

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.

Search for Classes								
Search Results								
City College 2021 Spring Term								
The following classes match your search criteria Course Subject: Music , Course Career: Undergraduate , Show Open Classes Only: No								
● Open ■ Closed ▲ Wait List								
71 class section(s) found								
<input type="button" value="NEW SEARCH"/> <input type="button" value="MODIFY SEARCH"/>								
▼ City College 2021 Spring Term 71 class section(s) found								
▼ MUS 10100 - Introduction to Music								
Class	Section	Days & Times	Room	Instructor	Instruction Mode	Meeting Dates	Status	Course Topic
31502	5CD-LEC Regular	Fr 11:00AM - 1:30PM	ONLINE	Cieri, David Gabriel	Online	01/29/2021 - 05/25/2021	■	Introduction to Music
31518	5EP-LEC Regular	Fr 2:00PM - 4:30PM	ONLINE	Mokhtarani, Shayan	Online	01/29/2021 - 05/25/2021	■	Introduction to Music
31496	A4-LEC Regular	TBA	ONLINE	Krasner, Orly	Online	01/29/2021 - 05/25/2021	●	Introduction to Music
31475	A5-LEC Regular	TBA	ONLINE	Beliavsky, Daniel E	Online	01/29/2021 - 05/25/2021	●	Introduction to Music
33464	A6-LEC Regular	TBA	ONLINE	Beliavsky, Daniel E	Online	01/29/2021 - 05/25/2021	●	Introduction to Music
31506	F-LEC Regular	MoWe 3:30PM - 4:45PM	ONLINE	Colwell, Charles P	Online	01/29/2021 - 05/25/2021	■	Introduction to Music

Session : 'Regular'

SOC 24500 - Social Welfare 1			
Class	Section	Days & Times	Room
31854	HYB-LEC Winter	TuTh 5:00PM - 8:30PM	ONLINE

Session : 'Winter'

SOC 24500 had one section offered in the **Winter** Session.

It was not available in the Spring Regular Session.

Example:

Locate ePermit in Student Center

The screenshot shows the Student Center interface. At the top, there are navigation tabs: 'Favorites', 'Main Menu', and 'Student Center'. Below this is the 'Academics' section. On the left, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. A search box contains the text 'other academic...' and has a double-arrow button to its right. A dropdown menu is open below the search box, listing various academic options. The 'ePermit' option is highlighted in blue. Other options include 'Academic Planner', 'Apply for Graduation', 'Class Schedule', 'Course History', 'Enrollment Verification', 'Enrollment: Add', 'Enrollment: Drop', 'Enrollment: Edit', 'Enrollment: Swap', 'Evaluate My Transfer Credit', 'Exam Schedule', 'Grades', 'Transcript: View Unofficial', and 'Transfer Credit Report'. The main content area shows 'This Week's Schedule' with a table with columns 'Class' and 'Schedule'. Below the table are links for 'weekly schedule' and 'enrollment shopping cart'. At the bottom, there is a section for 'Account Summary' with a dropdown for 'Institution' set to 'Baruch College' and a list of items: 'Due Now' and 'Future Due'. The currency is noted as 'US Dollar'. At the very bottom, there are links for 'enroll/manage payment plan' and 'make a payment'.

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)

Select Term on Home College 1

Add ePermit with Equivalent Courses
 Add ePermit
 Search ePermit

2

Select a term					
	Term	Career	Institution	ePermit Begin Date	ePermit End Date
<input checked="" type="checkbox"/>	2021 Spring Term	Undergraduate	Baruch College		

3

RETURN CONTINUE

Not Baruch's Epermit opening and closing dates.

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

ePermit

Email Address: @baruchmail.cuny.edu Career: Undergraduate

Home College: Baruch College Program: Undergraduate

Cum GPA: Plan: CUNY Baccalaureate BS

*Permit Type: Term: 2021 Spring Term Permit Status:

Home Course: Created By:

ePermit #: Permit Method: Manually Last Update:

Search for Home Course

Subject: ~~_____~~ Catalog: ~~_____~~

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

optional

Submit

This cohort is not required to provide Baruch College Home Course. E-permit credits will not transfer back as a direct Baruch College course.

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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

ePermit

Email Address: @baruchmail.cuny.edu Career: Undergraduate
 Home College: Baruch College Program: Undergraduate
 Cum GPA: [] Plan: CUNY Baccalaureate BS
 *Permit Type: **CUNY Baccalaureate** [matches Plan]
 Term: 2021 Spring Term Permit Status: []
 Home Course: [] Created By: []
 ePermit #: [] Permit Method: Manually Last Update: []

Search for Home Course

Subject: [] Catalog: []

Select CUNY Baccalaureate.

