

Instructions for students matriculated in a Baruch Undergraduate degree program (Bachelor).

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/>.

* A Baruch home course/equivalent is required in your e-permit forms. Follow prompts provided on the Transfer Explorer (aka T-REX) website to research accurate course equivalency.

Use the most applicable tool(s) for your research: "CUNY to CUNY by course" and/or "CUNY to CUNY by subject"

* 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. NOTE: 60% of Major courses must be completed at Baruch College (in-residence). Review Degree Works.

* 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.

Class	Section	Days & Times	Room	Instructor	Instruction Mode	Meeting Dates	Status	Course Topic
31502	5CD-LEC Regular	Fr 11:00AM - 1:30PM	ONLINE	Cieri,David Gabriel	Online	01/29/2021 - 05/25/2021	<input type="checkbox"/>	Introduction to Music
31518	5EF-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'

Class	Section	Days & Times	Room
31854	HYB-LEC Winter	TuTh 5:00PM - 8:30PM	ONLINE

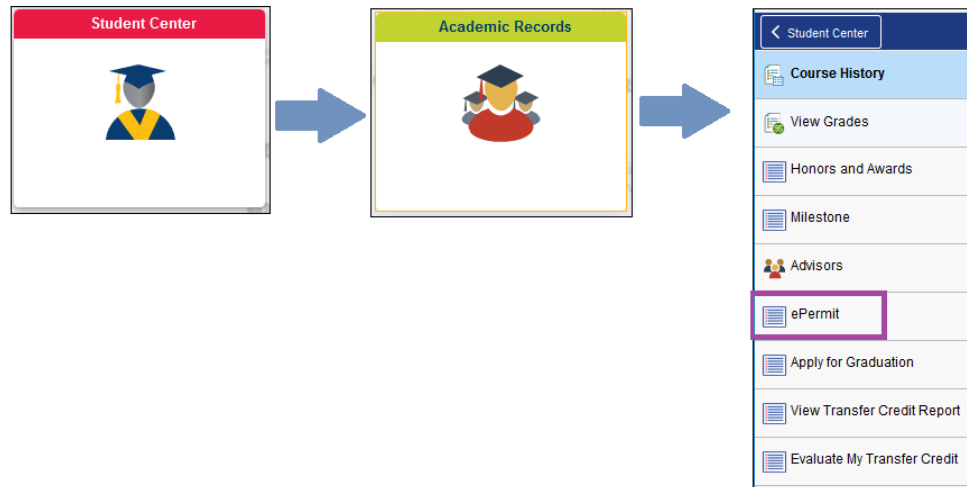
Session : 'Winter'

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.
- 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

Undergraduate degree students

Select Term on Home College 1

Add ePermit with Equivalent Courses
 Add ePermit
 Search ePermit

2

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

Home College: Baruch College Program: Undergraduate

Cum GPA: Permit Type: Term: 2021 Spring Term Plan: Management BBA

Home Course: Permit Status: Created By: ePermit #: Permit Method: Manually Last Update:

2

Search for Home Course

Subject: Catalog:

3

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

4

Comments: (when applicable or necessary)

5

Submit

***Permit Type* selection**

ePermit			
Email Address:	@baruchmail.cuny.edu	Career:	Undergraduate
Home College:	Baruch College	Program:	Undergraduate
Cum GPA:		Plan:	Management BBA
*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. Review your Degree Works for degree requirements and progress.

***Pro Tip:** Use the process of elimination and, in some cases, 'General Elective' can be interpreted as the *Other* category.

Matriculated Baruch College students DO NOT select CUNY Baccalaureate.

- Major Elective?

For example: See Degree Works --> **Major in Biological Sciences BA**

- Pathways College Option? | Students can select this type for non-Capstone courses in the Minor.

NOTE: All Capstone courses must be completed at Baruch College (in-residence).

For example: See Degree Works --> **Pathways-College Option**

- Pathways Flexible Core?

See Degree Works --> **Pathways-Flexible Core Requirements**

- Pathways Required Core?

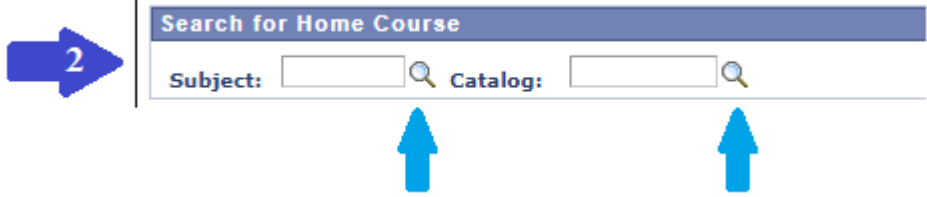
See Degree Works --> **Pathways-General Education Requirements**

- **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.

- **General Elective?** If none of the above fits, select this type.

