Verification of Enrollment (Attendance Rosters)
Spring 2023 - Regular Session

Dear Faculty Member:

We need your help! As required by CUNY Policy, every semester, <u>all faculty</u> must verify that students who are registered for their course(s) are in fact attending or participating. This process is essential, as it confirms that a student who is receiving federal or state financial aid is actually attending your course(s). If we do not verify 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. Please keep in mind, any student who is attending your class that is not on your class roster is not registered for your course.

The Verification of Enrollment (VOE) rosters for the **Spring 2023 Regular Session** opened today, **February 1, 2023.** The deadline to submit Verification of Enrollment rosters for the Spring 2023 Regular Session is **February 14, 2023**. Class rosters, including verification of enrollment rosters, are available in the faculty center view of CUNYfirst.

It is imperative that faculty accurately report student attendance. All faculty members are also required to accurately identify students who have never attended any of their course(s) and are not otherwise active and participating in the course(s) or an academically related activity, since the beginning of the **Spring 2023 Regular Session.**

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 participation by the student.**

Any independent study, lab, thesis, dissertation, research, or course similar to those just mentioned are considered classes and must be verified as well.

Instructions on how to submit Verification of Enrollment (VOE) Rosters.
1. Log into **CUNYfirst** and click the **Faculty Center** tile.
2. Click the **Verification Attendance Roster** tile.
3. Select the **Verification of Attendance Rosters** tab to display the **Select Term** page.
4. On the **Select Term** page, select a **Term** radio button.
5. Click either of the **Continue** buttons.

6. The **Verification of Attendance Rosters** page for that term displays a list of all the faculty member's classes that require verification of attendance for the term.

7. Each row contains the following columns: Class Data (subject, catalog number, class number, and description), Enrolled (number of students enrolled), Career (undergraduate or graduate course), Submitted (indicator, yes or no, for roster submission), Roster Due Dates (period during which roster can be submitted), Remaining Days (numbers of days left to submit the roster).
Note: If the roster availability dates have either passed or are in the future, then this message displays: **Verification rosters are not available. **

8. Click the **Verification of Attendance Roster** icon for the appropriate class.
Note: The roster contains only students who are enrolled for the class. No dropped or withdrawn students are listed on the roster.

9. The default value for the attendance radio button is Yes, attended. Select the **No, never attended** radio button for any student that has never attended the class up to the 20% point in the term/session.

10. Click the **Save** button to save the changes made to the roster and would like to return later to complete and submit the roster.

11. Once the **Verification of Attendance Roster** is complete, click the **Submit** button.
Note: Clicking the **Submit** button disables the roster for any future changes.
Note: It is against CUNY and John Jay College policy for students to attend a course that they are not officially enrolled in. Students attending your course who do not appear on your roster should be asked to email registrar@jjay.cuny.edu.

We want to help you make this a successful experience for everyone, and we are glad to help in any way we can. If you need any assistance, please email registrar@jjay.cuny.edu.

Thanks for your cooperation!

Office of the Registrar