Instructions for students in the CUNY Baccalaureate for Unique and Interdisciplinary Studies program (with Baruch College as their Home College) only.

Before you apply...

Make sure to read and understand Baruch's E/Permit policies, regulations, and procedures. Visit our webpage via link here: https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/

* E-permit consideration is contingent upon the specific information you submit in your e-permit forms. You are requesting to take that exact host class, in the specified Term and Host Session, and at the stated host college only.

* Class Search

Use Schedule of Classes (or Schedule Builder) to view course availability (and details) at the host college before applying. https://enrollmentmanagement.baruch.cuny.edu/registrar/schedule-of-classes/.

If the Host course does not exist in the Session in which you will enroll, do not submit it for review.

Example: MUS 10100 had multiple sections offered in the Spring Regular Session. It was not available in the Winter Session.

SOC 24500 had one section offered in the Winter Session.
It was not available in the Spring Regular Session.
Locate ePermit in Student Center

Log in to CUNYfirst.

Student Self Service → Student Center

other academic... drop down menu → ePermit

Click on the double-arrow button beside it to proceed.
Add ePermit

CUNY- Baccalaureate (officially accepted)

CUNYBA students with Baruch College as their Home College must always select the relevant Term at Baruch College [Home College] to begin the application process regardless of how many applications have been submitted thus far.

OVERVIEW OF E-PERMIT FORM

This cohort is not required to provide Baruch College Home Course. E-permit credits will not transfer back as a direct Baruch College course.
If you are newly accepted but has not been coded with the new CUNY-BA plan at Baruch College yet, put a note in the Comments box: 'Newly accepted to CUNY-Bacc program'.

**Permit Type** selection

Select **CUNY Baccalaureate**.

Official CUNY-BA students must select this permit type, nothing else.

Select **(drop-down menu)**: Host College, Host Career

Look Up **(magnifying glass icon)**: Subject, Catalog Number
*Host Session*  [CUNY colleges following the 15-week calendar]

Fall: Select **Regular** (Academic) Session.

Winter Session (housed within Spring Term): Select **Winter**.

Spring Session: Select **Regular** (Academic) Session.

Summer Sessions: Select accordingly.

**Examples:**

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1LL-LEC</td>
<td>MoTuWeTh 11:30AM - 1:25PM</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td>Four Wk 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Session: 'Four Wk 1'

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2LL-LEC</td>
<td>TTh 11:30AM - 1:25PM</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td>Four Wk 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Session: 'Four Wk 2'
*Host Term/Session* [Kingsborough CC | LaGuardia CC | Guttman CC]

**Fall**: Regular (Academic) Session

**Winter Session**: Baruch Term: Spring Term

Host Term: Fall  Host Session: 2nd Session

**Spring Session**: Regular (Academic) Session

**Summer Session**: Baruch Term: Summer Term

Host Term: Spring  Host Session: 2nd Session

Comments (when applicable or necessary)

Example:

Comments: Newly accepted to CUNY-Bacc program.
Double-check your application form before clicking 'Submit'.

You may add a second row for science courses to enter corresponding Lecture and Lab components in one single e-permit form. You should only do this when the host college's Lecture and Lab courses are separate credited components (E.g. Lecture is 3.0cr. & Lab is 1.0cr.).

Example:

If you are satisfied, click Submit. You are done!
Your Permit Status should show Initiated. The e-permit would wait in queue for a decision from Baruch College. If you have not done so already, please visit Baruch's E/Permit webpage to learn what to expect next. You can find the e-permit URL on page 1.