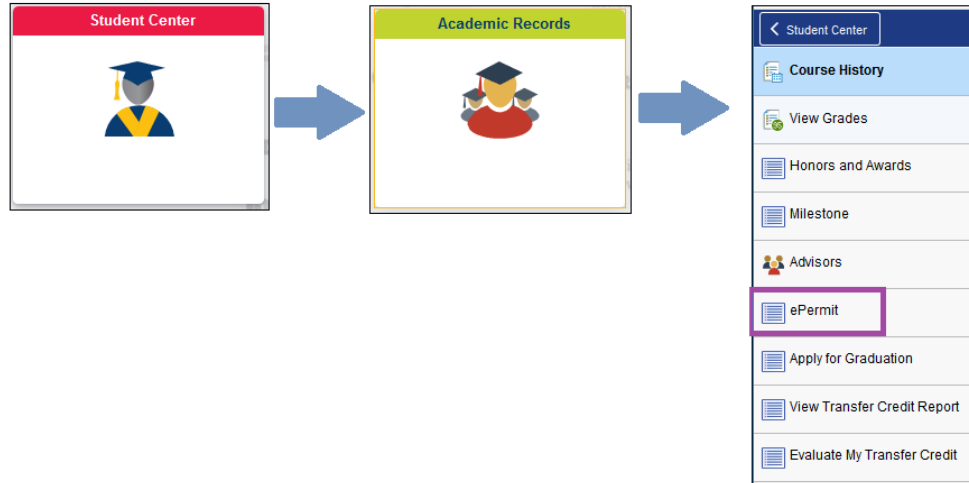


Instructions on how to check e-permit status and details.

Log in to CUNYfirst → Click Student Center → Click Academic Records → Click ePermit



Baruch College students must always select the relevant Term at Baruch College (Home College) to retrieve all submitted e-permits.

Select Term on Home College

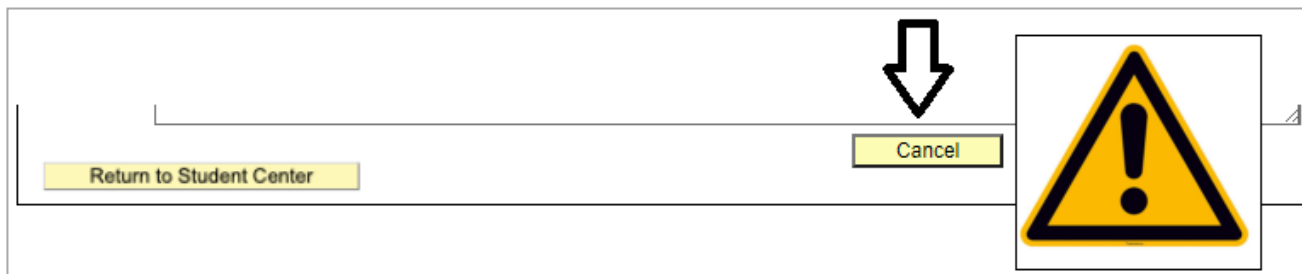
Add ePermit with Equivalent Courses
 Add ePermit
 Search ePermit

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

Select ePermit then click Continue Personalize | Find | 1-4 of 4 | Last

	Nbr	Home College	Term	Subject	Catalog	Course Description	ePermit Status
<input type="radio"/>	1	Baruch College	2021 Spring Term	FIN	3000	Principles of Finance	Cancelled
<input type="radio"/>	2	Baruch College	2021 Spring Term	FIN	3000	Principles of Finance	Cancelled
<input type="radio"/>	3	Baruch College	2021 Spring Term	FIN	3000	Principles of Finance	Approved
<input type="radio"/>	4	Baruch College	2021 Spring Term	FIN	3000	Principles of Finance	Cancelled

IMPORTANT: Do not mistake the **Cancel** button for 'return', 'go back', or 'leave this page'.
 Only click 'Cancel' if you want to stop further consideration while the e-permit is in the **Initiated or Pending** stage.



E-Permit Status Key

The following examples are for reference only. Each e-permit request would receive its appropriate decision and comments/notes. The committees, approvers, and decision & comments seen within the e-permit form are relative to Baruch (Home) College only.

For Example: **Initiated Status**

ePermit

Email Address:	@baruchmail.cuny.edu	Career:	Undergraduate
Home College:	Baruch College	Program:	Undergraduate
Cum GPA:		Plan:	Finance BBA
Permit Type:	Major Elective	Permit Status:	Initiated
Term:	2020 Summer Term	Created By:	03/19/20
Home Course:	ACC 2203 - Principles of Managerial Accounting for Non-accounting Majors	Last Update:	03/19/20
ePermit #:	2	Permit Method:	Manually

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
College of Staten Island	Undergraduate	1206	4W2	ACC	218	ACC 218 - Introduction to Accounting II

Comments:

eRegistrar Comments:

Return to Student Center
Cancel

Initiated – Student/relevant personnel submitted the e-permit form successfully. Each form waits in queue for Baruch College’s decision. You are not able to change information submitted in the form.

Baruch College | APRIL 2023 * Instructions on how to check e-permit Status and details.

For Example: **Pending Committee Approval Status**

The screenshot displays the 'ePermit' system interface. At the top, it shows the permit details for a student with the email address @baruchmail.cuny.edu. The permit status is highlighted in yellow as 'Pending Committee Approval'. Below this, a table lists the permit details:

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Brooklyn College	Undergraduate	1219	1	BUSN.	3430	Operations Management

Below the table, there is a 'Comments' section with a message from the Registrar: ".View/Hide Comments in the lower part of the page may have additional comments from the respective Committee personnel. [Please visit and read the Baruch web page about ePermit. Incorrect or ineligible ePermits will be denied. http://www.baruch.cuny.edu/registrar/students/epermit.html.]". A 'Cancel' button is visible to the right of the comments.

