

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.

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								
<input type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Wait List								
71 class section(s) found								
<input type="button" value="NEW SEARCH"/> <input type="button" value="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	<input type="checkbox"/>	Introduction to Music
31518	SEF-LEC Regular	Fr 2:00PM - 4:30PM	ONLINE	Mokhtarani,Shayan	Online	01/29/2021 - 05/25/2021	<input type="checkbox"/>	Introduction to Music
31496	A4-LEC Regular	TBA	ONLINE	Krasner,Orly	Online	01/29/2021 - 05/25/2021	<input checked="" type="checkbox"/>	Introduction to Music
31475	A5-LEC Regular	TBA	ONLINE	Beliavsky,Daniel E	Online	01/29/2021 - 05/25/2021	<input checked="" type="checkbox"/>	Introduction to Music
33464	A6-LEC Regular	TBA	ONLINE	Beliavsky,Daniel E	Online	01/29/2021 - 05/25/2021	<input checked="" type="checkbox"/>	Introduction to Music
31506	F-LEC Regular	MoWe 3:30PM - 4:45PM	ONLINE	Colwell,Charles P	Online	01/29/2021 - 05/25/2021	<input type="checkbox"/>	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

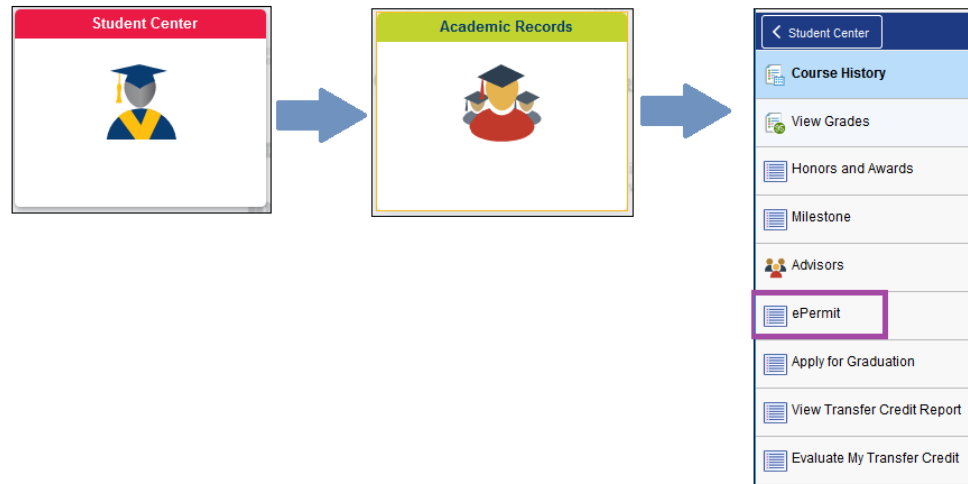
Session : 'Winter'

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.

For Example:

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?

Select Term on Home College

Add ePermit with Equivalent Courses
 Add ePermit
 Search ePermit

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)

Select Term on Home College 1

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		

2

3

RETURN CONTINUE

Not Baruch's Epermit opening and closing dates.

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

ePermit

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

Home College: Baruch College Program: Undergraduate

Cum GPA: Plan: CUNY Baccalaureate BS

*Permit Type: Term: 2021 Spring Term Permit Status:

Home Course: Created By:

ePermit #: Permit Method: Manually Last Update:

Search for Home Course

Subject: Catalog:

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description

Find | 1 of 1 >|

Comments: optional

Submit

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**

ePermit

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

Home College: Baruch College Program: Undergraduate

Cum GPA: [] Plan: CUNY Baccalaureate BS

*Permit Type: **CUNY Baccalaureate** [matches Plan]

Term: 2021 Spring Term Permit Status:

Home Course: Created By:

ePermit #: Permit Method: Manually Last Update:

Search for Home Course

Subject: Catalog:

Select CUNY Baccalaureate.

