

Office of the Registrar

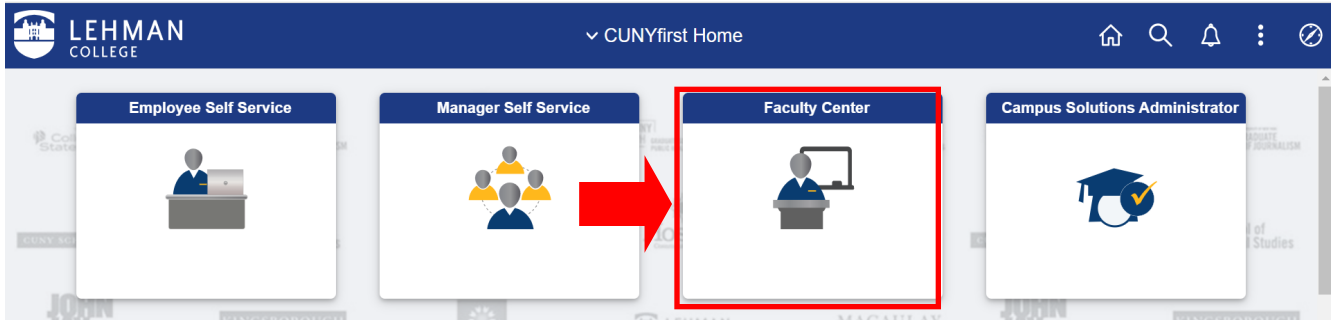
Verification of Enrollment Rosters in CUNYfirst 9.2

Faculty Instructions

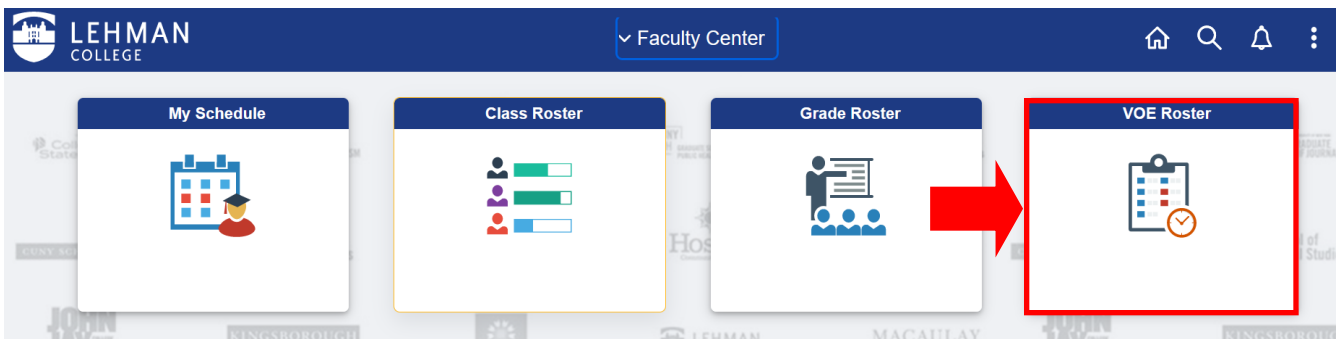
Faculty may view and complete their Verification of Enrollment (VOE)

Rosters online via CUNYfirst.

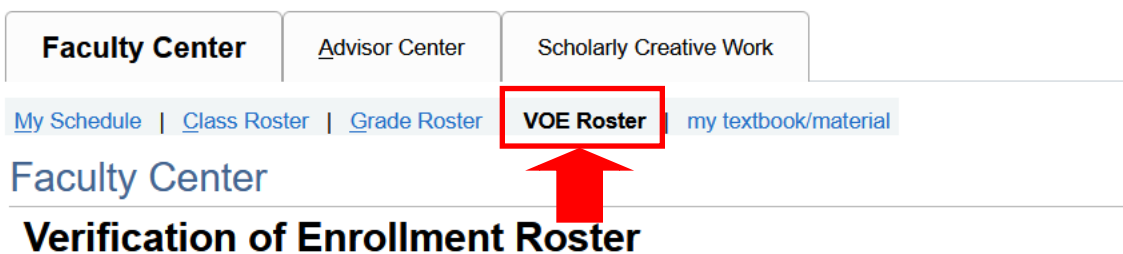
1. Log onto [CUNYfirst](#) and from your **CUNYfirst Home** Page, click on the “**Faculty Center**” file



2. Click the “**VOE Roster**” file.



3. Select the “**VOE Roster**” tab to ensure you are on the appropriate page. It will default to the most current term (i.e. Summer 2022).



4. The page for that term will list of all the faculty member's classes that require verification of enrollment

2022 Summer Term | Lehman College

[Change Term](#)

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.

2022 Summer Term > Lehman College - VOE Roster



Class Data		Enrolled	Career	Submitted	Roster Due Dates	Remaining Days
 BBA 407 (7782.A01A) Strategic Management (Lecture)		39	Undergrad	No	06/08/2022 - 06/10/2022	1

5. Click the “VOE Roster icon” for the appropriate class.

2022 Summer Term | Lehman College

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2022 Summer Term > Lehman College - VOE Roster

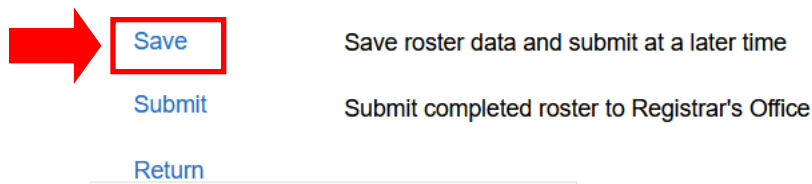


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6. The default value for the radio button is **Yes** (the student participated in an academic related activity). For any student that **did not** participate in academic related activity, change the radio button to indicate **No**.

Verification of Enrollment Roster		
12345678	Smith, John	Has this student participated in an academically-related activity? <input checked="" type="radio"/> Yes <input type="radio"/> No
12345678	Smith, John	Has this student participated in an academically-related activity? <input type="radio"/> Yes <input checked="" type="radio"/> No
12345678	Smith, John	Has this student participated in an academically-related activity? <input type="radio"/> Yes <input checked="" type="radio"/> No
12345678	Smith, John	Has this student participated in an academically-related activity? <input checked="" type="radio"/> Yes <input type="radio"/> No
12345678	Smith, John	Has this student participated in an academically-related activity? <input checked="" type="radio"/> Yes <input type="radio"/> No

7. Click the **“Save”** button” at the bottom of the roster to save the changes made and would like to return later to complete and submit the roster.



8. Once the VOE Roster is complete, click the **Submit** button. **Note: Clicking the submit button disables the roster for any future changes.**

