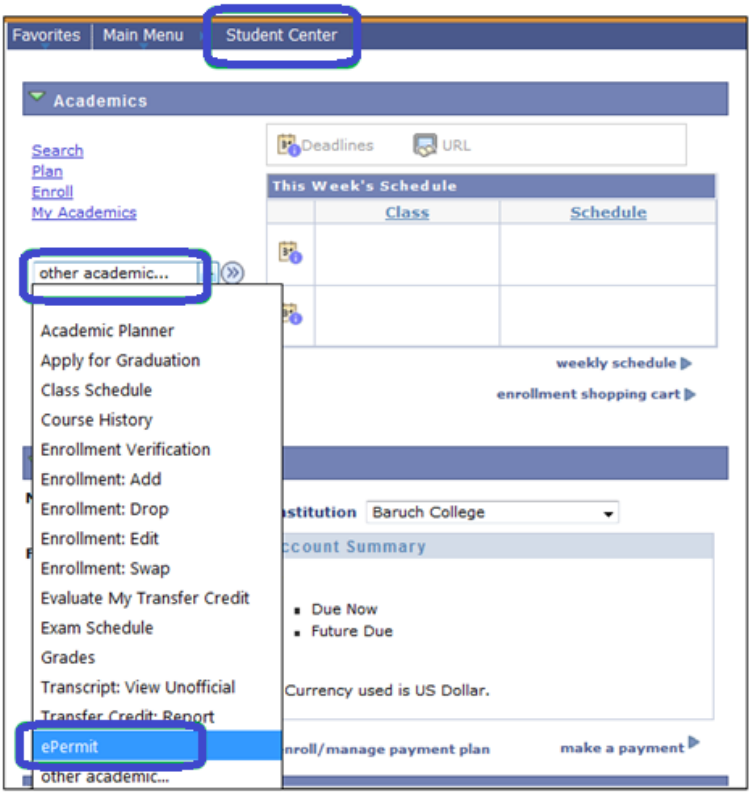
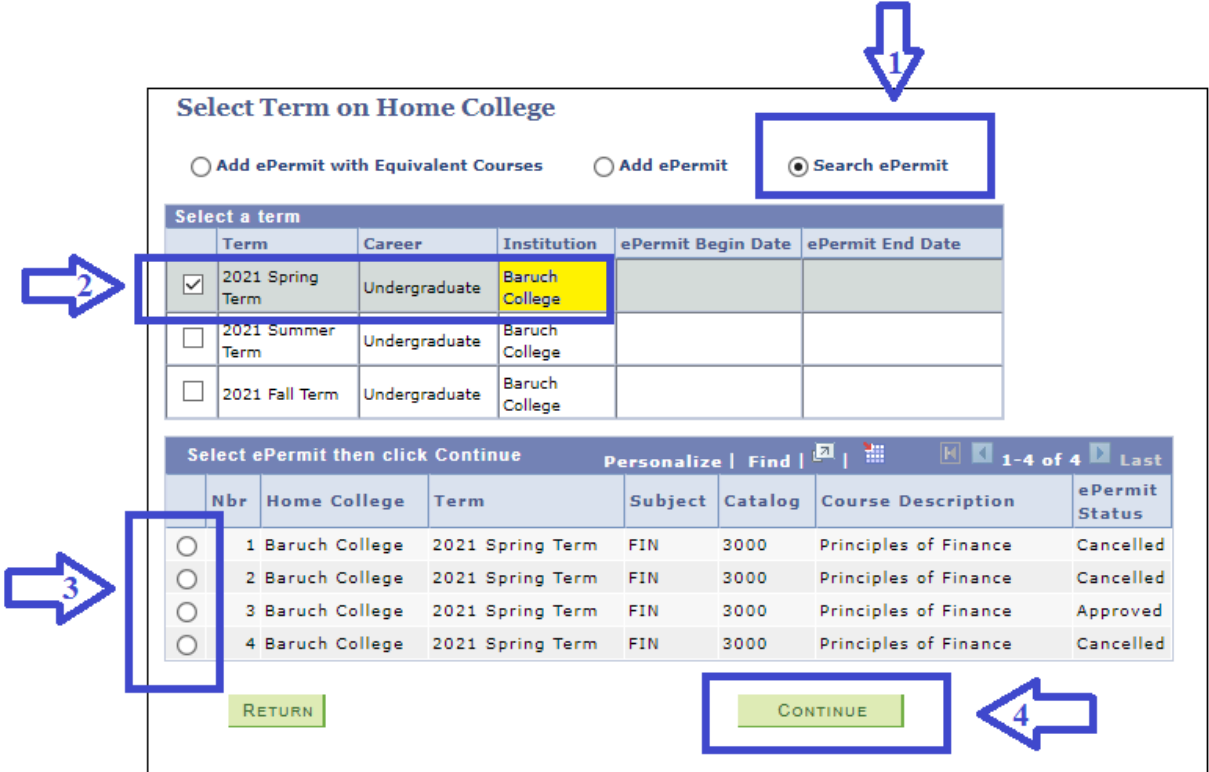


Baruch College | MARCH 2022 * Instructions on how to check e-permit Status and details.

