

Instructions for students matriculated in a Baruch Undergraduate degree program (Bachelor).

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/>

* A Baruch Home Equivalent/Course is required in your e-permit forms. Visit Baruch's E/Permit webpage. Locate the Course Equivalency section. Follow detailed prompts on the Transfer Explorer website to look up course equivalency correctly. Use either tools: 'View Course Equivalencies' or 'How Does this Course Transfer'.

* E-permit consideration is contingent upon the specific information you submit in your e-permit forms. You are requesting to take that exact host course, in the specified Term and Host Session, and at the stated host college only. IMPORTANT: 60% of your Major courses MUST be completed at Baruch College (in-residence). Review your DegreeWorks for details.

*** 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

NEW SEARCH 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	SCD-LEC Regular	Fr 11:00AM - 1:30PM	ONLINE	Cleri,David Gabriel	Online	01/29/2021 - 05/25/2021	■	Introduction to Music
31518	SEF-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

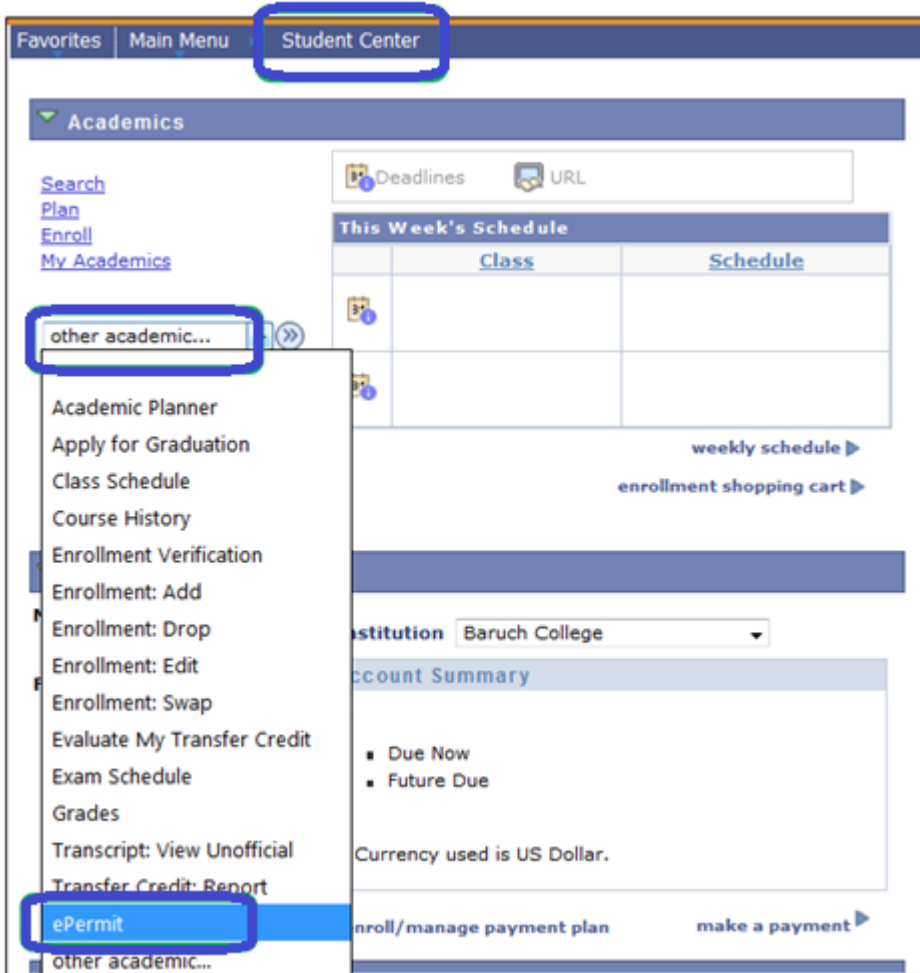
Session : 'Winter'

SOSC 24500 had one section offered in the Winter Session.

It was not available in the Spring Regular Session.

Example:

Locate e-permit 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

Undergraduate degree students

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.

