TO: All Faculty
FROM: Zakaria Rhfiri, Assistant Registrar
DATE: August 31, 2020
SUBJECT: Verification of Enrollment

✓ Verification of Enrollment (VOE) Rosters will be available via **CUNYfirst** Faculty Center:

From Wednesday, September 2 through Tuesday, September 15.

LOGIN INSTRUCTIONS:
✓ Log on to CUNYfirst at https://home.cunyfirst.cuny.edu with your Username and Password you created.
✓ Once logged on, *click on HR/Campus Solutions → Self Service → Faculty Center → **voe roster***.
✓ Click the View Roster icon next to the class you are teaching to submit attendance.

> **Note: If you are teaching at more than one CUNY institutions and do not see BMCC classes, you may click "Change Term" button and select 2020 Fall Term/Borough of Manhattan CC in order to access your BMCC attendance rosters.**

VERIFICATION OF ENROLLMENT 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.

> **For detailed instructions: https://www.bmcc.cuny.edu/VerificationOfEnrollment**

HELP:
If you need help, please contact:
✓ Your Department Secretary for assistance
✓ Office of the Registrar at **registrar@bmcc.cuny.edu**
✓ Weekend Faculty may contact Antonette McKain from the Evening and Weekend Programs Office **at eveningweekend@bmcc.cuny.edu** | **amckain@bmcc.cuny.edu**

> **IT IS ABSOLUTELY ESSENTIAL THAT THE DEADLINE DATE (SEPTEMBER 15, 2020) IS ADHERED TO IN ORDER FOR THE COLLEGE TO REPORT STUDENT ATTENDANCE TO THE UNIVERSITY WHICH IN TURN WILL DECIDE STUDENT'S FINANCIAL AID ELIGIBILITY AND DISBURSEMENT OF PELL CHECKS.**