Instructions for students in the CUNY Baccalaureate for Unique and Interdisciplinary Studies program, with Baruch College as their Home College.

Before you apply, review this guide in its entirety at least once through first.

* Make sure to read and understand Baruch's E/Permit policies, procedures, regulations, and restrictions BEFORE you apply. Visit our website at https://enrollmentmanagement.baruch.cuny.edu/registrar/epermit/. 

* E-permit consideration is contingent upon the specific information input in the e-permit forms-- meaning you are requesting to take that particular host course, in the specified Term and Host Session, and at the stated host college only; nothing else.

* Class Search

Use “CUNY Global Class Search” or Schedule Builder to review course availability and detail of the courses you are interested in taking. https://enrollmentmanagement.baruch.cuny.edu/registrar/schedule-of-classes/

If the other college’s course does not exist in the session in which you will enroll, do not submit it for review. Pay special attention to Meeting Dates.

For Example: MUS 10100 had several sections offered in the 2021 Spring Regular Session. It was not available in the Winter Session. Therefore, applying to take the course in Winter Session is invalid and would be denied. 

SOC 24500 had one section offered in the Winter Session. It was not available in the Spring Regular Session. For this reason, applying to take the course in the Spring Regular Session is invalid and would be denied.
Locate E-permit in CUNYfirst

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

Select 'ADD EPERMIT'.

The E-permit portal seems to be coming up empty in my CUNYfirst account. Why is that?

One or more scenarios that may be applicable to you are as follows:

- Baruch College e-permit submission has not yet started for the upcoming sessions-- meaning portals are not open. Review ‘When to Apply and Processing Time’ on our website.

- When there is a break in attendance, for Fall or Spring Term(s), students will not receive registration access for subsequent Terms. Review ‘Eligibility Requirements for E-permit’ on our website.

- If the session has started, typically the e-permit deadline has passed, and the portal is closed for the respective session. The home or host college’s earlier session start date and e-permit deadline take precedence over the later dates.

- Logout of CUNYfirst. Clear cache and cookies in the internet browser. Exit the browser completely. Log back in to CUNYfirst. Alternatively, use a different internet browser. Also, is your internet browser up to date?

- Make sure your internet browser has popup blocker disabled or you must allow for popup windows.
Add ePermit

CUNY- Baccalaureate (officially accepted)

CUNYBA students with Baruch College as their Home College must always select the relevant Term at Baruch College (Home College) to add e-permits no matter how many forms have been submitted thus far.

OVERVIEW OF E-PERMIT FORM

NOTES: This cohort is not required to provide Baruch College ‘Home Course’. E-permit credits will not transfer back as a direct Baruch College course. If you are newly accepted but has not yet been coded with a CUNY-BA plan at Baruch College, put a note in the Comments box: Newly accepted to CUNY-BACC Program.
*Permit Type* selection

Select CUNY Baccalaureate.

Official CUNY-BA students must select this permit type, nothing else.

Use the drop-down menu to select: Host College, Host Career

Use magnifying glass icons to look up: Subject, Catalog Number
*Host Session* [applicable to most CUNY colleges]

Fall: Select **Regular** (Academic) Session.

Winter Session (housed within Spring Term): Select **Winter**.

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

Summer Sessions: Select accordingly.

For Example:
*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**

You may add a second row for science courses to submit 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.

**For Example** (Lecture is 3.00 cr. & Lab is 1.00 cr.):
Comments (when applicable or necessary)

For Example:

Comments:

3
optional

Newly accepted to CUNY Bacc program.

Double check the e-permit form before you click *Submit*. It is not possible to revise a submitted form.

If you are ready, click Submit. You are done applying!

Your Permit Status should show Initiated. If it doesn’t refresh on its own, please click on the 'Return' button and check that the e-permit is listed under 'Search E-permit' as 'Initiated'.

Initiated e-permits wait in queue for a decision from Baruch College. If you have not done so already, please visit Baruch's E/Permit website for what to expect next. You can find the website URL on Page 1.