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: Undergraduate

Home College: Baruch College Program: Undergraduate

Cum GPA: Plan: Management BBA

*Permit Type: [dropdown]

Term: 2021 Spring Term Permit Status:

Home Course: Created By:

ePermit #: Permit Method: Manually Last Update:

2

Search for Home Course

Subject: [input] Catalog: [input]

3

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
[dropdown]	[dropdown]	[input]	[input]	[input]	[input]	[input] [X] [-]

4

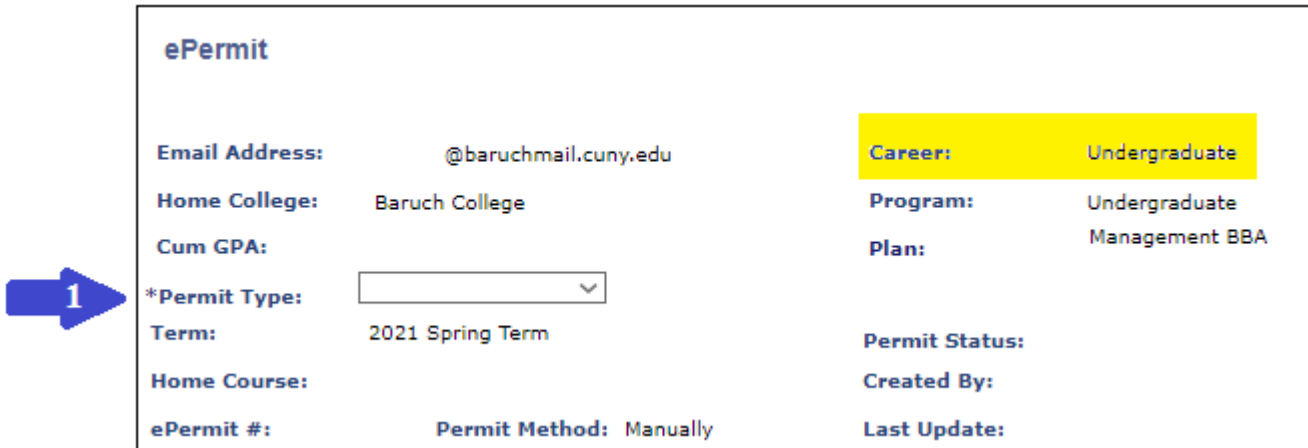
Comments: [text area]

(when applicable or necessary)

5

Submit

***Permit Type* selection**



ePermit

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

Home College: Baruch College Program: Undergraduate

Cum GPA: Plan: Management BBA

1 *Permit Type:

Term: 2021 Spring Term Permit Status:

Home Course: Created By:

ePermit #: Permit Method: Manually Last Update:

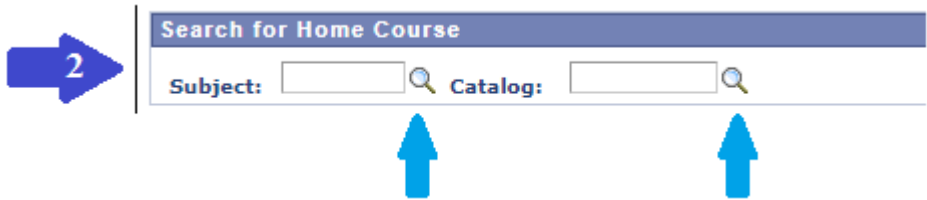
Select the permit type closest to the requirement you are trying to fulfill for your current degree. Review your DegreeWorks audit for more details.

- Major Elective?
- Pathways **College Option**? | Can select this type for **Minor** non-Capstone courses.
- Pathways **Flexible Core**?
- Pathways **Required Core**?



- Study Abroad? | Select this 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 before applying for Study Abroad e-permits.
- General Elective? [If none of the above fits, select this type.] [For example : Pre-Weissman Core, Foreign Languages, Zicklin Pre-Business courses, Zicklin Business Base courses, MSCI courses, etc.]

NOTE: All Capstone courses must be completed at Baruch College (in-residence). Review your DegreeWorks audit for more details.

