

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.

Search for Classes

Search Results

School of Public Health | 2021 Spring Term

The following classes match your search criteria Course Subject: **Health Policy and Management**, Course Career: **Graduate**, Show Open Classes Only: **No**

● Open ■ Closed ▲ Wait List

13 class section(s) found

[NEW SEARCH](#) [MODIFY SEARCH](#)

▼ School of Public Health | 2021 Spring Term | 13 class section(s) found

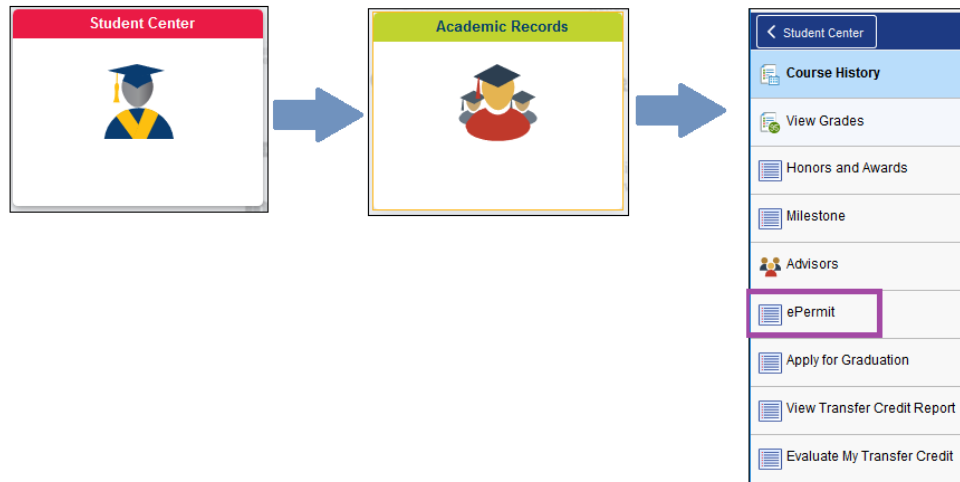
▼ HPAM 628 - Global Hlth Policy & Politics

Class	Section	Days & Times	Room	Instructor	Instruction Mode	Meeting Dates	Status	Course Topic
55525	80-LEC Regular	TBA	Online-Asynchronous	Cravero-Kristoffersson, Kathleen	Online	01/29/2021 - 05/25/2021	■	Global Hlth Policy & Politics

Session : 'Regular'

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.
- 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.

Add ePermit

Graduate degree students

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
2	<input checked="" type="checkbox"/>	2021 Spring Term	Graduate	Baruch College	

3

RETURN CONTINUE

Not Baruch's Epermit opening and closing dates.

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

ePermit

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

Home College: Baruch College Program: Master of PublicAdministration

Cum GPA: Permit Type: Term: 2021 Spring Term Plan: Public Administration MPA

Home Course: Permit Status: Created By: Last Update:

ePermit #: Permit Method: Manually

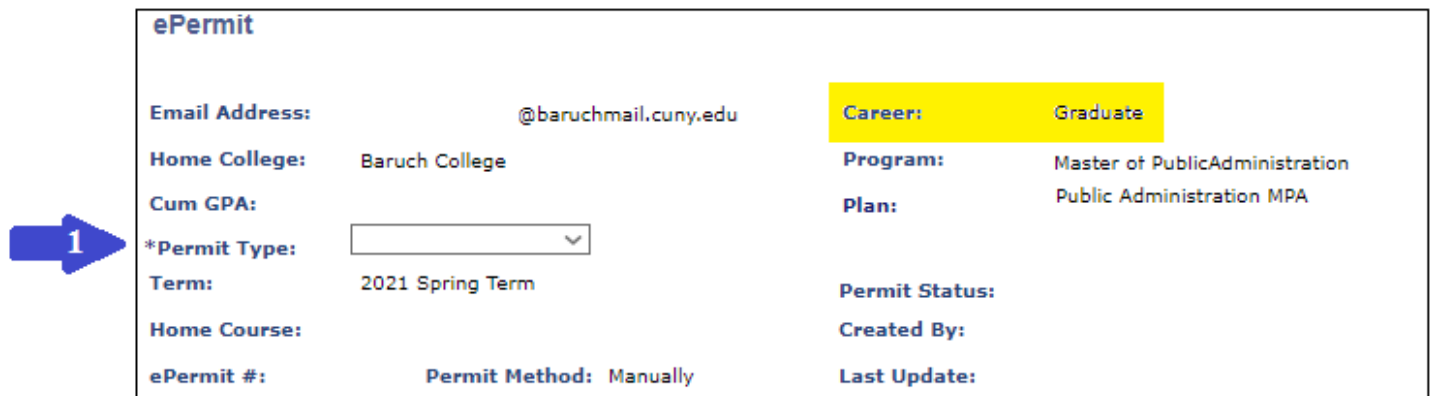
Search for Home Course

Subject: Catalog:

