CUNYfirst VOE (Verification of Enrollment)

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Login to CUNYfirst:

https://cunyfirst.cuny.edu
Select Faculty Center

Select voe roster
Make sure the current term is listed. If not, select change term.

For each class you are teaching select the 🏛️ icon to access the VOE Due Date

Indication of VOE Roster submission
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. This is to comply with federal financial aid regulations and to assist our students in obtaining their financial aid.

Verification of Enrollment Roster

- **Institution**: Brooklyn College
- **Career**: Undergraduate
- **Term**: 2020 Spring Term
- **Class Data**: CISC. 3610-EM6 (49293) Intro Multimedia Programming
- **Session**: Regular Academic Session
- **Instructor**: [Name]

Click here to read instructions.

The students in your class are listed with a default choice of Yes for participating. Please adjust this for any student that you are certain has not participated in an 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.
Scroll to the end of the roster to see this menu:

- **save** Save roster data and submit at a later time
- **submit** Submit completed roster to Registrar’s Office
- **return**

You can either **save** your work if you are not ready to submit at this time (such as still in the process of verifying students). You can come back at a later time to finish, but please be aware of the due date and submit it on time.

When you are ready to submit, please click on the **submit** button to send your roster to the Registrar’s office.

### Verification of Enrollment Roster

- **Institution:** Brooklyn College
- **Career:** Undergraduate
- **Term:** 2019 Fall Term
- **Class Data:** CISC 1003-EM6 (20243) Exploring Robotics
- **Session:** Regular Academic Session
- **Instructor:** [Name]

***This roster has been submitted to the Registrar on 09/13/2019 by [Name]***

Once submitted, you will see an indication at the beginning of the roster.

You can also check by going back to the VOE Roster screen.

Select **voe roster**

**Submitted Status**