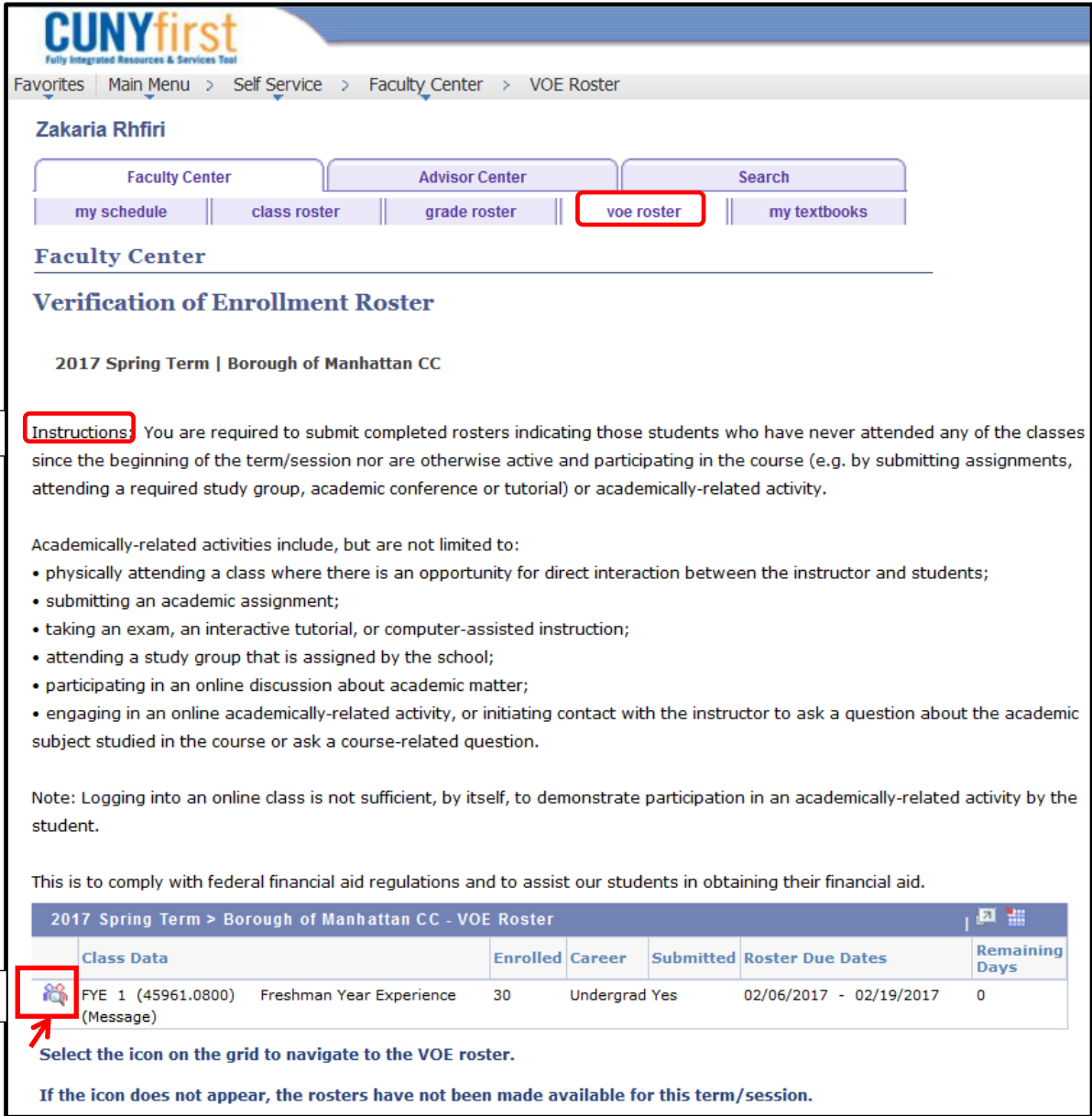





Verification of Enrollment (VOE) Instructions

