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

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**

![ePermit Approval](image)

**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**

**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**

**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**. OR

- Status would update appropriately. All **Cancelled** e-permits are final. It is **not** possible to reactivate them.
- **Cancel with extra caution**.
Example: **Denied status**

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.