To: Faculty
From: Sandy Luján, Associate Registrar
Date: January 2021
Re: Verification of Enrollment rosters for
Fall 2020 (Second session & 3 week session one) courses

The CUNY Board of Trustees mandate is that faculty report any students who have never attended and or participated in courses for which they are officially registered using the “Verification of Enrollment (VOE) Roster.”

The VOE rosters submission period opens Thursday, January 7 through Tuesday, January 12 at 11:59 PM.

All VOE rosters are required on or before the deadline. Your cooperation is imperative; there will be financial liability to both the student and the college if this information is not submitted on time.

Report ONLY those students who NEVER participated in academically-related class activities by the time you submit the VOE Roster. Students reported as never having participated will be assigned the non-punitive grade of WN, Withdrawn/Never Attended. As a result, the student will NOT be able to count the course toward financial aid eligibility.

Per CUNY guidelines, logging into the online class is not sufficient to demonstrate participation.

Remember all VOE rosters MUST BE SUBMITTED on or before Tuesday, January 12 at 11:59 pm.

Please note that after the deadline lapses, the rosters will no longer be available in the Faculty Center in CUNYfirst. Any rosters that are not submitted by the deadline will be reported to your Department Chair and the Provost Office for their appropriate action.

Once the VOE roster is “Submitted to the Registrar’s Office,” any changes will need to be made by completing the appropriate forms. Please contact the Registrar’s Office for more information.

TO ACCESS THE VOE ROSTERS YOU NEED TO CLAIM (ACTIVATE) YOUR CUNYFIRST ACCOUNT IF YOU HAVE NOT DONE SO ALREADY.

On the Kingsborough Website at http://www.kingsborough.edu, place the mouse over the QuickLinks button, and in the drop down menu select “CUNYfirst Portal”. If you prefer, you may instead type https://home.cunyfirst.cuny.edu in your web browser’s address bar. See attached step-by-step instructions to submit your VOE roster.

Thank you in advance for your cooperation.

cc: President Schrader, Provost Russell, Vice President Cohen, Vice President Fox, Vice President Rivera, Associate Dean Bondar, Executive Director Harewood and Department Chairpersons
Verification of Enrollment (VOE) Roster

The VOE roster insures that students are actually attending your class before their financial aid is disbursed. If a student is awarded financial aid funds but is found to be ineligible because s/he has not attended class, s/he will be required to pay the monies back. Often, a student is unable to return the funds and therefore suffers the consequences of a bad debt history which can impact their future eligibility for financial aid. The College may also face significant fines. This certification must occur prior to completion of 20% of the session; the timeline for reporting is very tight and mandated by CUNY. Faculty are asked to report only those students who never attended class at the time the VOE Rosters are submitted. These students are assigned a non-punitive WN grade.

HOW TO SUBMIT VOE ROSTER ON CUNYFIRST

1. Login to your CUNYfirst account, and Click on Faculty Center in the CUNYfirst MENU, and then Verification of Enrollment. (If you do not see Faculty Center on your account, contact the IT Helpdesk @ 718.368.4840.)

2. Make sure that the current term is displayed correctly. If not click on change term button to switch the term/school. *If the roster availability has either passed or are in the future, then this message displays: “Verification rosters are not available.”

3. Click on the VOE roster icons to the left of each course listed to start verifying students *The roster contains only the students who are enrolled for the class. No dropped/Withdrawn students or freshly added students will be listed on the roster.

4. Select the No radio button for students who have never attended an academically-related activity in your class.
5. When you are done verifying the enrollment of students on the roster, click on save button to **save** the changes you've made.

![Save button]

6. Lastly, click on **submit** button when you are ready to submit the roster to registrar’s office. You will not be able to make changes to your roster after the submission. Please report to the registrar's office if you have made mistake on your VOE roster submission.

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