

**Instructions for students matriculated in a Baruch Graduate degree program (Master).**

**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/>

\* First, Graduate students must contact their **Graduate advisor or Program office** to discuss plans to take e-permit classes and to obtain a **Baruch Home Equivalent/Course**. It is required in your e-permit forms. Then, apply according to the instructions outlined in this document.

\* 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:** HPAM 628 had one section offered in the Spring **Regular** Session. It was not available in the Winter Session.

**Search for Classes**

**Search Results**

School of Public Health | 2021 Spring Term

The following classes match your search criteria Course Subject: **Health Policy and Management**, Course Career: **Graduate**, Show Open Classes Only: **No**

● Open   ■ Closed   ▲ Wait List

13 class section(s) found NEW SEARCH   MODIFY SEARCH

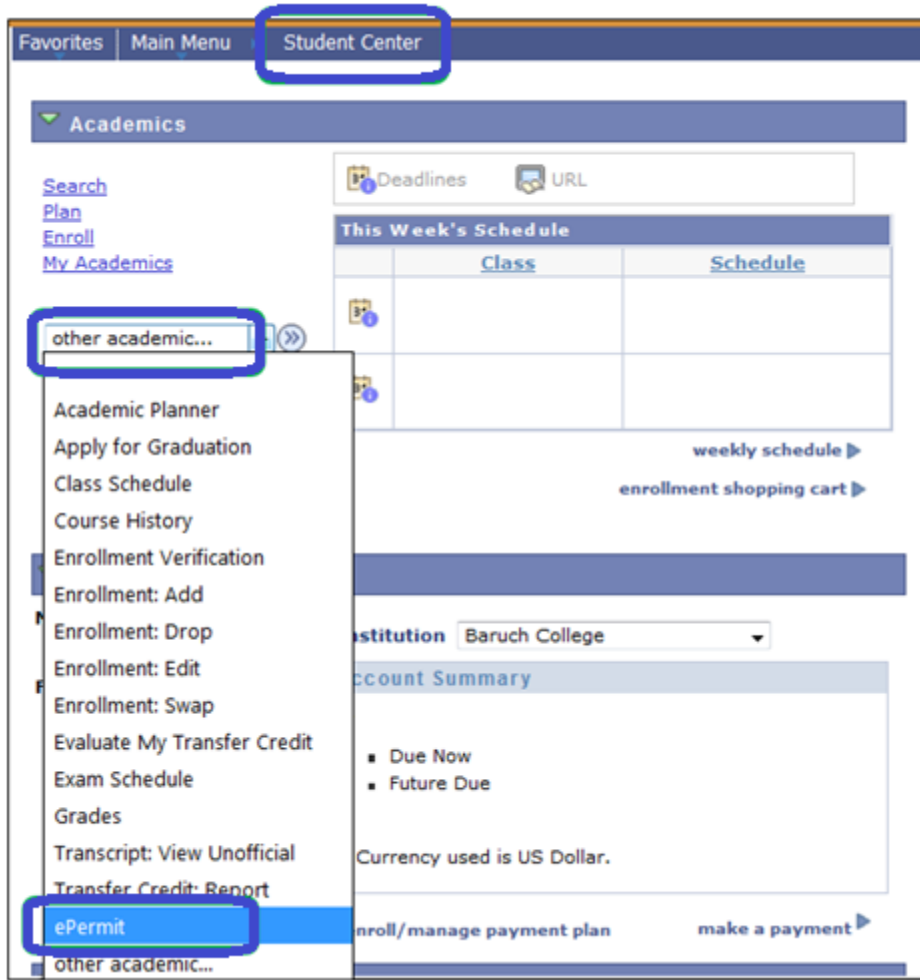
▼ School of Public Health | 2021 Spring Term | 13 class section(s) found

▼ HPAM 628 - Global Hlth Policy & Politics

Class	Section	Days & Times	Room	Instructor	Instruction Mode	Meeting Dates	Status	Course Topic
<a href="#">55525</a>	<a href="#">80-LEC Regular</a>	TBA	Online-Asynchronous	Cravero-Kristoffersson, Kathleen	Online	01/29/2021 - 05/25/2021	<input type="checkbox"/>	Global Hlth Policy & Politics

↳ Session : 'Regular'

## 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 \_\_\_\_\_

Graduate degree students

**Select Term on Home College** 1

Add ePermit with Equivalent Courses     Add ePermit     Search ePermit

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

3

RETURN    CONTINUE

Not Baruch's Epermit opening and closing dates.

