The CUNY ePermit

The on-line permit process for taking courses at other CUNY Colleges.
CUNY Portal @ www.cuny.edu
First time portal users must register to access and use the information available to CUNY students, faculty, staff and alumni or visitors.

Enter Username & Password to access My Page:
1- My Page: Customize your page by selecting edit to change information.
2- Access CUNY ePermit from My Page.
Lower half of “My Page”. Click ePermit to access CUNY ePermit Login.
CUNY ePermit Login Screen.
Welcome to the CUNY Student Permit Application

The on-line permit process allows students to make arrangements to take courses at OTHER CUNY COLLEGES without having to contact directly both the home and host colleges for approval. The intent of this process is to provide a convenient means of obtaining permission to register for courses offered at other CUNY colleges. This will enhance the opportunity of graduating in a timely manner and allow students to pursue academic interests not offered at their home colleges. Please read all of the information in the Welcome message. It will be your responsibility to assure that all information is correct.

For Baruch Students who are taking classes on permit at other schools:

- Permits will not be issued for Community Colleges.
- Permits will be issued only to students matriculated for a degree at Baruch College who are not on academic probation.

The maximum credit load allowable for the Fall and Spring semester is 18 credit hours and two courses per Summer Session for a maximum of 12 credit hours. This includes both Baruch College courses and courses taken at another college.

The on-line permit process allows students to take courses AT OTHER CUNY COLLEGES without having to contact in-person both the home and host colleges for approval. This will enhance the opportunity of graduating in a timely manner.

Please read all of the information in this Welcome message.

PROCEDURES FOR FILING AN OFFICIAL CUNY PERMIT FORM ON-LINE

1. To file a CUNY Permit Form click on the "Create New Permit" menu option to the left. All fields must be completed. This process is only valid for courses to be taken on permit AT OTHER CUNY COLLEGES.

2. To be eligible for a permit you must:
   a. be matriculated and currently in attendance at the Home College;
   b. if an undergraduate student, have a cumulative GPA of at least 2.00;
   c. if a graduate student have a cumulative GPA of 3.00 or above.

ePermit Instructions and Procedures
Home: Directs to the “Welcome to the CUNY Student Permit Application Page”.

Pending Permits: Links to and shows pending permits submitted for approval.

All Permits: Shows the status (Approved, Cancelled, Rejected) of all submitted permits.

Create New Permit: Directs to the CUNY Permit Form.

CUNY Website: Directs to the CUNY Portal Home Page.

TIPPS Website: Directs to Transfer Information & Program Planning System Page.

Schedule of Classes: Directs to the CUNY Schedule of Classes Page.

CUNY Website: Directs to the CUNY Portal Home Page.

Faculty Information: Directs to information for faculty.

Student Information: Directs to information for students.

Directory of ePermit Menu Options.
CUNY Permit Form

This form is to be used ONLY for attendance at a CUNY college (Host College) other than the student's Home College. A separate permit must be completed for each course.

* Required Field

Student Name: 
Student Number: 

Home Address: 
Phone Number: 

E-mail Address: 
Degree Level: 

Home College: Bernard M. Baruch College
Host College: 

I certify that the information on this form is correct and complete. In addition, I understand that permit courses required for my degree count toward full-time status and TAP eligibility. If I am unable to register for a permit course that is approved, I must replace it with a course acceptable toward my degree at my Home College or my financial aid and TAP may be affected if I do not remain full-time.

I certify that I have read and understand the above statements:  Yes  No

1. Academic Approval: This system will arrange for your permit to be reviewed by the appropriate administrative and academic college officials. Once you submit the permit for approval, you need not do anything else.

I am a participant in the following program:  CUNY Baccalaureate Program  CUNY Honors College  Not Applicable

Semester:  Summer Session - 2004 (Outgoing permit students can only apply after May 26, 2004)

You must always enter a Host College course. If you want to request an equivalency with a Home College course, you must enter this course as well. If you want to fulfill a College requirement with the permit course, select the category from the list below. If you do so, you do not have to select a Home College course.

When looking for a Host College Course, you may find it useful to view information from CUNY TIPPS.
I am a participant in the following program:  
- CUNY Baccalaureate Program  
- CUNY Honors College  
- Not Applicable

Semester:  
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- Select Appropriate Category -

When looking for a Host College Course, you may find it useful to view information from CUNY TIPPS.

Before you select a course, check the appropriate Schedule of Classes to see if it being offered.

Select Host College Course *

<table>
<thead>
<tr>
<th>Prefix - No</th>
<th>Title</th>
<th>Crs.</th>
</tr>
</thead>
</table>

Select Home Equivalent Course *

<table>
<thead>
<tr>
<th>Prefix - No</th>
<th>Title</th>
<th>Crs.</th>
</tr>
</thead>
</table>

Co Requisite:  

Student Message to Permit Reviewers:

Save As Draft  
Submit for Approval  
Cancel Changes

NOTE: if you are not ready to submit this permit for approval, use the Save As Draft button. This will save the permit as a draft and allow you to keep working on it. When you are ready to submit the permit to your Home College registrar, use the Submit for Approval button. Your Home College is not notified of the permit application until you submit it for approval.
Welcome to the CUNY Student Permit Application

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Reference ePermit Instructions and Procedures as Needed.