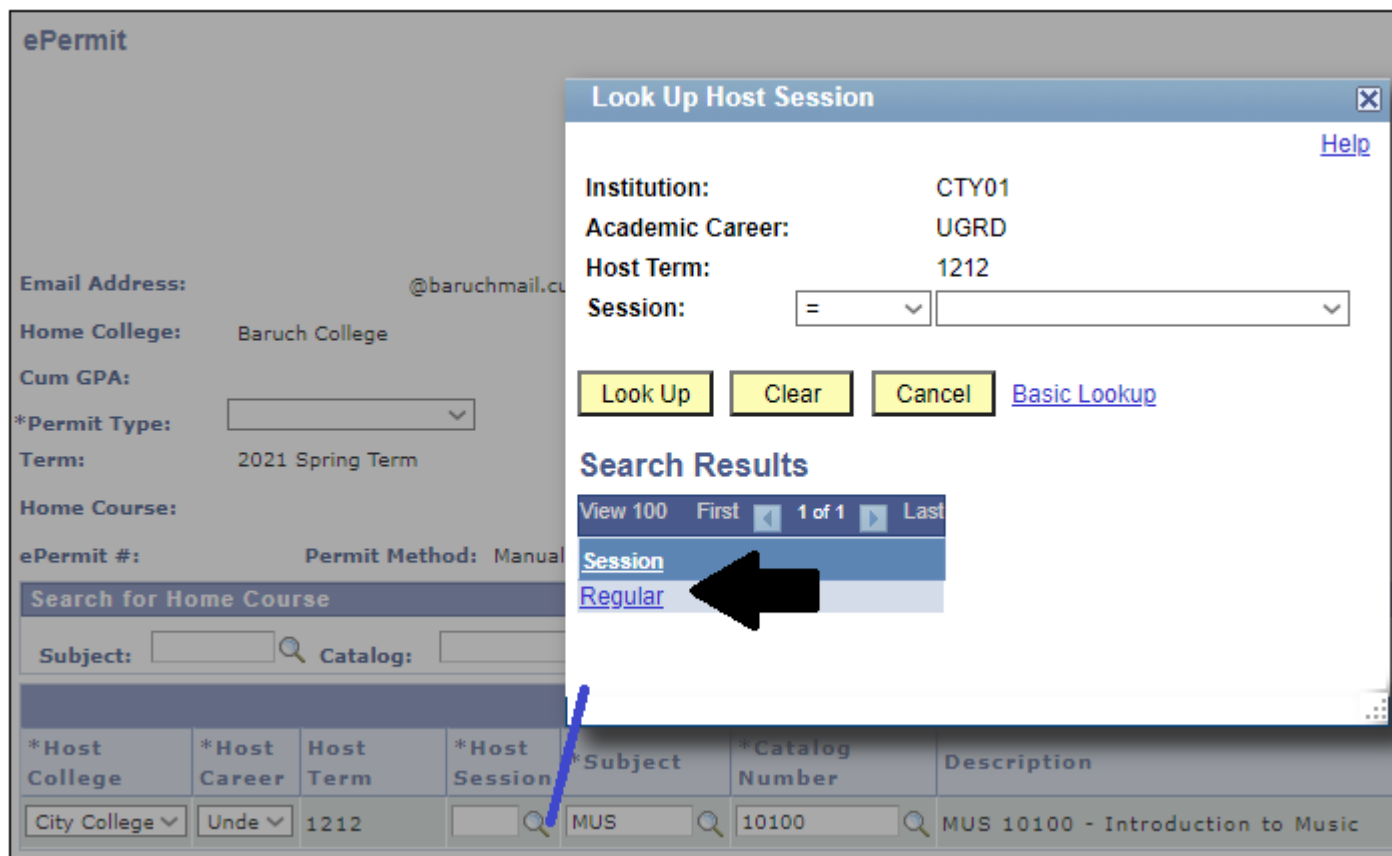
Official CUNY-BA students must select this permit type, nothing else.

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

Look Up (magnifying glass icon) : Subject, Catalog Number

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
City College	Unde	1212	[]	MUS	10100	MUS 10100 - Introduction to Music

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:

Class	Section	Days & Times	Room
██████	1LL-LEC Four Wk 1	MoTuWeTh 11:30AM - 2:25PM	TBA

Session : 'Four Wk 1'

Class	Section	Days & Times	Room
██████	2LL-LEC Four Wk 2	TuTh 11:30AM - 2:25PM	TBA

Session : 'Four Wk 2'

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Host Term/Session [Kingsborough CC | LaGuardia CC | Guttman CC]

Fall: Regular (Academic) Session

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

Host Term: **Fall** Host Session: **2nd Session**

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Kingsborouç	Unde	1209	2			

Spring Session: Regular (Academic) Session

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

Host Term: **Spring** Host Session: **2nd Session**

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Kingsborouç	Unde	1212	2			

Comments (when applicable or necessary)

Example:

Comments:

 optional

Newly accepted to CUNY-Bacc program.

Double-check your application form before clicking 'Submit'.

ePermit

Email Address: @baruchmail.cuny.edu **Career:** Undergraduate

Home College: Baruch College **Program:** Undergraduate

Cum GPA: **Plan:** CUNY Baccalaureate BS

***Permit Type:** CUNY Baccalaureate

Term: 2021 Spring Term **Permit Status:**

Home Course: **Created By:**

ePermit #: **Permit Method:** Manually **Last Update:**

Search for Home Course

Subject: ~~_____~~ **Catalog:** ~~_____~~

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
City College	Unde	1212	1	MUS	10100	MUS 10100 - Introduction to Music

Comments: Newly accepted to CUNY-Bacc program.

4 **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:

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Medgar Evers College	Undergraduate	1222	WIN	BIO	252	BIO 252 - Human Anatomy and Physiology II
Medgar Evers College	Undergraduate	1222	WIN	BIOL	252	BIOL 252 - Anatomy & Physiology Lab II

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.