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

Comments: optional

Submit

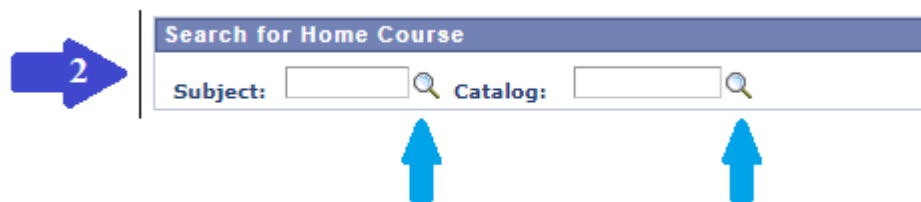
***Permit Type* selection**


ePermit



Email Address:	@baruchmail.cuny.edu	Career:	Graduate
Home College:	Baruch College	Program:	Master of PublicAdministration
Cum GPA:	<input type="text"/>	Plan:	Public Administration MPA
*Permit Type:	<input type="text"/>	Permit Status:	
Term:	2021 Spring Term	Created By:	
Home Course:		Last Update:	
ePermit #:		Permit Method:	Manually

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.

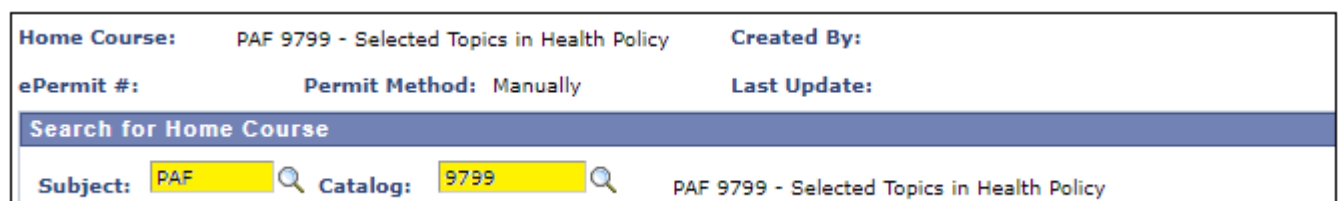
Search for Home Course


Search for Home Course

Subject:  **Catalog:** 



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

For Example:



Home Course:	PAF 9799 - Selected Topics in Health Policy	Created By:	
ePermit #:		Last Update:	
Permit Method:	Manually		

Search for Home Course

Subject: PAF  **Catalog:** 9799  PAF 9799 - Selected Topics in Health Policy

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
School of Pl	Grad	1212	[magnifying glass]	HPAM	[magnifying glass] 628	HPAM 628 - Global Health Policy and Politics

Host Session

Look Up Host Session

Institution: SPH01
 Academic Career: GRAD
 Host Term: 1212
 Session: [dropdown]

Look Up Clear Cancel Basic Lookup

Search Results
 View 100 First 1 of 1 Last
 Session
 Regular

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
School of Pl	Grad	1212	[magnifying glass]	HPAM	[magnifying glass] 628	HPAM 628 - Global Health Policy and Politics

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
██████	1LL-LEC Four Wk 1	MoTuWeTh 11:30AM - 2:25PM	TBA

Session : 'Four Wk 1'

Class	Section	Days & Times	Room
██████	2LL-LEC Four Wk 2	TuTh 11:30AM - 2:25PM	TBA

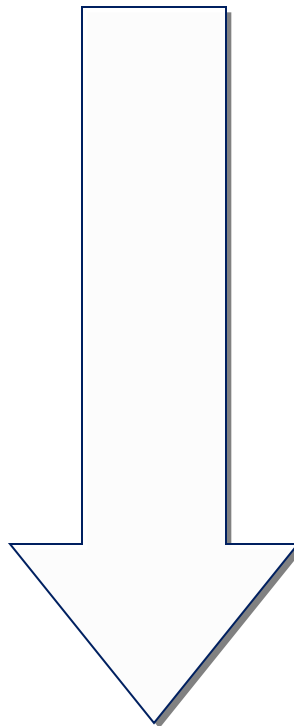
Session : 'Four Wk 2'

Comments (when applicable or necessary)

Comments:



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: Graduate

Home College: Baruch College Program: Master of PublicAdministration

Cum GPA: Plan: Public Administration MPA

*Permit Type: Major Elective

Term: 2021 Spring Term Permit Status:

Home Course: PAF 9799 - Selected Topics in Health Policy Created By:

ePermit #: Permit Method: Manually Last Update:

Search for Home Course

Subject: PAF Catalog: 9799 PAF 9799 - Selected Topics in Health Policy

*Host College	*Host Career	Host Term	*Host Session	*Subject	*Catalog Number	Description
School of Pt	Grad	1212	1	HPAM	628	HPAM 628 - Global Health Policy and Politics

Comments:

5 Submit

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.