An arrow points down to an 'Approve' section. This section shows a flowchart for 'ePermit Approval: Pending'. It indicates 'One committee approval' is required. The flow starts with a 'Pending' status (Multiple Approvers, Level-1: Click for Details) and moves to 'Not Routed' (Multiple Approvers, Registrar Office). A 'Return to Student Center' button is located at the bottom of this section.

Pending Committee Approval – Some e-permits require review by additional committee(s) at Baruch College.

- E-permit Committees can be CUNY-BA, GRAD [SPIA, WSAS, ZSB], Macaulay Baruch Honors, Study Abroad, or UGRD [SPIA, WSAS, ZSB].

NOTE: E-permit committees do not consist of Academic Departments. Departments do not have access to your e-permit forms.

- If the committee grants approval, the e-permit will be routed back to the Baruch College Registrar Office for final approval review.
- **Note:** Multiple personnel may appear in the approver list (Multiple Approvers). The primary approver of that committee will review the form. It may or may not be the first name in the list.

Baruch College | APRIL 2023 * Instructions on how to check e-permit Status and details.

For Example: **Approved Status**

ePermit

Email Address: @baruchmail.cuny.edu Career: Undergraduate
 Home College: Baruch College Program: Undergraduate
 Cum GPA: Permit Type: General Elective Plan: Finance BBA
 Term: 2021 Spring Term Permit Status: **Approved**
 Home Course: Principles of Finance Created By: 11/30/20
 ePermit #: 3 Permit Method: Auto Last Update: 12/03/20

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Brooklyn College	Undergraduate	1212	1	FINC.	3310	Principles of Financial Management

Comments:

eRegistrar Comments:

Baruch College Approval 12/3/2020 (Baruch decision only. Host college does not update this form.)
 2021 SPR FINC 3310 3.0 cr. | FIN 3000 3.0 cr. [ZICK] *2nd Attempt.
 | Valid for the specific host(home) courses and session(term) as submitted by you in this form. NOT valid for anything else. |
 | Policies & Procedures : * https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/ *
 - Current term GPA falling below 2.00(UGRD) / 3.00(GRAD)? This approval is auto-INVALID. Do not enroll at host college.
 - Use ePermit for Pre-requisite req.? Must wait until passing/minimum grade is posted to Baruch record to take next classes.

Cancel

[Return to Student Center](#)

Approved – Baruch College reviewed and approved the e-permit request. Please navigate into each e-permit form to read and comprehend approval notes as it may contain important **terms/conditions** associated with that specific approval.

- “Approved” shows approval from Baruch (Home) College only. Shortly after Baruch's approval, the system will auto-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 requests on their end. It is not instantaneous. Please wait.
- Review ‘Approved ePermits: What to Expect’ on our website.

Baruch College | APRIL 2023 * Instructions on how to check e-permit Status and details.

For Example: **Cancelled Status**

ePermit

Email Address:	@baruchmail.cuny.edu	Career:	Undergraduate
Home College:	Baruch College	Program:	Undergraduate
Cum GPA:		Plan:	Finance BBA
Permit Type:	Major Elective	Permit Status:	Cancelled
Term:	2021 Spring Term	Created By:	12/11/20
Home Course:	Principles of Finance	Last Update:	12/14/20
ePermit #:	4	Permit Method:	Auto

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Lehman College	Undergraduate	1212	WIN	BBA	207	Principles of Finance

Comments:

eRegistrar Denied. Already received permission for this Host class in "SPR Reg. Session". Multiple permission for the same Baruch/Host class is not permitted. First, must cancel the (Approved) ePermit if you no longer want to use it.
Comments: Also, NOT Major Elective (Permit Type). FIN 3000 is Zicklin Bus. Base > General Elect.
 [PLEASE READ: <https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/> >> Cancelling ePermits: Approved..

CANCELLED

[Return to Student Center](#)

Cancelled – Possible scenarios are as follows:

- ¹ The student clicked the Cancel button in the e-permit form in the Initiated or Pending stage. OR
- ² A particular Baruch e-permit committee cancelled the e-permit and left applicable notes in the form. OR
- ³ The student emailed the e-permit unit to cancel the already Approved form. After we finalize the cancellation request, the status will change to Cancelled.
- Status would update appropriately.
- **Cancel with extra caution.** All Cancelled e-permits are final. It is not possible to reactivate that particular form.

Baruch College | APRIL 2023 * Instructions on how to check e-permit Status and details.

For Example: **Denied Status**

ePermit

Email Address: @baruchmail.cuny.edu Career: Undergraduate
 Home College: Baruch College Program: Undergraduate
 Cum GPA: Plan: Marketing Management BBA
 Permit Type: Pathways College Option
 Term: 2021 Spring Term Permit Status: **Denied**
 Home Course: Marketing Foundations Created By: 12/24/20
 ePermit #: 1 Permit Method: Auto Last Update: 12/28/20

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Borough of Manhattan CC	Undergraduate	1212	WIN	MAR	100	Introduction to Marketing

Comments:

eRegistrar: .View/Hide Comments in the lower part of the page would have additional comments from the respective Committee personnel.
 Comments: .PLEASE READ: <https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/>

Approve

ePermit Approval: Denied View/Hide Comments

One committee approval

Denied Approver's name	Terminated Multiple Approvers Registrar Office
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Return to Student Center

Denied – Baruch College Registrar 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. Once again, **Cancel** is not for 'return, go back, or leave this page'.