How to Cancel ePermits in CUNYfirst:

(Hunter Student Going-Out on ePermit)

1. Login to CUNYfirst at https://home/cunyfirst.cuny.edu

Your Username will be your First name.Last name and the last 2 digits of your Empl ID # @login.cuny.edu.

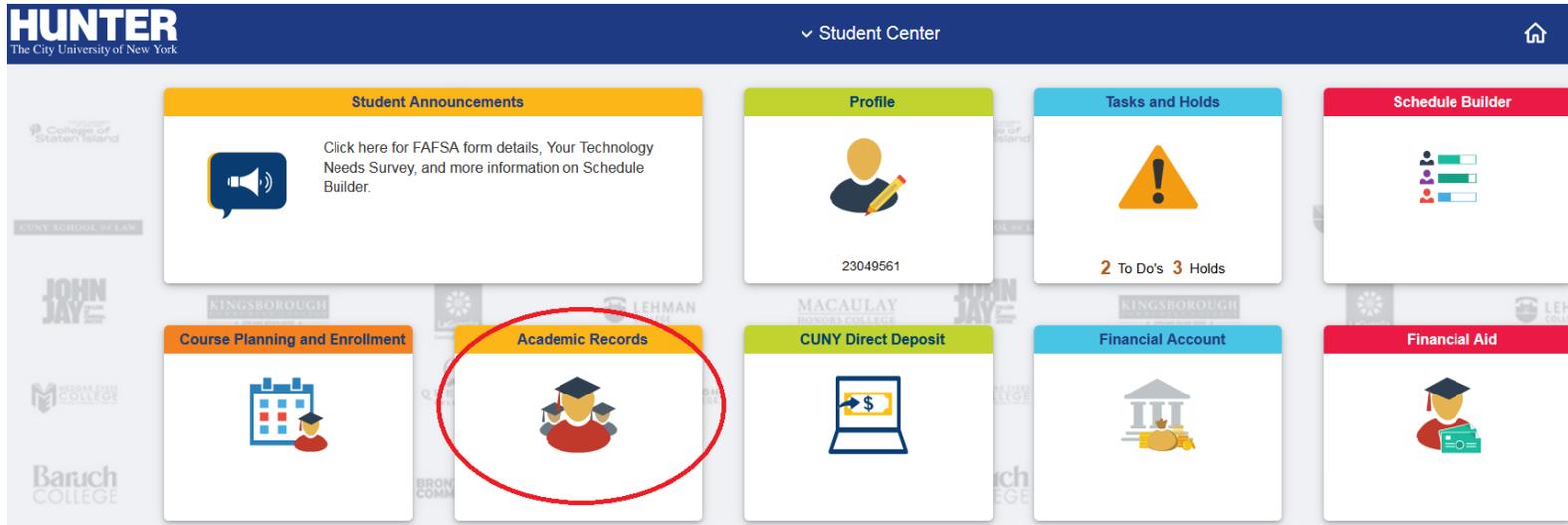For example, if your name is John Doe and your Empl ID # 12345678

Your Username will be JohnDoe78@login.cuny.edu

CUNY Login

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

Username

@login.cuny.edu

Password

Log in

New User | Forgot Username | Forgot Password | Manage your Account

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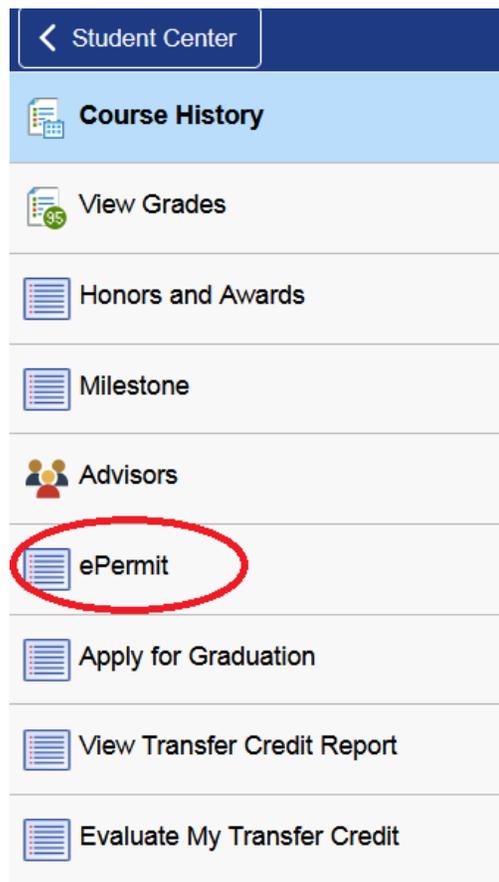ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can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

Note: Please do not bookmark this page.

2. Log into CUNYfirst, on your Student Center page, please select the "**Academic Records**" tile:

3. Click on ePermit:

4. The ePermit application opens, select *Search ePermit* and the term you were approved for the ePermit and your **Home School, Hunter College**. Select the course that you wish to cancel, if the ePermit is denied, you do not need to cancel it. Click on **Continue** on the bottom right:

Select Term on Home College

○ Add ePermit with Equivalent Courses   ○ Add ePermit   ⦿ Search ePermit

Select a term

	Term	Career	Institution	ePermit Begin Date	ePermit End Date
☐	2022 Summer Term	Undergraduate	Hunter College	03/18/2022	08/22/2022
☑	2022 Fall Term	Undergraduate	Hunter College	05/04/2022	12/21/2022

Select ePermit then click Continue

1-4 of 4

	Nbr	Home College	Term	Subject	Catalog	Course Description	ePermit Status
⦿	1	Hunter College	2022 Fall Term	MATH	15500	Calculus 2	Approved
○	2	Hunter College	2022 Fall Term	MATH	15500	Calculus 2	Cancelled
○	3	Hunter College	2022 Fall Term	CSCI	15000	Discrete Structures	Denied
○	4	Hunter College	2022 Fall Term	CSCI	15000	Discrete Structures	Denied

Return   Continue

Note: Other institutions maybe listed on this screen, however, students should always select the row with HUNTER COLLEGE, which is your Home School.

5. When the ePermit application will pop up, scroll down to the bottom of the application:

Permit Type:	Major Elective					
Term:	2022 Summer Term			Permit Status:	Approved	
Home Course:	Principles of Biology 1			Created By:		
ePermit #:		Permit Method:	Auto	Last Update:		

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Medgar Evers College	Undergraduate	1226	5W2	BIO	201	General Biology I
Medgar Evers College	Undergraduate	1226	5W2	BIOL	201	General Biology I Lab

Comments:

eRegistrar Comments:

Click on the "Cancel" button ⟹ Cancel

Cancelling the ePermit application with this instructions does not automatically drop/withdraw you from the course. This request informs us that you want to cancel your ePermit application.

If you are also enrolled into the actual course at the Host School, you will need to drop the actual course as well (not the PERM billing unit - this is dropped by us once we processed your cancellation)

Please check your Student Hunter e-mail, just in case we attempt to contact you with an issue regarding your cancellation request

Please allow us 1-3 business days (excluding holidays and out of office hours) to drop the PERM billing course from your schedule.