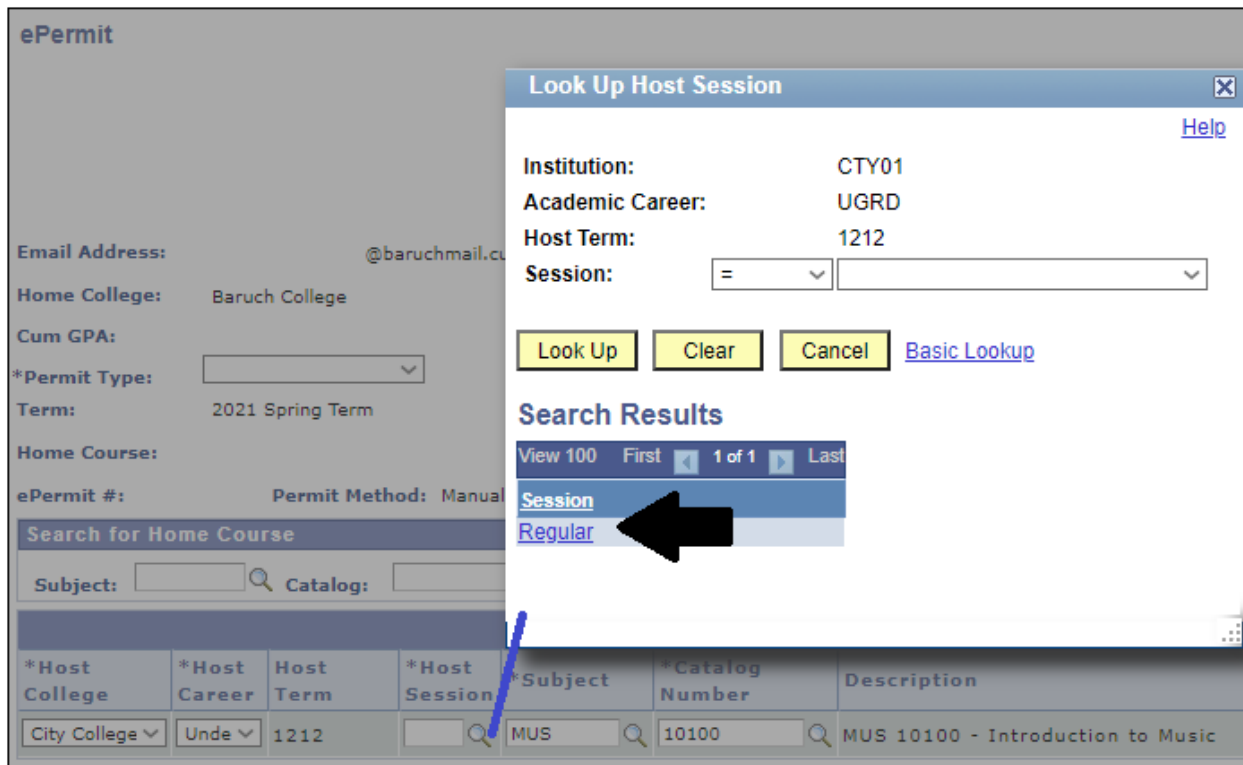
Official CUNY-BA students must select this permit type, nothing else.

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

Use magnifying glass icons to look up: Subject, Catalog Number

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
City College	Unde	1212		MUS	10100	MUS 10100 - Introduction to Music

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:

Class	Section	Days & Times	Room
[Redacted]	1LL-LEC Four Wk 1	MoTuWeTh 11:30AM - 2:25PM	TBA

Session : 'Four Wk 1'

Class	Section	Days & Times	Room
[Redacted]	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

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Kingsborough	Undergraduate	1209	2			

Spring Session: Regular (Academic) Session

Summer Session: Baruch Term: Summer Term

Host Term: Spring Host Session: 2nd Session

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
Kingsborough	Undergraduate	1212	2			

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.):

*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

Comments (when applicable or necessary)

For Example:

Comments: Newly accepted to CUNY-Bacc program.

 optional

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

ePermit


Email Address: @baruchmail.cuny.edu Career: Undergraduate
 Home College: Baruch College Program: Undergraduate
 Cum GPA: Plan: CUNY Baccalaureate BS
 *Permit Type: CUNY Baccalaureate
 Term: 2021 Spring Term Permit Status:
 Home Course: Created By:
 ePermit #: Permit Method: Manually Last Update:

Search for Home Course

Subject: ~~XXXXXXXXXX~~ Catalog: ~~XXXXXXXXXX~~

*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: Newly accepted to CUNY-Bacc program.



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.