

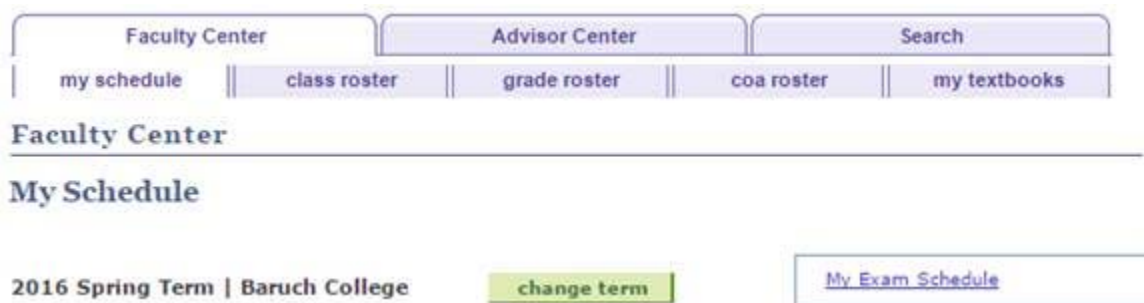
# Quick Guide: Certification of Attendance Roster

For classes with both a graded component and enrolled students, instructors confirm that an enrolled student has not attended at a timeframe based on the institution.

1. After you have logged into your CUNYFirst account, click on **Self Service**.
2. Click on **Faculty Center**



The new screen should show your schedule:



3. The **Certification of Attendance Roster** page for that term displays a list of all the faculty member's classes that require certification of attendance for the term. Each row contains the following columns: Class Data (subject, catalog number, class number, and description), Enrolled (number of students enrolled), Career (undergraduate or graduate course), Submitted (indicator, yes or no, for roster submission), Roster Due Dates (period during which roster can be submitted), Remaining Days (numbers of days left to submit the roster).

**Note:** If the roster availability dates have either passed or are in the future, then the following message displays: **Certification rosters are 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).

4. Click on COA Roster, Which is the Certification of Attendance Roster



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 **Certification of Attendance Roster** is complete, click the **Submit** button

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



9. “**This roster has been submitted to the Registrar.**” message displays after your roster has been submitted.

**End of Procedure.**