



Office of the Registrar

Hunter College, Room 217, North Building, 695 Park Avenue, New York, NY 10065



Undergraduate Students - No Equivalent Course

Submitting an ePermit Application When There is **NO** Course Equivalent

1. Log into CUNYfirst → Student Center → Course Planning and Enrollment.

CUNY Login

Log in with your [CUNY Login credentials](#)
If you do not have a CUNYfirst account, see the [FAQs](#).

Username
firstname.lastname12@login.cuny.edu

Password

Log in

[New User](#) | [Forgot Username](#) | [Forgot Password](#) | [Manage your Account](#)

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY
ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the [Acceptable Use of Computer Resources Policy](#).





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2. Click on “Add ePermit” → move toggle from **NO** to **YES**

View My Classes/Schedule

Enrollment Appointments 1

Class Search and Enroll

Browse Course Catalog

ePermit

Add ePermit with Equiv Courses

Add ePermit

My ePermits

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> N	2025 Spring Term	Undergraduate	Hunter College	10/14/2024	01/18/2025

View My Classes/Schedule

Enrollment Appointments 1

Class Search and Enroll

Browse Course Catalog

ePermit

Add ePermit with Equiv Courses

Add ePermit

My ePermits

Course History

View Grades

Honors and Awards

Milestones

Advisors

View Transfer Credit Report

Evaluate My Transfer Credit

Law Exam Numbers

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/> Y	2025 Spring Term	Undergraduate	Hunter College	10/14/2024	01/18/2025

Email

Home College Hunter College

Cumulative GPA 3.357

*Permit Type

Permit Method Manually

Program Undergraduate

Plan Political Science BA

Select Home Course

Subject

Catalog

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
<div></div>						

Comments



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3. Select “GENERAL ELECTIVE” as the ePermit type and fill out the screen accordingly:

- **General Elective** - For courses that fall under electives, pluralism, and diversity or classes that do not fall under a specific category.
- **Home School** → Subject → elect → Catalog → ELECT 111LA or ELECT 111NL
- **Host School** → for example, School of Professional Studies → Undergraduate → Spring Term → Regular → ELEC-Elective Credit.

Add ePermit

View My Classes/Schedule

Enrollment Appointments 1

Class Search and Enroll

Browse Course Catalog

ePermit

Add ePermit with Equiv Courses

Add ePermit

My ePermits

Course History

View Grades

Honors and Awards

Milestones

Advisors

View Transfer Credit Report

Evaluate My Transfer Credit

Law Exam Numbers

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/>	2025 Spring Term	Undergraduate	Hunter College	10/14/2024	01/18/2025

Email

Home College Hunter College

Cumulative GPA 3.357

*Permit Type **General Elective**

Permit Method Manually

Program Undergraduate

Plan Political Science BA

Select Home Course

Subject **ELECT - Elective**

Catalog **111LA-Elective Undergraduate: Liberal Arts**

ELECT 111LA - Elective Undergraduate: Liberal Arts

Select Host Information

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
School of Professional Studies	Undergraduate	1252 - 2025 Spring Term	Regular	ELEC - Elective Credit		

Comments



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4. To apply, click “SUBMIT” at the top right side of the page.

fetch equivalent CUNY courses

Close Submit

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> Y <input type="checkbox"/> N	2025 Spring Term	Undergraduate	Hunter College	10/14/2024	01/18/2025

Email: fatima.hassan12@myhunter.cuny.edu
Home College: Hunter College
Cumulative GPA: 3.357
*Permit Type: General Elective
Permit Method: Auto
Program: Undergraduate
Plan: Political Science BA

Select Home Course

Subject: BIOL - Biological Sciences
Catalog: 10000 - Principles of Biology 1
BIOL 10000 - Principles of Biology 1

Select Host Information

*Host College	*Host Career	*Host Term	*Host Session	*Subject	*Catalog Number	Description
Queensborough CC	Undergraduate	2025 Spring Term	Regular	BI - Biology	201 - General Biology I	General Biology I
Queens College	Undergraduate	2025 Spring Term	Regular	BIOL - Biology	105 - General Biology: Physiology and Cell Biology	General Biology: Physiology and Cell Biology

Comments

5. A pop-box will appear confirming your submission has been successful.

Terms Open for ePermit Application

Add ePermit	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input type="checkbox"/> Y <input type="checkbox"/> N	2025 Spring Term	Graduate	Baruch College	10/01/2024	01/24/2025

Email: mansoureh.adabi@baruchmail.cuny.edu
Home College: Baruch College
Cumulative GPA: 4.000
*Permit Type: General Elective
Permit Method: Manually
Program: Master of Science in Education
Plan: Higher Ed Administration MSED

Select Home Course

Subject: ACC - Accountancy
Catalog: 9115-Managerial Accounting
ACC 9115 - Managerial Accounting

ePermit Successfully Submitted

OK