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.

Example: SOSC 24500 had one section offered in the Winter Session.

It was not available in the Spring Regular Session.
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

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

1. Email Address: @baruchmail.cuny.edu
   - Career: Undergraduate
   - Program: Undergraduate Management BBA
   - Term: 2021 Spring Term
   - Home Course:
   - ePermit #: Permit Method: Manually Last Update:

2. Search for Home Course:
   - Subject:
   - Catalog:

3. (when applicable or necessary)

4. Submit
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*Permit Type* selection

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*

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

Example:

<table>
<thead>
<tr>
<th>Home Course:</th>
<th>MSC 1003 - Music in Civilization</th>
<th>Created By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePermit #:</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Permit Method:</td>
<td>Manually</td>
<td></td>
</tr>
<tr>
<td>Search for Home Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>MSC</td>
<td>Catalog:</td>
</tr>
</tbody>
</table>

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:
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*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

**Spring Session**: Regular (Academic) Session

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

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

Example:

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

**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'.

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:

<table>
<thead>
<tr>
<th>Host College</th>
<th>*Host Career</th>
<th>Host Term</th>
<th>*Subject</th>
<th>*Catalog Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medgar Evers College Undergraduate</td>
<td>1212</td>
<td>WIN</td>
<td>BIO</td>
<td>252</td>
<td>BIO 252 - Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>Medgar Evers College Undergraduate</td>
<td>1212</td>
<td>WIN</td>
<td>BIOL</td>
<td>252</td>
<td>BIOL 252 - Anatomy &amp; Physiology Lab II</td>
</tr>
</tbody>
</table>

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.