Verification of Enrollment (VOE) Instructions

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

Step	Action	
1	**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.	
2	**Go to → a-** *Faculty Center* → **b-** *VOE Roster*	

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.

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 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.

Note: Logging into an online class is not sufficient, by itself, to demonstrate participation in an academically-related activity by the student.

This is to comply with federal financial aid regulations and to assist our students in obtaining their financial aid.

2021 Fall Term > Borough of Manhattan CC - VOE Roster

Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days
b NUR 313 (1979.091L) Ped & Med Surg Care (Lecture)	30	Undergrad	No	09/01/2021 - 10/15/2021	0
NUR 313 (1985.171L) Ped & Med Surg Care (Lecture)	28	Undergrad	No	09/01/2021 - 10/15/2021	0

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.

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

a

Certify VOE

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'.
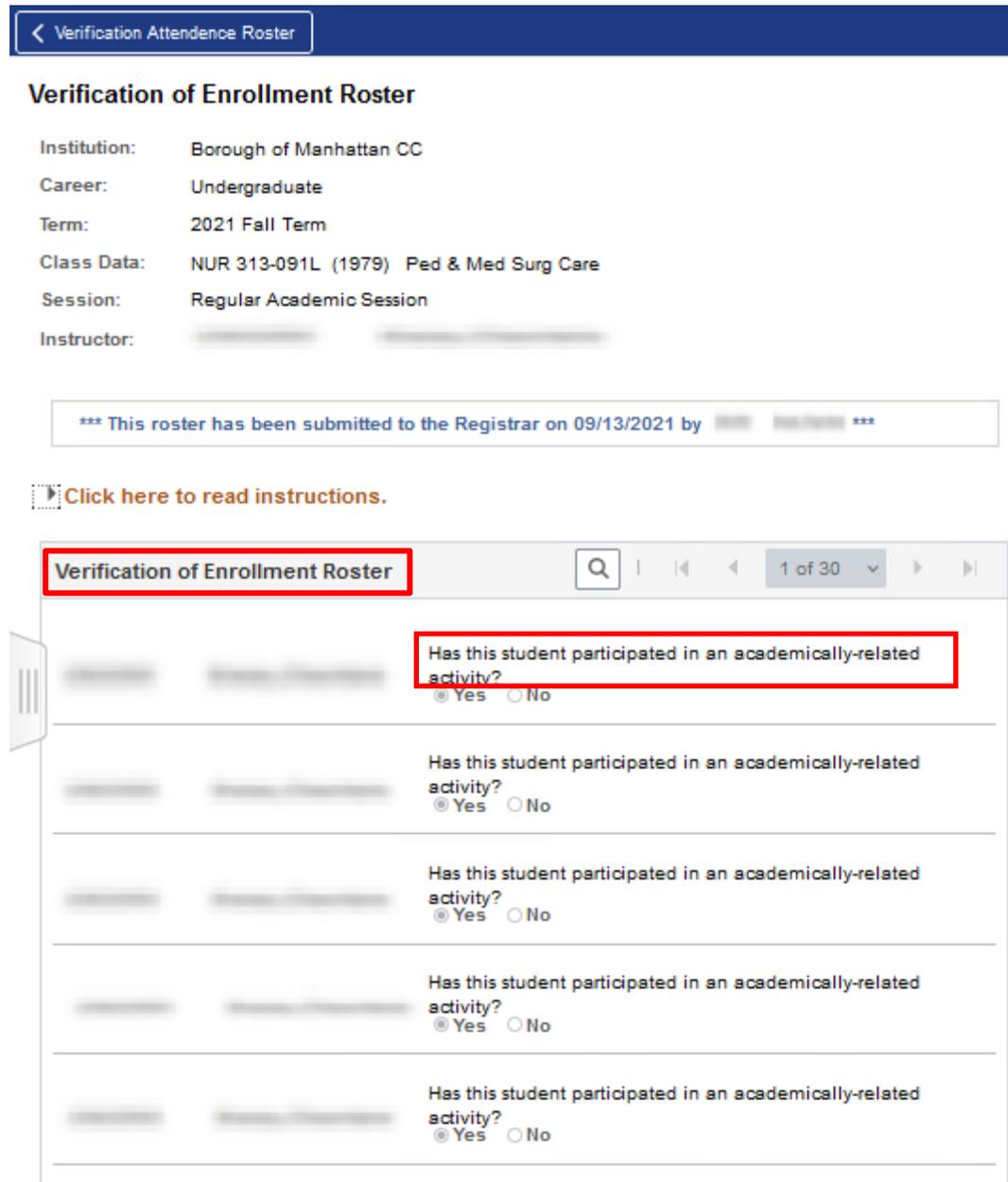
< Verification Attendence Roster

Verification of Enrollment Roster

Institution:	Borough of Manhattan CC
Career:	Undergraduate
Term:	2021 Fall Term
Class Data:	NUR 313-091L (1979) Ped & Med Surg Care
Session:	Regular Academic Session
Instructor:	

*** This roster has been submitted to the Registrar on 09/13/2021 by _____ ***

▶ **Click here to read instructions.**

Verification of Enrollment Roster   🔍 | |◀ ◀ 1 of 30 ▾ ▶ ▶|

Has this student participated in an academically-related activity?
⦿ Yes ◯ No

Has this student participated in an academically-related activity?
⦿ Yes ◯ No

Has this student participated in an academically-related activity?
⦿ Yes ◯ No

Has this student participated in an academically-related activity?
⦿ Yes ◯ No

Has this student participated in an academically-related activity?
⦿ Yes ◯ No

b	Click **save** to save your roster data, but you must click **submit** to submit your completed roster to the Registrar's Office. Once the roster has been submitted it can no longer be edited. **save** Save roster data and submit at a later time **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 **return** to go back to the Verification of Enrollment Roster main page. From there you will see status of attendance. *(table below)*

1-2 of 2

	Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days
	NUR 313 (1979.091L) Ped & Med Surg Care (Lecture)	30	Undergrad	Yes	09/01/2021 - 10/15/2021	0
	NUR 313 (1985.171L) Ped & Med Surg Care (Lecture)	28	Undergrad	Yes	09/01/2021 - 10/15/2021	0