

# Quick Guide: Verification of Enrollment

Last update: January 2018

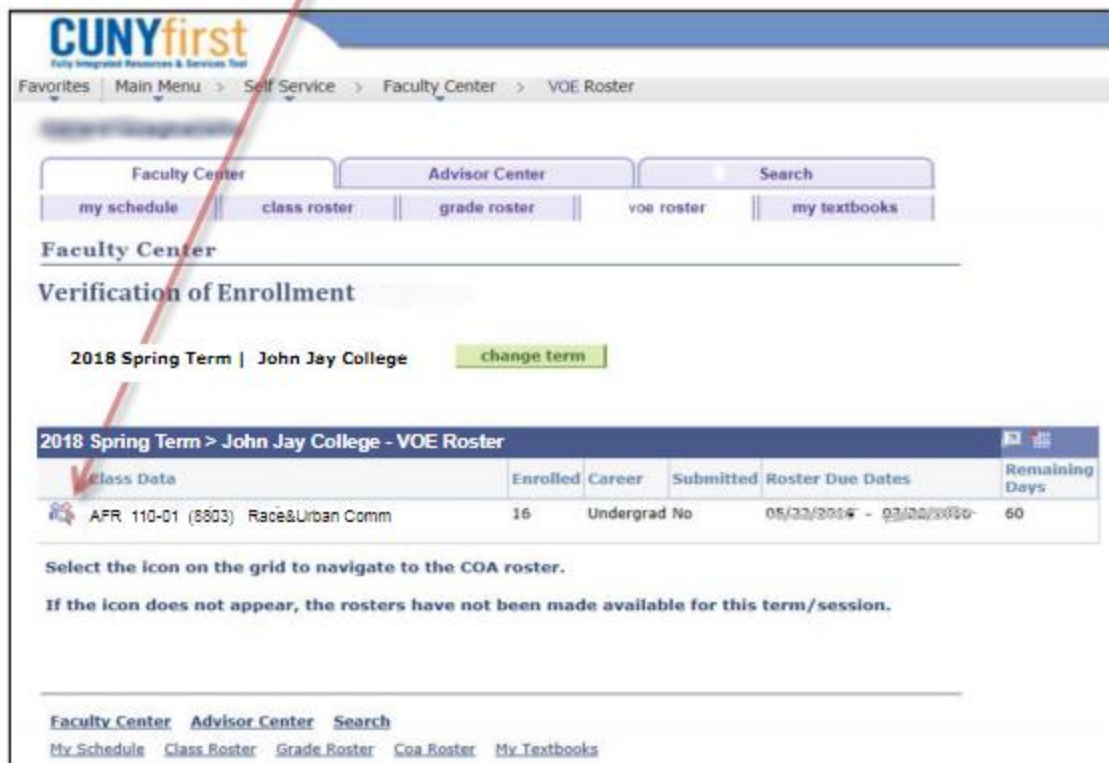
1. After you have logged into your CUNYFirst account, click on Self Service.
2. Click on **Faculty Center**
3. Click on the **VOE** tab
4. The **Verification of Enrollment** page for that term displays a list of all the faculty member's classes that require verification of enrollment.

**Note:** If the roster availability dates have either passed or are in the future, then the following message displays: **Verification of Enrollment is not available**


**Note:** Click the green "change term" to change to the correct term and correct CUNY school (if you do, in fact, teach at multiple CUNY Institutions).

5. Click on the View Roster icon (👤) to the left of your class name

**\*Important Note: Please follow the above steps!**



The screenshot shows the CUNYfirst Faculty Center interface. The breadcrumb trail is: Favorites | Main Menu > Self Service > Faculty Center > VOE Roster. The page title is "Verification of Enrollment" for the "2018 Spring Term | John Jay College". A green "change term" button is visible. Below is a table with the following data:

Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days
 AFR 110-01 (8803) Race&Urban Comm	16	Undergrad No		05/22/2018 - 07/20/2018	60

Below the table, instructions state: "Select the icon on the grid to navigate to the COA roster. If the icon does not appear, the rosters have not been made available for this term/session."

At the bottom, there are navigation links: Faculty Center, Advisor Center, Search, My Schedule, Class Roster, Grade Roster, Coa Roster, My Textbooks.

6. The default value for the enrollment is **Yes, attended**. Select the **No, never attended** radio button for any student that has never attended the class

**Note:** The roster contains only students who are enrolled for the class. No dropped or withdrawn students are listed on the roster.

#### Verification of Enrollment

Institution: John Jay College  
Career: Undergraduate  
Term: 2018 Spring Term  
Class Data: AFR 110-01 (8803) Race&Urban Comm  
Instructor: \_\_\_\_\_

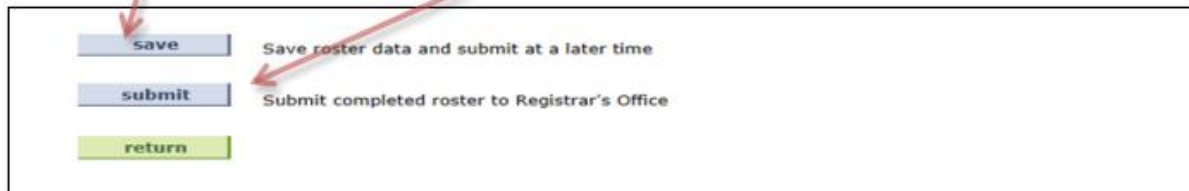
Verification of Enrollment		Find	First	1-16 of 16	Last
12345678	Student, First	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			
91011120	Student, Second	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			
86753090	Student, Third	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			
11010020	Student, Fourth	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			
80807734	Student, Fifth	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			
18001337	Student, Sixth	Has student attended class at least once? <input checked="" type="radio"/> Yes, attended <input type="radio"/> No, never attended			

7. Click the **Save** button

**Note:** If you make changes to the roster, but have not yet completed it, then you may save the roster and return later to complete and submit the roster.

8. Once the **Verification of Enrollment** is complete, click the **Submit** button

**Note:** Clicking the submit button disables the roster for any future changes



9. The following message displays after your roster has been submitted: **This roster has been submitted to the Registrar.**