Baruch College matriculated students 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: Graduate

Home College: Baruch College    Program: Master of Public Administration

Cum GPA:    Plan: Public Administration MPA

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

Home Course:    Created By:

ePermit #:    Permit Method: Manually    Last Update:

**Search for Home Course**

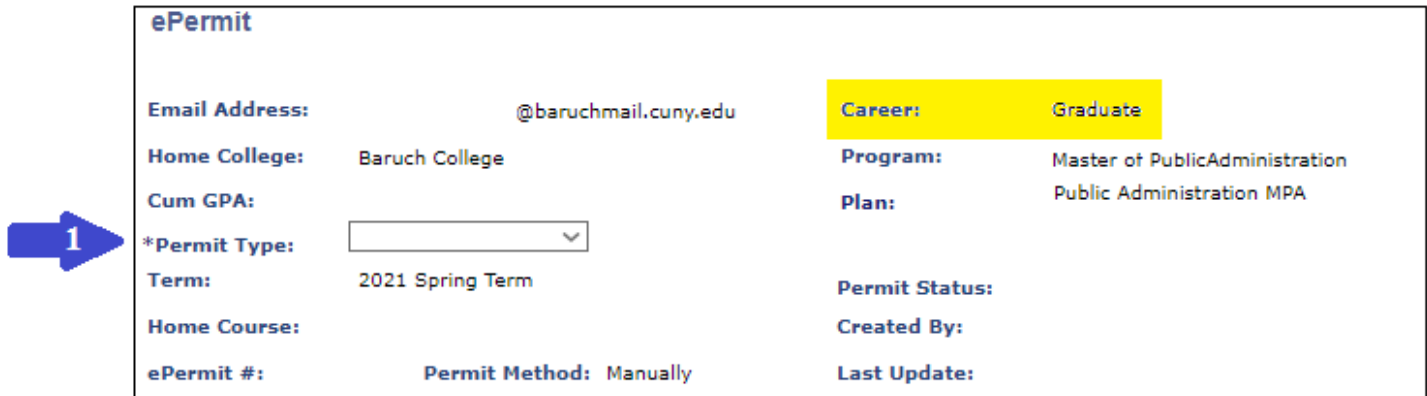
Subject:    Catalog:    Find | 1 of 1

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description

Comments:    optional

Submit

\*Permit Type\* selection




**ePermit**

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

Home College: Baruch College      **Program:** Master of PublicAdministration

Cum GPA:       **Plan:** Public Administration MPA

**\*Permit Type:**  

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

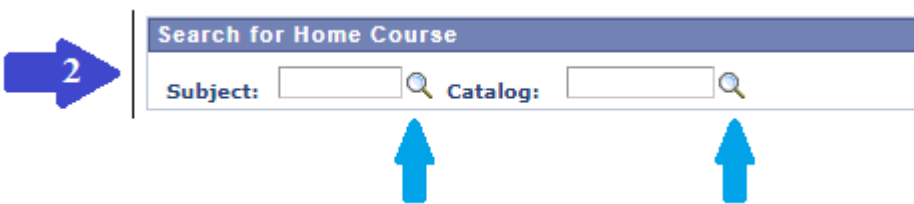
Home Course:      **Created By:**

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



The following options may be applicable to Graduate students. Select the permit type closest to the requirement you are trying to fulfill for your current degree. Inquire with a Programs Advisor is recommended.

- General Elective?
- Major Elective?
- Study Abroad | Select only if you are using the e-permit as a supplement for a Study Abroad program sponsored by another CUNY college. Review Baruch College Study Abroad website and discuss with Program advisor before applying for Study Abroad e-permits.

\*Search for Home Course\*

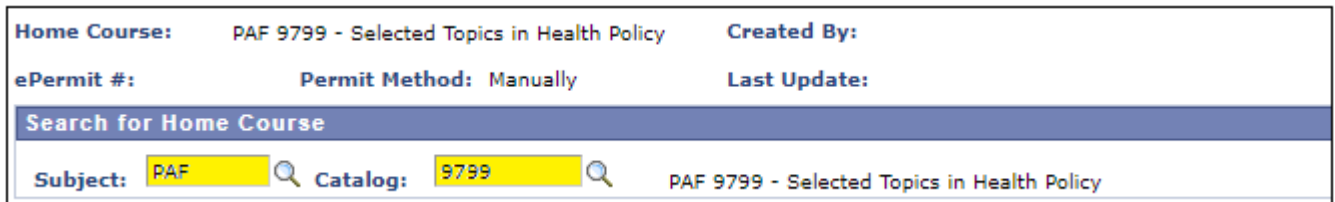


**Search for Home Course**

Subject:   Catalog:  

Look Up the Baruch Home Equivalent/Course (magnifying glass icon) : Subject, Catalog Number


Example:



