

Dear Faculty:

Every semester we ask that our faculty certify that students who appear on the enrollment roster are actually attending/participating in a particular section of your course. This process confirms that a student who receives federal or state financial aid is actually enrolled in your course, and that those funds should be transferred to the student's account and ultimately to John Jay. If we do not certify rosters accurately and a student receives funds but is not attending your class, we are obliged to repay the State of New York for TAP or the Federal Government for Pell. The new Excelsior Scholarship program includes a similar penalty. We need your help! Certifying attendance roster is a CUNY requirement.

Please note that the dates for the Fall 2019 Regular semester, 8-Week 1 and 8-Week 2 sessions are below. **You are only to submit rosters for the Fall semester/session in which you are teaching.**

	Regular Semester	8-Week 1	8-Week 2
Verification of Enrollment (Attendance Rosters) opens	September 3rd	September 3rd	November 2nd
Verification of Enrollment (Attendance Rosters) closes	September 16th	September 5th	November 6th
A grade of “WN” is assigned by the Registrar’s Office for students marked as “Never Attended” on the Verification of Enrollment Rosters (Attendance Rosters)	September 17th	September 6th	November 7th

During the verification of enrollment (VOE) period you are required to submit completed rosters, and indicate students who have never attended any of the classes since the beginning of the Fall 2019 sessions and are not otherwise active and participating in the course or an 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 and
 - initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Logging into an online class is not sufficient, by itself, to demonstrate academic participated by the student

Please announce in class the names of students that you **are not** certifying. Mistakes are quite difficult to correct. Students attending your course who do not appear on your roster should be sent to the Registrar's Office: 555 West 57th Street, Suite 600.

There are three steps that you need to follow:

- Claim your CUNYfirst account (first time users only). You will need this to certify your attendance roster, so now is the time for new faculty to set up the account. First, you may choose to print the instructions for doing this: Print the –Claim Your Account” instructions, <https://www.jjay.cuny.edu/sites/default/files/contentgroups/advisement/claiming%20your%20ocf%20account.pdf>
- Then please click on the following link to claim your account, if you have not already done so <https://home.cunyfirst.cuny.edu>
- Login to CUNYfirst
- Certify your rosters. (Don't forget independent study, thesis supervision, or internships and labs. Every student roster must be certified. For instructions on how to certify your attendance roster go to: http://www.jjay.cuny.edu/sites/default/files/contentgroups/registrar/verification_of_enrollment.pdf

If you need assistance with the verification of enrollment roster process, please contact your department assistant or Ms. Shavonne McKiever, Office of the Registrar, at smckiever@jjay.cuny.edu.

It is vital that rosters be certified for each one of the course offerings as certification affects compliance with federal regulations and students receiving financial aid.

Sincerely,

Office of the Registrar