SUMMER 2023 SESSION II
VERIFICATION OF ENROLLMENT
ACCESS BEGINS = TUESDAY, JULY 18, 2023
DEADLINE = MONDAY, JULY 24, 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 July 18, 2023 and July 24, 2023.

- INDICATE WHETHER OR NOT EACH STUDENT EITHER PARTICIPATED BETWEEN JULY 18th and JULY 24th 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.


- 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 AT THE END OF THE SESSION IF A STUDENT HAS NEVER ATTENDED/PARTICIPATED.