

**SPRING 2023**  
**VERIFICATION OF ENROLLMENT**  
**ACCESS BEGINS = WEDNESDAY, FEBRUARY 1, 2023**  
**DEADLINE = TUESDAY, FEBRUARY 14, 2023**

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**

Log into CUNYFirst (www.cuny.edu)

Using the NAV Bar (on the top right side corner)



Click onto **NAVIGATOR**>CAMPUS SOLUTIONS>SELF SERVICE>FACULTY CENTER>GRADE ROSTER>MY SCHEDULE

You'll be able to view 5 areas: My Schedule; Class Roster; Grade Roster; **VOE (Verification of Enrollment Roster)**; My Textbooks

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

The question shown will be: Has this student participated in an academically related activity?

You will check either: Yes OR No

You will then click: Submit completed roster to Registrar's Office

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 February 1, 2023 and February 14, 2023.**

- INDICATE WHETHER OR NOT EACH STUDENT EITHER PARTICIPATED **BETWEEN FEBRUARY 1<sup>st</sup> AND FEBRUARY 14<sup>th</sup>** **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: 02/01/2023 THROUGH 02/14/2023. DEADLINE FOR SUBMISSION IS FEBRUARY 14, 2023. 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 ATTENDING. YOU WILL NOT HAVE THE OPTION TO ASSIGN A WN GRADE IF A STUDENT HAS NEVER ATTENDED/PARTICIPATED.**