

WINTER 2025 VERIFICATION OF ENROLLMENT



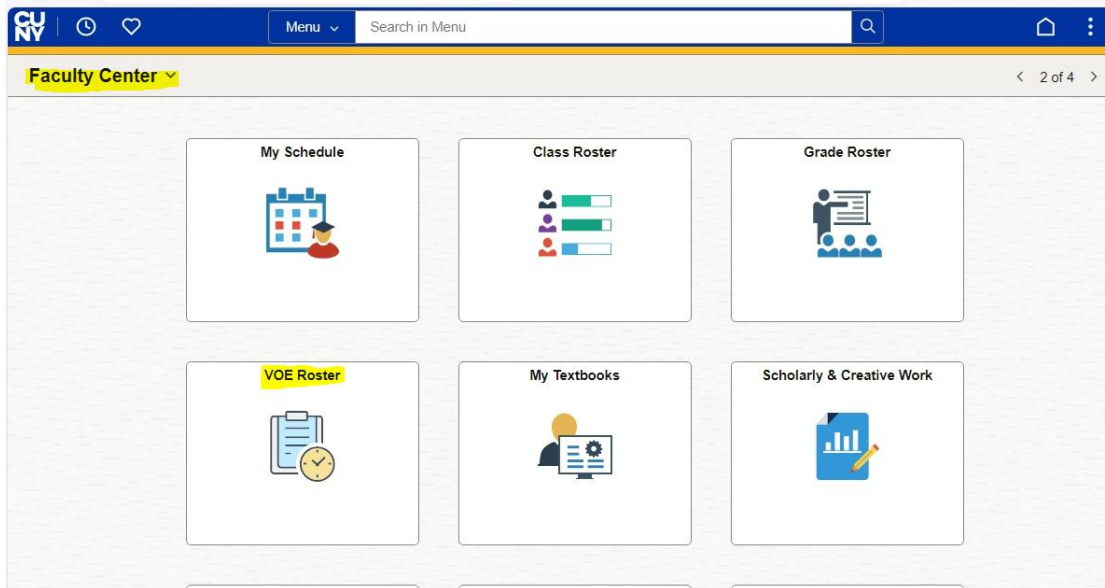
ACCESS BEGINS = FRIDAY, JANUARY 3, 2025
DEADLINE = SATURDAY, JANUARY 4, 2025

All faculty must use the *CUNYFirst VERIFICATION OF ENROLLMENT* screens to report students eligible for financial aid. You are required to submit completed rosters indicating those students who have never attended any of the classes since the beginning of the term/session nor are otherwise active and participating in the course (e.g. by submitting assignments, attending a required study group, academic conference or tutorial) or academically related activity. Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters;
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.
- engaging in an online academically related activity or initiating contact with a faculty member to ask a course-related question. Logging into an online class is not sufficient, by itself, to demonstrate academic participated by the student.

CUNYFirst INSTRUCTIONS

1. Log into CUNYFirst (www.cuny.edu)
2. Select **Faculty Center** using the drop-down menu on the upper-left of the CUNYfirst Home page.
3. Click on the **VOE Roster** tile



4. You'll be redirected to the Faculty Center **VOE (Verification of Enrollment) Roster's** page; If not, click the **VOE Roster** button. Please ensure the correct term (**spring 2025**) is displayed.
5. Read all of the instructions provided.

WINTER 2025 VERIFICATION OF ENROLLMENT



Faculty Center | [Advisor Center](#) | [Scholarly Creative Work](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [VOE Roster](#) | [my textbook/material](#)

Faculty Center

Verification of Enrollment Roster

Term | Medgar Evers College

[Change Term](#)

Instructions: You are required to submit completed rosters indicating those students who have never attended any of the classes since the beginning of the term/session nor are otherwise active and participating in the course (e.g. by submitting assignments, attending a required study group, academic conference or tutorial) or academically-related activity.

Academically-related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matter;
- engaging in an online academically-related activity, or initiating contact with the instructor to ask a question about the academic subject studied in the course or ask a course-related question.

Note: Logging into an online class is not sufficient, by itself, to demonstrate participation in an academically-related activity by the student.

6. Select the icon on the grid to navigate to the attendance verification roster

- a) **The question shown will be: Has this student participated in an academically related activity?**
- b) **You will check either: Yes OR No**
- c) **You will then click: Submit completed roster to Registrar's Office**

Term > Medgar Evers College - VOE Roster

Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days
 ENGL 150 (33394.001) College English II (Lecture)	22	Undergrad	Yes	09/03/2024 - 09/17/2024	0
ENGL 303 (33377.001) Poetry Writing I (Lecture)	13	Undergrad	No	09/03/2024 - 09/17/2024	0

Select the icon on the grid to navigate to the VOE roster.

If the icon does not appear, the rosters have not been made available for this term/session.

You are expected to confirm enrollment **ONCE ONLY** in order for the college to verify students eligible for financial aid. You must indicate on your rosters whether or not a student has participated in an academically related activity **between January 2, 2025 and January 4, 2025**.

- INDICATE WHETHER OR NOT EACH STUDENT EITHER PARTICIPATED ***BETWEEN January 2nd and January 4th OR DID NOT PARTICIPATE***. ONCE YOU HAVE CLICKED THE APPROPRIATE BOX PROVIDED FOR EACH OF YOUR STUDENTS AND ***ONLY AFTER ALL BOXES HAVE BEEN CLICKED***, PROCEED TO CLICK THE SUBMIT COMPLETED ROSTER TO REGISTRAR'S OFFICE. YOU HAVE NOW COMPLETED THE VERIFICATION PROCESS.

DATES FOR VERIFICATION: 01/02/2025 THROUGH 01/04/2025. DEADLINE FOR SUBMISSION IS JANUARY 4, 2025.

STUDENTS NEVER PARTICIPATING WILL RECEIVE A WN GRADE. YOU MUST NOT WAIT UNTIL THE END OF THE SEMESTER/SESSION TO STATE THAT A STUDENT NEVER PARTICIPATED. FURTHERMORE, YOU MUST NOT WAIT UNTIL THE END OF THE SEMESTER/SESSION IF YOU NEED TO REVERSE THE WN GRADE THAT YOU ASSIGNED IN ERROR.

- ***REMINDER: AT THE END OF THE SEMESTER/SESSION YOU SHOULD ENTER A GRADE OR WU FOR STUDENTS WHO ATTENDED AT LEAST ONCE, BUT THEN DECIDED TO STOP PARTICIPATING. YOU WILL NOT HAVE THE OPTION TO ASSIGN A WN GRADE AT THE END OF THE SEMESTER/SESSION IF A STUDENT HAS NEVER ATTENDED/PARTICIPATED.***