Submitting an ePermit Application When There is NO Course Equivalent

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

Undergraduate Students - No Equivalent Course

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

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.

4. To apply, click **"SUBMIT"** at the top right side of the page.

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