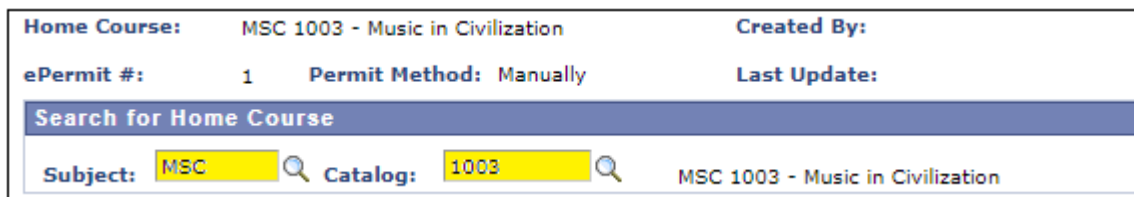
For example: Pre-Weissman Core, Language Requirement, Zicklin Pre-Business courses, Zicklin Business Base (also called 'Required Business') courses, *Major Prerequisites, Program Prerequisites*, MSCI courses, etc.

Search for Home Course

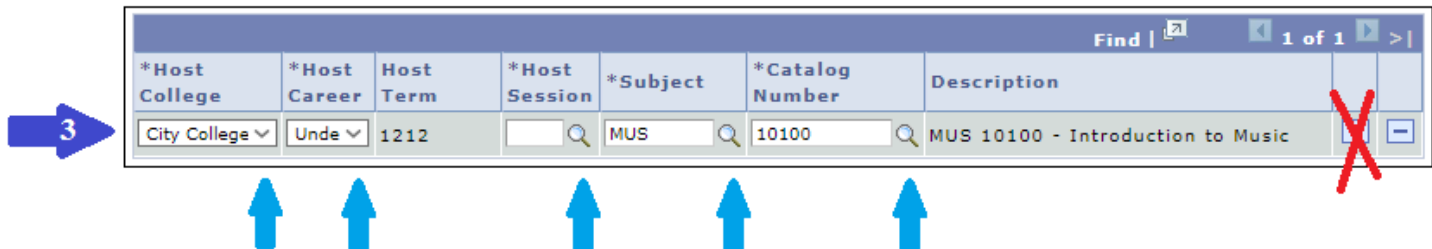


Use magnifying glass icons to look up the Baruch Home Course/Equivalent: Subject, Catalog Number

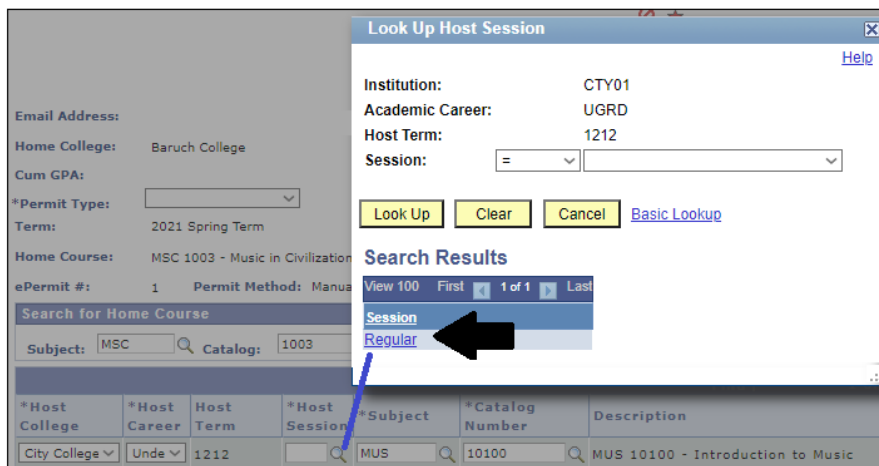
For Example:



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:

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'

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			

Baruch College | APRIL 2023 * Instructions for students matriculated in a Baruch Undergraduate degree program (Bachelor).

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)

Comments: 

(when applicable or necessary)

* If the Baruch home course/equivalent is not available in the Subject Look Up, then leave the Subject and Catalog Number blank. Type it in the Comments box. Do not input another class in its place. If you do, the incorrect equivalency will result in a denial decision. If it is available in the look up, you must select it in the 'Home Course' fields.

For Example: KOR 7000 | LAS 7000 | NONLA 7500

The screenshot shows a 'Look Up Subject' dropdown menu with the following items:

- JRN - Journalism
- JWS - Jewish Studies
- LACS - Latin Amer & Carib Stu
- LAW - Law
- LIB - Library
- LTS - Latino Studies
- LTT - Literature in Translatio
- MAM - Maintain Matriculation
- MGT - Management
- MIL - Military Science
- MKT - Marketing
- MSC - Music
- MTH - Mathematics
- NMA - New Media Arts
- ONFIL - On File
- OPR - Operation Research
- PAF - Public Affairs

Yellow callouts indicate that KOR 7000, LAS 7000, and NONLA 7500 are not found in this list.

For Example:

Comments:



The Baruch equivalent course is KOR 7000. Home Course Search does not provide the selection for KOR 7000.

(when applicable or necessary)

Template to use: The Baruch equivalent/course is... Home Course Search does not provide the selection for...

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: Management BBA
 *Permit Type: Pathways Flexible Cr
 Term: 2021 Spring Term Permit Status:
 Home Course: MSC 1003 - Music in Civilization Created By:
 ePermit #: 1 Permit Method: Manually Last Update:

Search for Home Course

Subject: MSC Catalog: 1003 MSC 1003 - Music in Civilization

*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:

5

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.