A Worklist organizes items for your attention. Selecting a Worklist item link takes you directly to the needed page. Members of department committees that have other responsibilities such as staffing or approving requisitions may have previous experience with Worklist items.
- **How is the approval decision recorded?**  
An approver can enter comments on the decision. This is **required** when the request is denied. Select either the "Approve" or "Deny" radio button on the e-Permit Worklist item to complete the process.
- **What happens after the approval process is completed?**
  - After final approval is done in the Records Unit, the status of the request is updated to "Approved".
  - Each potential host college receives an email notification and will manually activate students for registration there
  - Since the activation process is not automatic, students should contact the host college (not Hunter College) if they experience delays in becoming eligible to register at the host college.
  - Note: An approved e-Permit does **not** register the student for the course, the student must register via CUNYfirst on their host college record.

## Approve E-Permit Request by Home College Department

As per standard campus-based policy, Registrars at the Home College may route approval to a department committee.

An email is sent to the approver with a link directly to the Worklist item which is accessible if the approver is logged in.

Note: Parts of images may be obscured for security reasons.

Step	Action
1.	<p>If not already logged in, then the approver will log in to CUNYfirst. Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar:</p> <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the <b>Log In</b> button.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>
2.	<p>Navigate to: <b><u>Menu &gt; Worklist</u></b>.</p> <p><b>Note: The Worklist link appears on every page in CUNYfirst on the Universal Navigation Header</b></p> 
3.	Click the link that corresponds to the ePermit Approval ID to process.
4.	 <p>This page displays. Review the request.</p>
5.	<p>Select either the Approve or Deny <input type="radio"/> radio button.</p> <p><b>Note: Before denying an e-Permit request it is strongly recommended that text be entered in the Comments box.</b></p>
6.	After the Department approves or denies the request, the ePermit request is routed back to the Registrar's Office.
<b>End of Procedure.</b>	