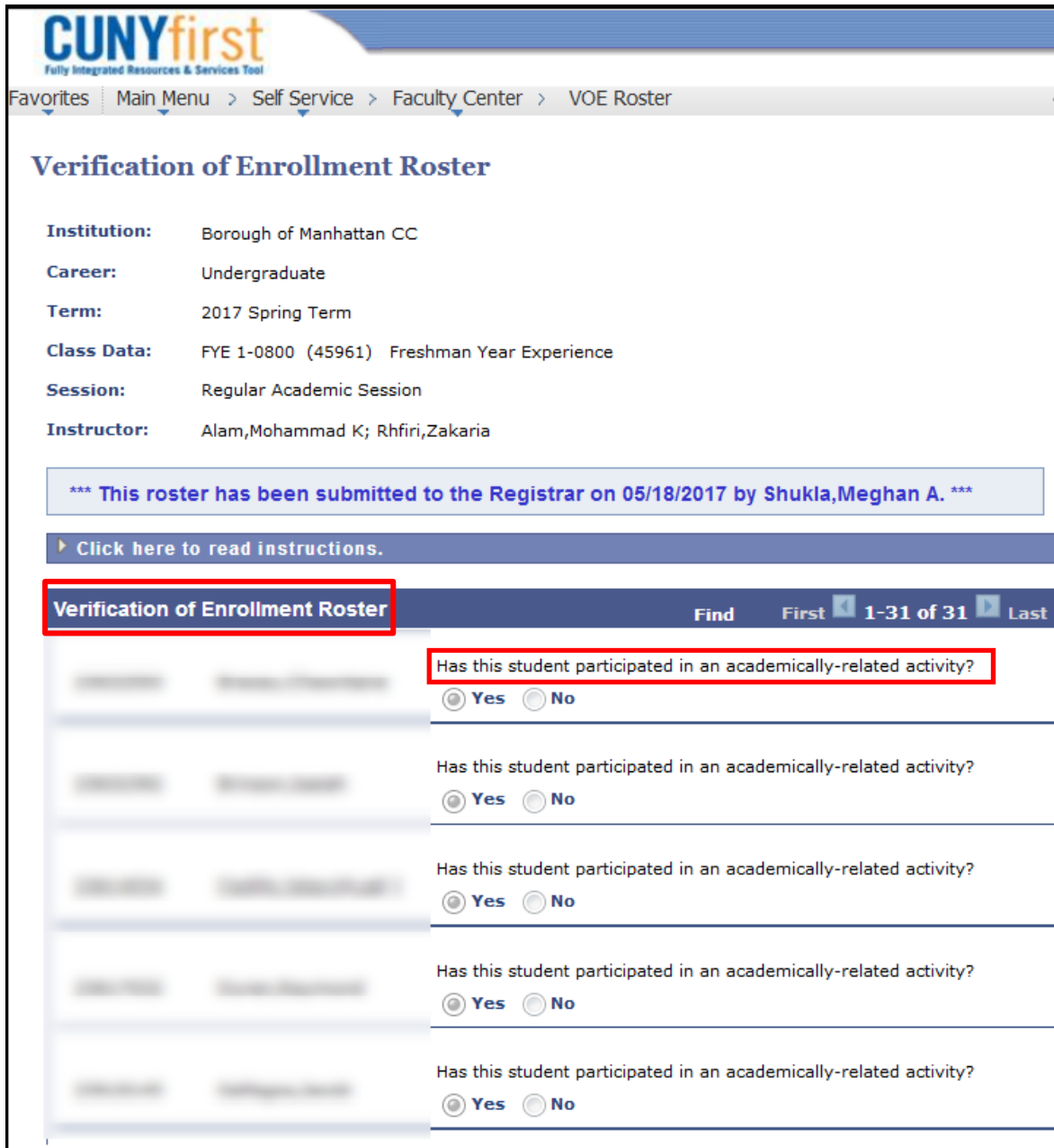
Please follow the steps in the table below to complete the VOE.