Instructions on how to check E-Permit Status and Details

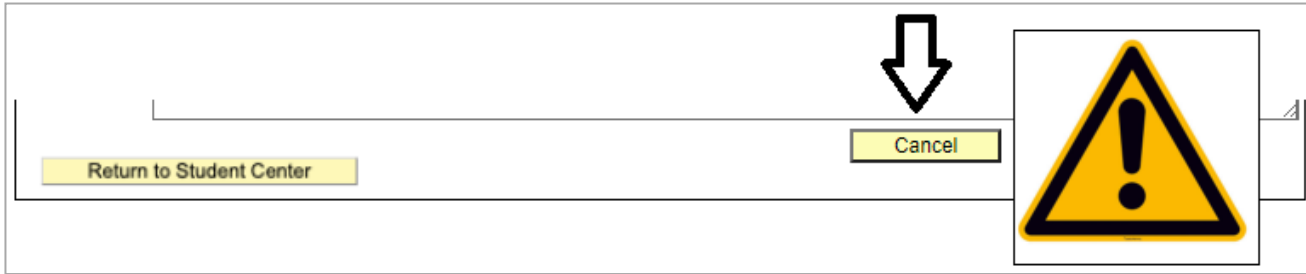


Baruch College students must select the relevant Term at Baruch College [Home College] to retrieve all submitted e-permits.



IMPORTANT: Do not mistake the **Cancel** button for 'return', 'go back', or 'leave this page'.

Only click 'Cancel' if you no longer want the request to be considered any further while in the **Initiated** or **Pending** stages.



E-Permit Status Key

The following examples are for reference only. Each e-permit request would receive its appropriate decision and comments/notes.

Any comments/notes/decisions made in the form do not involve the other (Host) College. The committees, approvers, and decision seen within the e-permit form are relative to Baruch (Home) College only.

Example: **Initiated status**

ePermit

Email Address:	@baruchmail.cuny.edu	Career:	Undergraduate
Home College:	Baruch College	Program:	Undergraduate
Cum GPA:		Plan:	Finance BBA
Permit Type:	Major Elective	Permit Status:	Initiated
Term:	2020 Summer Term	Created By:	03/19/20
Home Course:	ACC 2203 - Principles of Managerial Accounting for Non-accounting Majors	Last Update:	03/19/20
ePermit #:	2	Permit Method:	Manually

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
College of Staten Island	Undergraduate	1206	4W2	ACC	218	ACC 218 - Introduction to Accounting II

Comments:

eRegistrar Comments:

Return to Student Center
Cancel

Initiated – Student submitted the e-permit successfully. Each form waits in queue for Baruch College’s decision. You are not able to change information submitted in the form. **Please check to make sure all fields are correct before clicking ‘Submit’.**

Example: **Pending Committee Approval** status

The screenshot displays the ePermit system interface. At the top, the title 'ePermit' is visible. Below it, a form contains the following information:

- Email Address:** @baruchmail.cuny.edu
- Career:** Undergraduate
- Home College:** Baruch College
- Program:** Undergraduate
- Cum GPA:**
- Plan:** Marketing Management BBA
- Permit Type:** Pathways Required Core
- Term:** 2021 Fall Term
- Permit Status:** Pending Committee Approval (highlighted in yellow)
- Home Course:** Service Operations Management
- Created By:** 08/20/21
- ePermit #:** 4
- Permit Method:** Auto
- Last Update:** 08/24/21

Below the form is a table with the following data:

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Brooklyn College	Undergraduate	1219	1	BUSN.	3430	Operations Management

Under the table, there is a 'Comments:' section with a text box containing the following text:

.View/Hide Comments in the lower part of the page may have additional comments from the respective Committee personnel. Please visit and read the Baruch web page about ePermit. Incorrect or ineligible ePermits will be denied. <http://www.baruch.cuny.edu/registrar/students/epermit.html>.

A 'Cancel' button is located below the comments box. A blue arrow points from the 'Cancel' button to the 'Approve' section below.

The 'Approve' section shows a flow diagram for 'ePermit Approval: Pending'. It indicates 'One committee approval' and shows two boxes: 'Pending' (with 'Multiple Approvers' and 'Level-1: Click for Details') and 'Not Routed' (with 'Multiple Approvers' and 'Registrar Office'). An arrow points from the 'Pending' box to the 'Not Routed' box. A 'Return to Student Center' button is at the bottom.

Pending Committee Approval – Some e-permit requests require review by additional committee(s).

- **E-permit Committees:** CUNY-BA, GRAD [SPIA, WSAS, ZSB], Macaulay Baruch Honors, Study Abroad, UGRD [SPIA, WSAS, ZSB]. **NOTE:** E-permit committees do not consist of Academic Departments.
- If the committee grants approval, the e-permit will route back to the **Registrar’s Office** for final approval review.
- **Note:** Multiple personnel may appear in the approver list ('Multiple Approvers'). The primary approver of that particular committee will make a decision (may or may not be the first name in the list).

