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.
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

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
*Permit Type* selection

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*

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

Example:

<table>
<thead>
<tr>
<th>Home Course</th>
<th>PAF 9799 - Selected Topics in Health Policy</th>
<th>Created By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePermit #:</td>
<td>Permit Method: Manually</td>
<td>Last Update:</td>
</tr>
</tbody>
</table>

Search for Home Course

Subject: PAF Catalog: 9799
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:
Comments (when applicable or necessary)

Double-check your application form before clicking '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.