Information For Undergraduate Degree Students

Students who entered Baruch as new freshmen in September 2001 or later should refer to the requirements listed below. Transfer students entering in Fall 2003 are subject to the same requirements. Students not in continuous attendance are subject to any new curriculum requirements in effect at the date of reentry.

Requirements for All Business Courses:
Successful completion of the CUNY Skills Assessment Tests and eligibility for 2000-level Mathematics courses. Additional requirements for Business Courses at the 3000-level or above are dependent upon the student’s degree objective.

Bachelor of Business Administration:
Students must complete the following courses with a 2.25 GPA in these eight courses: ENG 2100, MTH 2201, 2206, 2207 or 2610 (or equivalent), CIS 2200, LAW 1101, ECO 1001, ECO 1002, STA 2000 AND ACC 2101. In addition, they must have completed a minimum of 45 credits with an overall GPA of 2.25. Included in the 45 credits must be either ENG 2150 or COM 1010.

Bachelor of Arts:
Completion of all Group IV (Mathematics), Group V (English Composition, Library/Media/Computer, and Speech), and Group VI (Social/Behavioral Sciences) requirements and an approved specialization on file with the School of Liberal Arts and Sciences. A 2.0 overall GPA is required.

Bachelor of Science (Public Affairs):
Students must complete the following eight courses (24 credit hours with a minimum 2.5 GPA): PUB 1250, ENG 2100 and ENG 2150, STA 2100, and any 2000-level Mathematics course, ECO 1001, COM 1010, and PHI 2200. Alternatively, students may complete any 48 credit hours that include PUB 1250, ENG 2100 and 2150, and any 2000-level Mathematics course with an overall GPA of 2.25.

Bachelor of Science in Real Estate and Metropolitan Development:
Students must achieve a 2.5 minimum GPA in the following eight courses: ECO 1001, STA 2000, ENG 2100 and 2150, COM 1010, ACC 2101, PUB 1250 and Calculus (MTH 2201/2206/2207/2610/2630). In addition, students must complete a minimum of 45 credits with an overall GPA of 2.5.

CUNY Baccalaureate Students:
Students in the CUNY Baccalaureate program must be formally admitted to the program (Baruch major code 610). CUNY Baccalaureate students who intend to take course in any other CUNY colleges other than their home colleges must submit the permit application through online E-permit system at http://epermit.cuny.edu. For more information about E-permit system and how to use the system visit www.baruch.cuny.edu/registrar.

New CUNY Baccalaureate students will not be eligible for business courses at the 3000-level and above unless they have an approved mentor and have received permission from the mentor to take specific business courses and have demonstrated fulfillment of all course prerequisites in the form of a current CUNYBA transcript. Continuing CUNY Baccalaureate students must present permission slips (CUNY Baccalaureate Form C) signed by their mentors indicating the specific courses for which permission has been granted and have demonstrated fulfillment of all course prerequisites in the form of a current CUNYBA transcript. CUNY Baccalaureate students must bring their permission slips and transcripts to the Registrar’s office prior to their registration date. These permission slips are for open courses only. CUNY Baccalaureate Students must meet Baruch course prerequisites.
CUNY Permit Students:

Students who intend to go to another CUNY school must submit the request through [http://epermit.cuny.edu](http://epermit.cuny.edu). Through e-Permit, students can file an online request. Students are kept informed of the progress of their permit request throughout the approval process via email. If a request is rejected, a student will be notified electronically of the reason for the rejection.

Students pay for an approved CUNY permit course at their Home College. Grades for courses taken on permit at another CUNY college are posted to students’ records and are counted in the computation of a student's GPA.

**Please note:**
- Permits are not issued for Community College coursework.
- Permits are not issued for first semester freshman or transfer students with no Baruch GPA.
- Permits are issued only to students matriculated for a degree at Baruch College who are not on academic probation.
- Permits are not issued for courses in accounting (see Department Office).

**How to use e-Permit?**

To access e-Permit, students should have a CUNY Portal ID. To obtain a CUNY Portal ID, go to the CUNY homepage ([www.cuny.edu](http://www.cuny.edu)) and click the “Log In” button at the left. Once on the University Home Page, students initially will have to register for a Portal ID and Password by clicking on “Register” and following the directions. Once registered, students can go to [http://epermit.cuny.edu](http://epermit.cuny.edu) and login with their CUNY Portal ID and password, and follow the instructions to file the permit application.