Search for Home Course

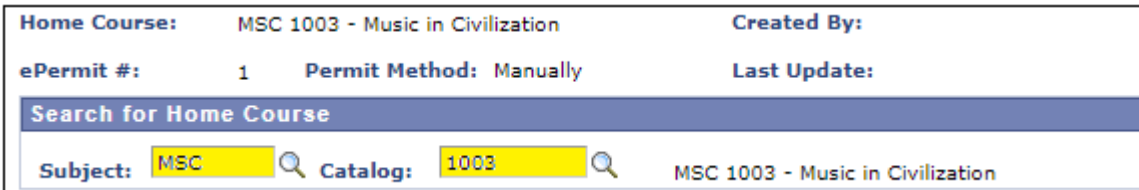


2 Search for Home Course

Subject:  Catalog: 

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



Example :



Home Course: MSC 1003 - Music in Civilization Created By:

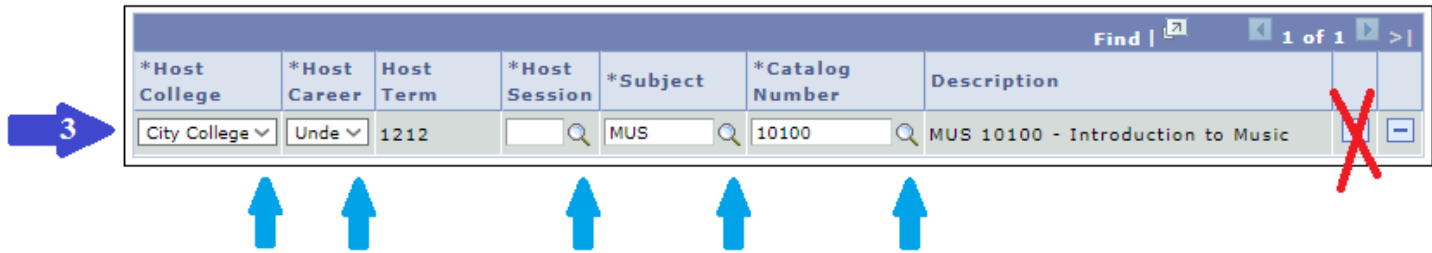
ePermit #: 1 Permit Method: Manually Last Update:

Search for Home Course

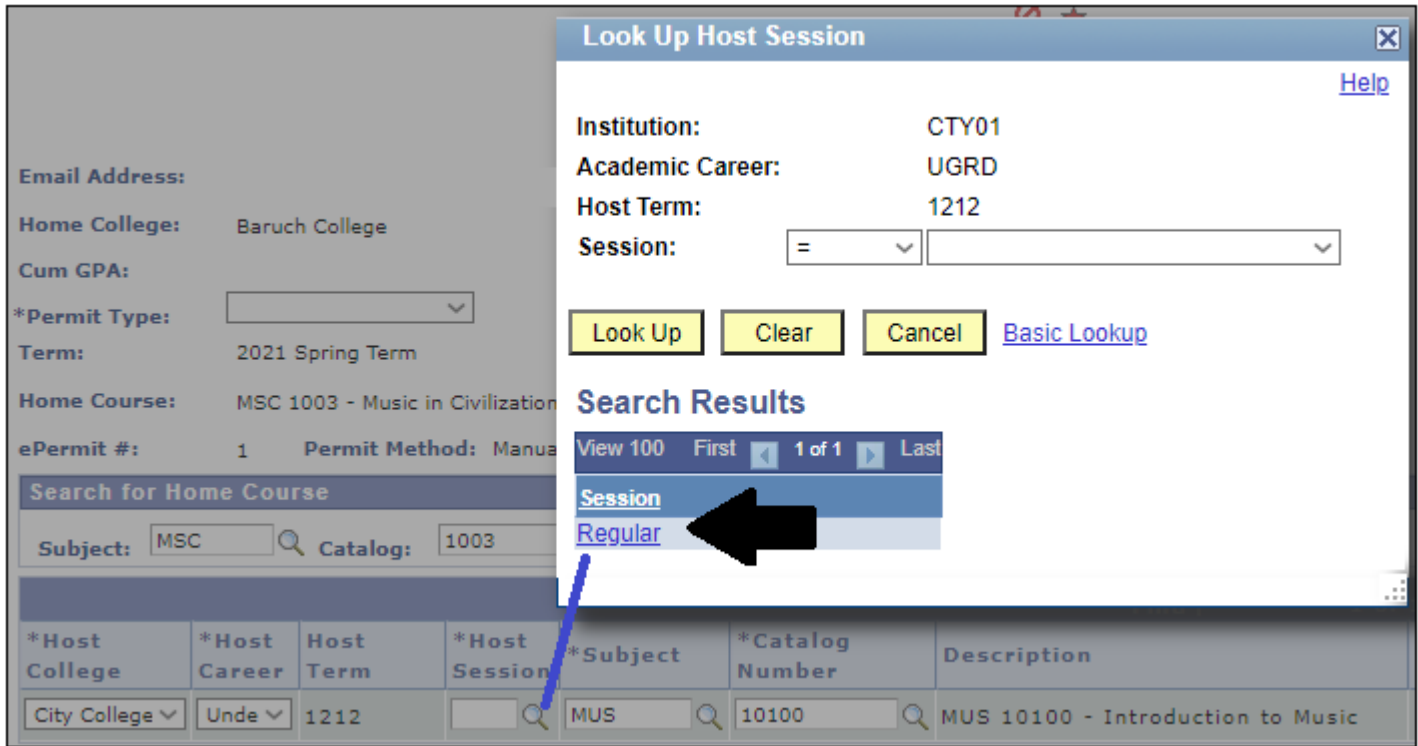
Subject: **MSC**  Catalog: **1003**  MSC 1003 - Music in Civilization

