

## VERIFICATION OF ENROLLMENT REVISION FORM

This form should be used by Queens College faculty to make a revision for the attendance roster submitted to the QC Hub via CUNYfirst.

**Instructions:** Please enter the information below and put a checkmark in the appropriate box indicating the status of the student's attendance. **For security reasons, forward this form as an attachment to support.qc.cuny.edu using your Queens College Faculty account. Do not give this form to students.**

| Course and Student Information  |                                      |
|---|--------------------------------------|
| Faculty Name: _____   | Department: _____                    |
| Semester/Year: _____  |                                      |
| Course Name: _____  | Class Number (4-5 digit code): _____ |
| Student Name: _____   | CUNYfirst ID: _____                  |
| <p>Yes, this student attended my class, or participated in any online course-related activity, at least once within the first 3 weeks of classes during the Spring/Fall semester, or at least once within the first week of classes during the Winter/Summer session.</p> <p>No, this student never attended my class, or participated in any online course-related activity.</p> <p>This student was registered for my class after the 3 week of classes during the Spring/Fall semester, or after the first week of classes during the Winter/Summer session, and is currently attending.</p> |                                      |
| Faculty Signature: _____  | Date: _____                          |

| For Office Use Only |                             |
|---------------------|-----------------------------|
| Processed           | Initials: _____ Date: _____ |
| Not Processed       | Initials: _____ Date: _____ |
| Notes: _____        |                             |
| _____               |                             |
| _____               |                             |