Non-CUNY Permit Students:

Non-CUNY permit students must submit a letter from the Dean or Registrar of their home college indicating the courses for which they have been granted permission to register at Baruch. A $65.00 application fee must accompany the permit application. [Applications and more information about registration are available at www.baruch.cuny.edu/registrar](http://www.baruch.cuny.edu/registrar).

**Information For Non-degree Students:**

Non-degree students are offered courses on a Space Available basis only. Not all courses offered by the college are available to Non-degree students. In general, business courses are not available to undergraduate non-degree students (code 028). Non-degree students are required to meet the same scholastic standards and attendance requirements as degree students, including prerequisites and co-requisites as described in the Bulletin and Schedule of Classes. Non-degree students, who do not wish to take final examinations, may upon application to the Registrar’s Office, be assigned the AUD grade; see the academic calendar for deadlines. Non-degree students may register for a maximum of 2 courses (6 - 8 credits). [Applications and more information about registration are available at www.baruch.cuny.edu/registrar](http://www.baruch.cuny.edu/registrar).

**Undergraduate Non-degree:** (Major code 028) are those who have not earned a baccalaureate degree and wish to take liberal arts or public affairs courses at Baruch. Non-degree students must meet all course prerequisites as stated in the Schedule of Classes.

**Post-baccalaureate:** (Major code 675) are those who have earned a baccalaureate degree and wish to take undergraduate courses. Post-baccalaureate students may take business courses except for those offered by the department of Accountancy.

**Teachers on Sabbatical:** (Major code 674) Teachers on Sabbatical must file a copy of their leave contract with the Registrar’s Office at the time of application to attend Baruch.

**Senior Citizens:** (Major code 673) may register for liberal arts or public affairs courses on an audit basis only. Senior citizens who wish to take courses for degree credit must pay the regular tuition for these courses.

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Registration For Permit and Non-degree Students

1. Submit the Non-degree or permit application along with the $65.00 nonrefundable application-processing fee to the Registrar’s Office by Monday, August 15th. Application deadline and all other necessary information are available at www.baruch.cuny.edu/registrar. Faxed applications will not be accepted.
2. Include all necessary documents with your application.
3. Once your application is processed you will be able to register via eSIMS (http://esims.cuny.edu/bb) on your appointed day.

Registration For All Continuing Students

1. Make sure your financial aid is in order (if you are eligible for it.) If you have any question about your financial aid contact the Financial Aid Office at (646) 312-1360.
2. Make sure there are no stops on your record that would delay your registration. If you have been notified that you have stops, please clear them with the appropriate offices before proceeding.
3. Refer to the college bulletin (Undergraduate or Graduate) at www.baruch.cuny.edu/bulletin as needed throughout the registration process.
4. Make sure you are in compliance with NYS Immunization Regulations. Fill out the Meningitis response form and return it to Medical Records Office at 151 East 25th Street, room 720.
5. For Academic Advising, see Center for Advisement and Orientation for general academic requirements.
6. All matriculated students should file a Declaration of Major Form at http://advisement.baruch.cuny.edu by the time they have 45-60 earned credits.
7. Know the prerequisites for your chosen courses (see Bulletin and Schedule of Classes).
8. Secure appropriate course permissions prior to your registration date.
9. **KNOW YOUR PIN.** If you do not know it, go to the Registrar’s Office with a photo I.D.
10. Register on or after your appointment time. Your appointment time can be found at http://esims.cuny.edu/bb. Register carefully.
11. Remember to validate your registration bill **even if no money is due.**

Registration For New Transfer And Freshmen Students

1. If you have already been admitted to Baruch College as a matriculated freshman or transfer student and have completed your tests (if required), you are ready to register. All new freshman and transfer students will register as part of their advisement and orientation program. All new students must attend the orientation session scheduled for them. If you miss the orientation, please contact the Center for Advisement and Orientation in the Vertical Campus Room 5-215.
2. If you were born after December 31, 1956, make sure you have submitted the required health immunization record along with the meningitis vaccination response form to Medical Records Office at 151 East 25th Street, Room 720.

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