Home Course: PAF 9799 - Selected Topics in Health Policy      **Created By:**

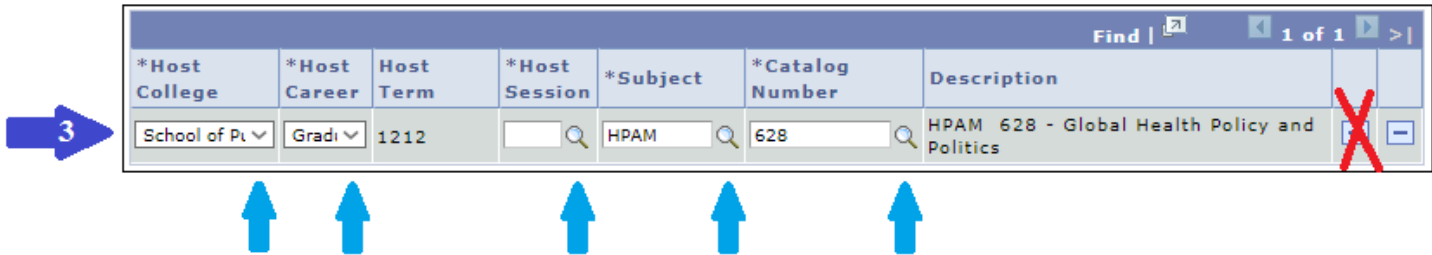
ePermit #:      **Permit Method:** Manually      **Last Update:**

**Search for Home Course**

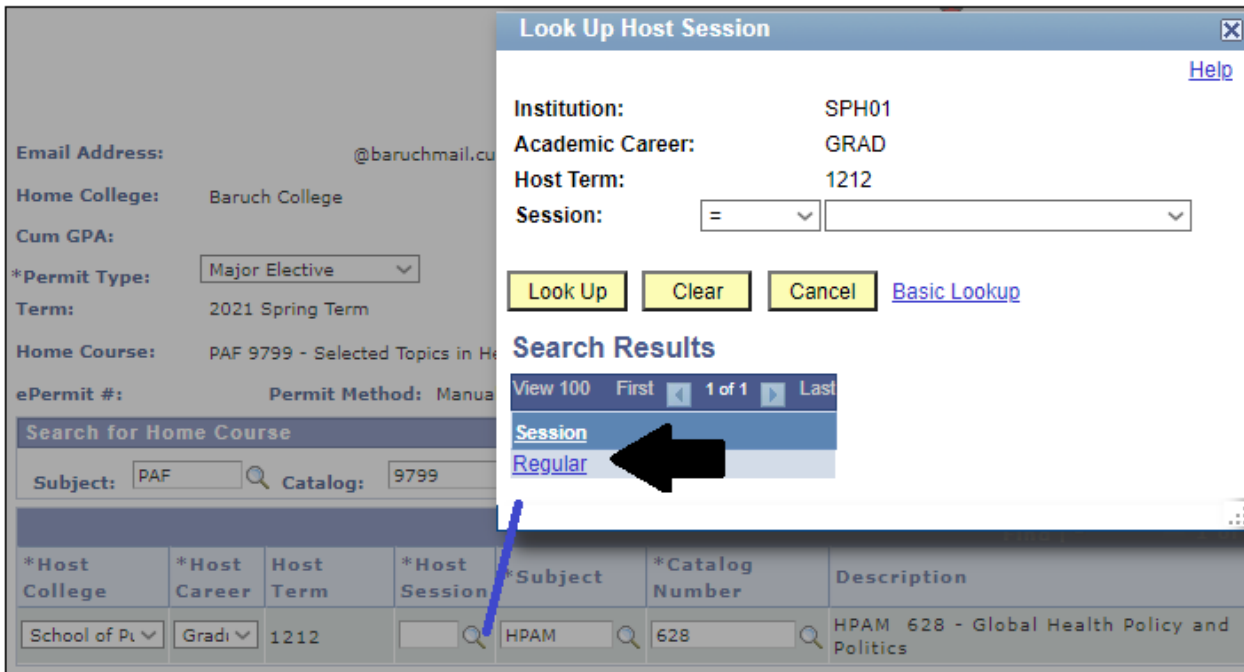
Subject: PAF  Catalog: 9799  PAF 9799 - Selected Topics in Health Policy

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

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



\*Host Session\*



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
██████	<a href="#">1LL-LEC</a> <a href="#">Four Wk 1</a>	MoTuWeTh 11:30AM - 2:25PM	TBA

Session : 'Four Wk 1'

Class	Section	Days & Times	Room
██████	<a href="#">2LL-LEC</a> <a href="#">Four Wk 2</a>	TuTh 11:30AM - 2:25PM	TBA

Session : 'Four Wk 2'

Comments (when applicable or necessary)

Comments:



optional

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

**ePermit**


Email Address: @baruchmail.cuny.edu Career: Graduate  
 Home College: Baruch College Program: Master of PublicAdministration  
 Cum GPA: Plan: Public Administration MPA  
 \*Permit Type: Major Elective  
 Term: 2021 Spring Term Permit Status:  
 Home Course: PAF 9799 - Selected Topics in Health Policy Created By:  
 ePermit #: Permit Method: Manually Last Update:

**Search for Home Course**

Subject: PAF Catalog: 9799 PAF 9799 - Selected Topics in Health Policy

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
School of Pt	Grad	1212	1	HPAM	628	HPAM 628 - Global Health Policy and Politics

Comments:

 Submit

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.