Step	Action																	
1	<p>Log into CUNYfirst https://home.cunyfirst.cuny.edu. If you do not remember your password you can click the ‘New User’ link or ‘Forgot Password’ to reset your account.</p>																	
2	<p>Go to <i>HR/Campus Solutions</i> → <i>Self Service</i> → <i>Faculty Center</i> → <i>VOE Roster</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>The screenshot shows the CUNYfirst Faculty Center interface. The user is logged in as Zakaria Rhfiri. The 'voe roster' link is highlighted in the navigation menu. Below, the 'Verification of Enrollment Roster' section is visible for the 2017 Spring Term at Borough of Manhattan CC. A table lists class data with columns for Class Data, Enrolled, Career, Submitted, Roster Due Dates, and Remaining Days. A red box highlights an icon in the first row of the table, and a red arrow points to it with the instruction: '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.'</p> </div> <p>a 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.</p> <p>Academically-related activities include, but are not limited to:</p> <ul style="list-style-type: none"> • 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. <p>Note: Logging into an online class is not sufficient, by itself, to demonstrate participation in an academically-related activity by the student.</p> <p>This is to comply with federal financial aid regulations and to assist our students in obtaining their financial aid.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="6" style="background-color: #4a7ebb; color: white;">2017 Spring Term > Borough of Manhattan CC - VOE Roster</th> </tr> <tr> <th style="width: 40%;">Class Data</th> <th style="width: 10%;">Enrolled</th> <th style="width: 10%;">Career</th> <th style="width: 10%;">Submitted</th> <th style="width: 20%;">Roster Due Dates</th> <th style="width: 10%;">Remaining Days</th> </tr> </thead> <tbody> <tr> <td> <div style="display: flex; align-items: center;"> <div style="border: 1px solid red; padding: 2px; margin-right: 5px;"></div> <div> <p>FYE 1 (45961.0800) Freshman Year Experience</p> <p>(Message)</p> </div> </div> </td> <td style="text-align: center;">30</td> <td style="text-align: center;">Undergrad Yes</td> <td style="text-align: center;">02/06/2017 - 02/19/2017</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>b 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.</p>	2017 Spring Term > Borough of Manhattan CC - VOE Roster						Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days	<div style="display: flex; align-items: center;"> <div style="border: 1px solid red; padding: 2px; margin-right: 5px;"></div> <div> <p>FYE 1 (45961.0800) Freshman Year Experience</p> <p>(Message)</p> </div> </div>	30	Undergrad Yes	02/06/2017 - 02/19/2017	0
2017 Spring Term > Borough of Manhattan CC - VOE Roster																		
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Note: If you do not see your current BMCC classes click the **change term** button and select appropriate term and/or institution. This will also allow you to change institutions if you teach at more than one CUNY institution. Click 'Continue' after you have chosen the appropriate term.

3 Certify Attendance

a Students will be automatically marked as 'Yes' on the VOE roster. You only need to adjust those students who have never participated in an academically-related activity to 'No'.



The screenshot shows the CUNYfirst 'Verification of Enrollment Roster' page. At the top, the CUNYfirst logo and navigation menu are visible. The page title is 'Verification of Enrollment Roster'. Below this, several fields provide details: Institution (Borough of Manhattan CC), Career (Undergraduate), Term (2017 Spring Term), Class Data (FYE 1-0800 (45961) Freshman Year Experience), Session (Regular Academic Session), and Instructor (Alam, Mohammad K; Rhfiri, Zakaria). A blue banner states: '*** This roster has been submitted to the Registrar on 05/18/2017 by Shukla, Meghan A. ***'. Below this is a link to 'Click here to read instructions.' The main table is titled 'Verification of Enrollment Roster' and has a 'Find' bar showing '1-31 of 31'. The table contains several rows, each with a question: 'Has this student participated in an academically-related activity?'. Each row has two radio buttons: 'Yes' (which is selected) and 'No'.

b


Click to save your roster data, but you must click to submit your completed roster to the Registrar's Office. Once the roster has been submitted it can no longer be edited.

<input type="button" value="save"/>	Save roster data and submit at a later time
<input type="button" value="submit"/>	Submit completed roster to Registrar's Office

4

Verify VOE Submitted

You can verify the VOE has been successfully submitted by
Click the Return button to go back to the Verification of Enrollment Roster main page.
From there you will see status of attendance.

2017 Spring Term > Borough of Manhattan CC - VOE Roster						
Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days	
 FYE 1 (45961.0800) Freshman Year Experience (Message)	30	Undergrad	Yes	02/06/2017 - 02/19/2017	0	