Example: **Approved status**

The screenshot displays the 'ePermit' interface. At the top, it shows the student's email address as @baruchmail.cuny.edu and their career as Undergraduate. The home college is Baruch College, and the program is Undergraduate Finance BBA. The permit type is General Elective, and the term is 2021 Spring Term. The permit status is highlighted in yellow as 'Approved'. Other details include the home course 'Principles of Finance', the permit number 3, and the permit method 'Auto'. The permit was created on 11/30/20 and last updated on 12/03/20.

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Brooklyn College	Undergraduate	1212	1	FINC.	3310	Principles of Financial Management

Comments:

eRegistrar Comments:

Baruch College Approval 12/3/2020 (Baruch decision only. Host college does not update this form.)
 2021 SPR FINC 3310 3.0 cr. | FIN 3000 3.0 cr. [ZICK] *2nd Attempt.
 | Valid for the specific host(home) courses and session(term) as submitted by you in this form. NOT valid for anything else. |
 | Policies & Procedures : * <https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/> *
 - Current term GPA falling below 2.00(UGRD) / 3.00(GRAD)? This approval is auto-INVALID. Do not enroll at host college.
 - Use ePermit for Pre-requisite req.? Must wait until passing/minimum grade is posted to Baruch record to take next classes.

Buttons: Return to Student Center, Cancel

Approved – Baruch College reviewed and approved the e-permit request. Please navigate into each e-permit form to read approval notes as it may contain important **terms/conditions** associated with that specific approval.

- “Approved” shows approval from Baruch (Home) College only. Any updates/decisions made in the form do not involve the other (Host) College. Shortly after, the system will send an email to the other (Host) College to review for registration access on their end. Allow ample time for the Host College(s) to process your request.
- Upon review by the Host College, they should email a decision to the student. If they grant registration access, make sure to check the assigned enrollment appointment at that Host College. Once appointment begins, students may try to self-enroll into the approved host course in CUNYfirst.
 - If issues arise during self-enroll, capture the error message and reach out to the host college for assistance. All registration issues (enrollment appointment, pre-requisite, credit limit, closed course, etc.) occurring at the host college must be followed up with the host college because Baruch College does not have access to update, override, or change another college’s system or policies. We, the Home College, absolutely cannot help you in this respect.

Example: **Cancelled status**

ePermit

Email Address: @baruchmail.cuny.edu **Careers:** Undergraduate
Home College: Baruch College **Program:** Undergraduate
Cum GPA: **Plan:** Finance BBA
Permit Type: Major Elective
Term: 2021 Spring Term **Permit Status:** **Cancelled**
Home Course: Principles of Finance **Created By:** 12/11/20
ePermit #: 4 **Permit Method:** Auto **Last Update:** 12/14/20

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Lehman College	Undergraduate	1212	WIN	BBA	207	Principles of Finance

Comments:

eRegistrar Denied. Already received permission for this Host class in "SPR Reg. Session". Multiple permission for the same Baruch/Host class is not permitted. First, must cancel the (Approved) ePermit if you no longer want to use it.
Comments: Also, NOT Major Elective (Permit Type). FIN 3000 is Zicklin Bus. Base > General Elect.
 [PLEASE READ: <https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/> >> Cancelling ePermits: Approved..

CANCELLED

[Return to Student Center](#)

Cancelled – 1,2,3

- ¹ The student has clicked the Cancel button in the e-permit form in the **Initiated or Pending** stages. OR
- ² The relevant Baruch e-permit committee has cancelled the e-permit with applicable notes in the form. OR
- ³ The student emailed the e-permit unit to cancel the **Approval**. After we finalize the cancellation request, then the status will change to **Cancelled**.
- Status would update appropriately. All **Cancelled** e-permits are final. It is not possible to reactivate them.
- **Cancel with extra caution.**

Example: **Denied status**

ePermit

Email Address: @baruchmail.cuny.edu Career: Undergraduate
 Home College: Baruch College Program: Undergraduate
 Cum GPA: Plan: Marketing Management BBA
 Permit Type: Pathways College Option
 Term: 2021 Spring Term Permit Status: **Denied**
 Home Course: Marketing Foundations Created By: 12/24/20
 ePermit #: 1 Permit Method: Auto Last Update: 12/28/20

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Borough of Manhattan CC	Undergraduate	1212	WIN	MAR	100	Introduction to Marketing

Comments:

eRegistrar: .View/Hide Comments in the lower part of the page would have additional comments from the respective Committee personnel.
 Comments: .PLEASE READ: <https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/>

Approve

ePermit Approval: Denied View/Hide Comments

One committee approval

Denied Approver's name	Terminated Multiple Approvers Registrar Office
----------------------------------	-------------------------------------------------------------

Return to Student Center

Denied – Registrar’s Office or the relevant Committee denied the e-permit request. Comments should be available in the appropriate section(s) of the form. Please locate the comments for the reason of the denial.

- All Denied e-permits are final. It is not possible to reactivate them. There is no need to click Cancel in the form. You may leave the form as is.