

Verification of Enrollment (VOE)

Per CUNY rules, to ensure compliance with federal financial aid regulations (provided below), college faculty are required to submit VOE rosters through CUNYFirst each semester, for each course they are teaching.

You will receive an email notification when the VOE rosters become available on CUNYFirst, along with additional information and the submission deadline. *Submission of VOE rosters is required from every faculty member*: failure to submit a VOE roster for a class can have adverse financial aid implications for our students, as shown below.

Federal Title IV aid regulations require that a student begin attending classes to qualify for their aid. The College must be able to document verification of enrollment in each course, or participation in an academically-related event connected to that course. A student is considered to have begun attendance if the student attends at least one day of class or is otherwise active and participating in the course or academically-related activity for each course used to determine Title IV eligibility. 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 to ask a course-related question.

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

To Submit Your Rosters:

- Log into your CF account, go to *HR*→*Self Service*→*Faculty Center*→*VOE Roster*.
- The default for all students is *Yes, attended*.
- If a student has NOT attended (as described above), select *No, never attended*.
- Once you have completed your updates, click *Submit* (Submit completed roster to the Office of the Registrar) at the bottom of the page. Your VOE roster is then recorded as completed in CUNYFirst.
- Make sure to complete the roster for each course you are teaching.

By selecting *No, never attended*, you are assigning a student a WN grade. While a WN has no impact on a student's GPA, it does prevent the student from receiving any financial aid for that course, and the student no longer has access to your class via Blackboard (if applicable).

If you accidentally report a student as never attending, you are responsible for contacting the Registrar's Office immediately to resolve this error. In addition, if a student attends your class for the first time after *No, never attended* has been submitted and you determine that the student is still eligible to participate in the class, you must contact the Registrar's Office to request a reversal of the WN grade.

Upon receipt of the information and approval of the request, the Registrar's Office will remove the WN grade from the student's record. For students removed from Blackboard, it usually takes 24-48 hours for access to be restored.

For additional guidance, please refer to the email you have received from the Registrar's Office, as that contains semester-specific information.