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.

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?

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

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

1. Select Term on Home College
2. Select a term
3. Continue
4. Comments
5. Submit
*Permit Type* selection

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**
  - Elective courses for the major

- **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-Chemistry Minor College Option**

- **Pathways Flexible Core?**

  See Degree Works -->

  - **Pathways-Flexible Core Requirements**

- **Pathways Required Core?**

  See Degree Works -->

  - **Pathways-General Education Requirements**
  - **REQUIRED CORE**

- **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:

<table>
<thead>
<tr>
<th>Subject: MSC</th>
<th>Catalog: 1003</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC 1003 - Music in Civilization</td>
<td>Created By:</td>
</tr>
<tr>
<td>ePermit #: 1</td>
<td>Permit Method: Manually</td>
</tr>
<tr>
<td>Last Update:</td>
<td></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* [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.

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For Example:

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*Host Term/Session* [Kingsborough CC | LaGuardia CC | Guttman CC]

**Fall**: Regular (Academic) Session

**Winter Session**: Baruch Tem: **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**
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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.):

<table>
<thead>
<tr>
<th>#Host College</th>
<th>#Host Career</th>
<th>Host Term</th>
<th>Host Session</th>
<th>#Subject</th>
<th>#Catalog Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medgar Evers College</td>
<td>Undergraduate</td>
<td>1222</td>
<td>WIN</td>
<td>BIO</td>
<td>252</td>
<td>BIO 252 - Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>Medgar Evers College</td>
<td>Undergraduate</td>
<td>1222</td>
<td>WIN</td>
<td>BIOL</td>
<td>252</td>
<td>BIOL 252 - Anatomy &amp; Physiology Lab II</td>
</tr>
</tbody>
</table>

**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
For Example:

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.

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.