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

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



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'

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

Fall: Regular (Academic) Session

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

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

A screenshot of a search form with the following fields: *Host College (dropdown menu with 'Kingsborough' selected), *Host Career (dropdown menu with 'Undergraduate' selected), Host Term (text input with '1209'), *Host Session (text input with '2'), *Subject (text input), and *Catalog Number (text input). A blue arrow labeled '3' points to the *Host College field. Below the form, six blue arrows point upwards to the *Host College, *Host Career, Host Term, *Host Session, *Subject, and *Catalog Number fields respectively. The form also includes a 'Find' button, a '1 of 1' indicator, and '+' and '-' buttons.

Spring Session: Regular (Academic) Session

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

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

A screenshot of a search form with the following fields: *Host College (dropdown menu with 'Kingsborough' selected), *Host Career (dropdown menu with 'Undergraduate' selected), Host Term (text input with '1212'), *Host Session (text input with '2'), *Subject (text input), and *Catalog Number (text input). A blue arrow labeled '3' points to the *Host College field. Below the form, six blue arrows point upwards to the *Host College, *Host Career, Host Term, *Host Session, *Subject, and *Catalog Number fields respectively. The form also includes a 'Find' button, a '1 of 1' indicator, and '+' and '-' buttons.

Comments (when applicable or necessary)

Comments:



(when applicable or necessary)

* If the Baruch Home Equivalent/Course is not available in the Search section, type it in the Comments box. **Do not** input another class in its place just to fill in that section. If you do, the incorrect equivalency will result in a denial decision.

Examples: KOR 7000 | LAS 7000 | NONLA 7500

Subject Code	Subject Name	Callout
JRN	JRN - Journalism	
JWS	JWS - Jewish Studies	No : KOR (7000)
LACS	LACS - Latin Amer & Carib Stu	No : LAS (7000)
LAW	LAW - Law	
LIB	LIB - Library	
LTS	LTS - Latino Studies	
LTT	LTT - Literature in Translatio	
MAM	MAM - Maintain Matriculation	
MGT	MGT - Management	
MIL	MIL - Military Science	
MKT	MKT - Marketing	
MSC	MSC - Music	
MTH	MTH - Mathematics	
NMA	NMA - New Media Arts	
ONFIL	ONFIL - On File	No : NONLA (7500)
OPR	OPR - Operation Research	
PAF	PAF - Public Affairs	

Example:

Comments:



The Baruch equivalent course is KOR 7000. Home Course Search does not provide the selection for KOR 7000.

(when applicable or necessary)

Template to use: The Baruch equivalent/course is... Home Course Search does not provide the selection for...

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:** Management BBA
***Permit Type:** Pathways Flexible Cr ▾
Term: 2021 Spring Term **Permit Status:**
Home Course: MSC 1003 - Music in Civilization **Created By:**
ePermit #: 1 **Permit Method:** Manually **Last Update:**

Search for Home Course

Subject: MSC **Catalog:** 1003 MSC 1003 - Music in Civilization

*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:

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 3.00 cr. & Lab is 1.00 cr.).

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.