Enrollment Verification

You may choose to print or view an unofficial copy of your Enrollment Verification or request the University mail an official copy to a specified address. Instructions for both options follow.

Print or View an Unofficial Copy

1. Click the Academic Records tile on your Student Homepage.
2. Click the My Academics link in the left navigation.
3. Click Request Enrollment Verification.

Unofficial Enrollment Verification

1. Select Allow to Print from My Browser from the processing options drop-down menu. This allows you to view or print an unofficial copy of your enrollment verification.
2. Check the boxes of the items you would like to appear on the enrollment verification.
3. Select the **Include My Program and Plan** checkbox to include your academic college and major on your enrollment verification.

![Current Program of Study](image)

4. Check the **Include my Term and Cum GPA** checkbox to include a term GPA for each term and the cumulative GPA for the career.

![Units GPA Status](image)

5. Use the **Select desired term** drop-down menu if you wish to have enrollment verification for a specific term. *If a term is not selected, all terms will be included on the enrollment verification.*

6. Click **Submit** to view your selections.

7. Click the **Printer Friendly Version** link located at the bottom of the page to print an unofficial copy of the enrollment verification.
1. To request an official copy of your enrollment verification be mailed from the Office of the Registrar, select Request Institution to Mail from the drop-down menu on the Request Enrollment Verification page.

2. Select the options you want included on the report.

3. Select a specific term to be listed from the drop-down list. If a term is not selected, all terms will be included on the verification form.

4. Input the Number of Copies Required.
5. Check the Send to My Address check box.
6. Select the Address type from the drop-down menu.
7. Type the name of the person to receive the report in the Send To field.

8. You are now returned to the Request Enrollment Verification page.
9. Click **Submit** to complete the request.

10. You will receive confirmation that your request was successful.

11. Your **Enrollment Verification** will be mailed within three business days.