Instructions for students matriculated in a Baruch Graduate degree program (Master).

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/.

* First, Graduate students must contact their Graduate program’s advisor to discuss plans to take e-permit classes, and to obtain a Baruch home course/equivalent. It is a required component in your e-permit forms. If e-permit is allowable by your Graduate program, apply according to the instructions outlined in this document.

* 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: HPAM 628 had one section offered in the 2021 Spring Regular Session. It was not available in the Winter Session. For this reason, applying to take the course in the Winter Session is invalid and would be denied.
**Locate E-permit in CUNYfirst**

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

![Diagram showing the process of locating e-permit](image)

**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.

- Applicants for graduation are ineligible to apply for e-permits beyond the last semester at Baruch College. Revise your Graduation Term if needed. 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.
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Add ePermit

Graduate degree students

Baruch College matriculated students 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
*Permit Type* selection

Select the Permit Type closest to the requirement you are trying to fulfill for your current degree. If you have not already done so, inquire with a Graduate program’s advisor first.

- General Elective?
- Major Elective?
- 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.

*Search for Home Course*

Use magnifying glass icons to look up the Baruch Home Course/Equivalent: Subject, Catalog Number

For Example:

<table>
<thead>
<tr>
<th>Home Course: PAF 9799 - Selected Topics in Health Policy</th>
<th>Created By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePermit #: Manually</td>
<td>Last Update:</td>
</tr>
<tr>
<td>Search for Home Course</td>
<td></td>
</tr>
<tr>
<td>Subject: PAF</td>
<td>Catalog: 9799</td>
</tr>
</tbody>
</table>
Use the drop-down menu to select: Host College, Host Career
Use magnifying glass icons to look up: Subject, Catalog Number

*Host Session*

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:**

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11L-LEC</td>
<td>MoTuWeTh 11:30AM - 2:15PM</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td>Four Wk 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td></td>
<td>21L-LEC</td>
<td>TuTh 11:30AM - 2:15PM</td>
<td>TBA</td>
</tr>
<tr>
<td></td>
<td>Four Wk 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments *(when applicable or necessary)*

```
Comments:
```

<table>
<thead>
<tr>
<th>optional</th>
</tr>
</thead>
</table>

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For Example:

- Session: 'Four Wk 1'
- Session: 'Four Wk 2'
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.