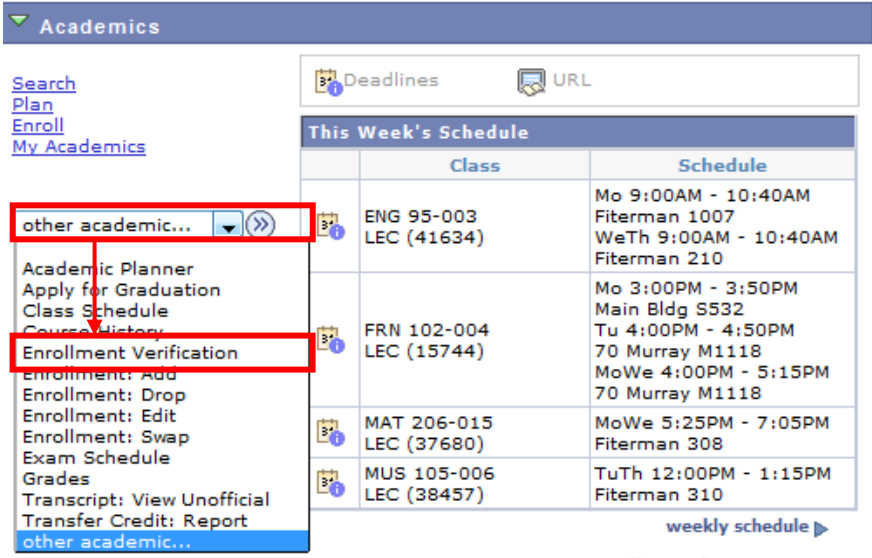


## CUNYfirst Enrollment Verification Steps

**Background** Students can view and print an enrollment verification via CUNYfirst.

**Procedure** Please follow the steps in the table below to complete the task.

| Step                       | Action  |                      |  |       |          |                           |   |                            |  |                            |                                      |                            |                                       |
|----------------------------|---|----------------------|--|-------|----------|---------------------------|---|----------------------------|--|----------------------------|--------------------------------------|----------------------------|---------------------------------------|
| 1                          | Sign into <b>CUNYfirst</b> ( <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> ) with your CUNYfirst Username and Password.   |                      |  |       |          |                           |   |                            |  |                            |                                      |                            |                                       |
| 2                          | Select <b>HR/Campus Solutions &gt; Self Service &gt; Student Center</b>   |                      |  |       |          |                           |   |                            |  |                            |                                      |                            |                                       |
| 3                          | <p>In the <b>Academic Section</b> click <b>other academic</b> drop down and select <b>Enrollment Verification</b></p>  <p>The screenshot shows the 'Academics' section with a dropdown menu open. The 'other academic...' option is selected, and the 'Enrollment Verification' option is highlighted in red. The background shows a 'This Week's Schedule' table with columns for Class and Schedule.</p> <table border="1" data-bbox="669 1171 1221 1570"> <thead> <tr> <th colspan="2">This Week's Schedule</th> </tr> <tr> <th>Class</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>ENG 95-003<br/>LEC (41634)</td> <td>Mo 9:00AM - 10:40AM<br/>Fiterman 1007<br/>WeTh 9:00AM - 10:40AM<br/>Fiterman 210</td> </tr> <tr> <td>FRN 102-004<br/>LEC (15744)</td> <td>Mo 3:00PM - 3:50PM<br/>Main Bldg S532<br/>Tu 4:00PM - 4:50PM<br/>70 Murray M1118<br/>MoWe 4:00PM - 5:15PM<br/>70 Murray M1118</td> </tr> <tr> <td>MAT 206-015<br/>LEC (37680)</td> <td>MoWe 5:25PM - 7:05PM<br/>Fiterman 308</td> </tr> <tr> <td>MUS 105-006<br/>LEC (38457)</td> <td>TuTh 12:00PM - 1:15PM<br/>Fiterman 310</td> </tr> </tbody> </table> | This Week's Schedule |  | Class | Schedule | ENG 95-003<br>LEC (41634) | Mo 9:00AM - 10:40AM<br>Fiterman 1007<br>WeTh 9:00AM - 10:40AM<br>Fiterman 210 | FRN 102-004<br>LEC (15744) | Mo 3:00PM - 3:50PM<br>Main Bldg S532<br>Tu 4:00PM - 4:50PM<br>70 Murray M1118<br>MoWe 4:00PM - 5:15PM<br>70 Murray M1118 | MAT 206-015<br>LEC (37680) | MoWe 5:25PM - 7:05PM<br>Fiterman 308 | MUS 105-006<br>LEC (38457) | TuTh 12:00PM - 1:15PM<br>Fiterman 310 |
| This Week's Schedule       |   |                      |  |       |          |                           |   |                            |  |                            |                                      |                            |                                       |
| Class                      | Schedule  |                      |  |       |          |                           |   |                            |  |                            |                                      |                            |                                       |
| ENG 95-003<br>LEC (41634)  | Mo 9:00AM - 10:40AM<br>Fiterman 1007<br>WeTh 9:00AM - 10:40AM<br>Fiterman 210   |                      |  |       |          |                           |   |                            |  |                            |                                      |                            |                                       |
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| MAT 206-015<br>LEC (37680) | MoWe 5:25PM - 7:05PM<br>Fiterman 308  |                      |  |       |          |                           |   |                            |  |                            |                                      |                            |                                       |
| MUS 105-006<br>LEC (38457) | TuTh 12:00PM - 1:15PM<br>Fiterman 310   |                      |  |       |          |                           |   |                            |  |                            |                                      |                            |                                       |

|                 |  |
|-----------------|--|
| <p><b>4</b></p> | <p>On the Request Enrollment Verification page, select all checkboxes of the information you want to include on the letter as well as desired terms.</p> <p><b>Request Enrollment Verification</b></p> <hr/> <div data-bbox="371 514 1458 869"><p>Select Processing Options</p><p>Allow to Print from My Browser ▾</p><p>Academic Institution Borough of Manhattan CC ▾</p><p><input checked="" type="checkbox"/> Include My Program and Plan</p><p><input checked="" type="checkbox"/> Include My Earned Degrees</p><p><input type="checkbox"/> Include My Term and Cum GPA</p><p>Select desired term or leave blank for all terms ▾</p></div> <p><b>SUBMIT</b></p> <p>Press <b>Submit</b> when all information has been entered.</p> |
| <p><b>5</b></p> | <p>Enrollment verifications will open in a new window or tab (depending on browser so make sure of the following:</p> <ol style="list-style-type: none"><li>1. <b>Enable pop-ups</b> on your computer when accessing enrollment verification in CUNYfirst.</li></ol> <p><b>Please Note:</b> If you have a financial hold/negative service indicator you will be prohibited from generating a letter until all financial obligations and/or the hold has been resolved/removed.</p>   |