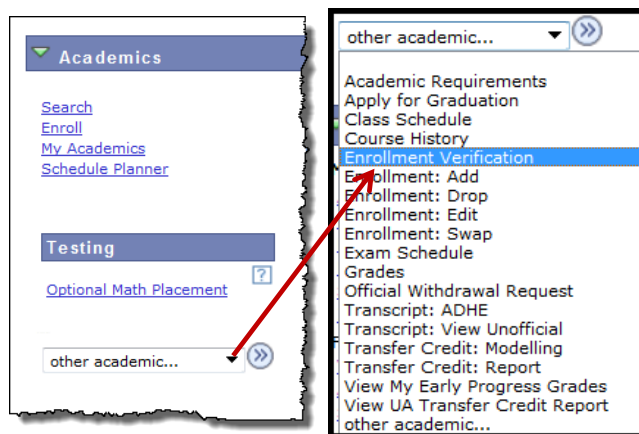


Enrollment Verification

Students may choose to print/view an *unofficial* copy of their Enrollment Verification or to request that the University mail an *official* copy to a specified address. Instructions for both follow.

Print or View an Unofficial Copy

1. Log in to your Student Center.
2. Click the **other academic** drop-down menu.
3. Select **Enrollment Verification**.
4. Click the **GO** button.



Unofficial Enrollment Verification

1. Select **Allow to Print from My Browser** from the processing options drop-down menu. *This action allows you 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.

The image shows a form titled 'Request Enrollment Verification'. Under the heading 'Select Processing Options', there are three dropdown menus. The first dropdown is set to 'Allow to Print from My Browser'. The second dropdown is set to 'Request Institution to Mail'. Below these are three checkboxes: 'Include My Program and Plan', 'Include My Earned Degrees', and 'Include My Term and Cum GPA'. At the bottom, there is a text prompt 'Select desired term or leave blank for all terms' followed by a dropdown menu. A green 'SUBMIT' button is located at the bottom left of the form.



3. Check the **Include My Program and Plan** checkbox to include your academic college and major on your enrollment verification.

<u>Current Program of Study</u>			
Career	Academic Program	Exp Comp Dt	
Undergraduate	Fulbright Col of Arts & Sci		
Undergraduate	Bumpers Col Agri, Food, Life Sc		
Academic Plan	Degree	Declare Dt	Sub-Plan
History	BA	10/28/2010	
Political Science		04/30/2012	
Legal Studies		04/30/2012	
University Requirements		11/12/2008	
Agricultural Business	BSA	01/01/2013	

4. Check the **Include My Earned Degrees** checkbox to include any degrees earned at the University of Arkansas.

<u>Degrees Earned</u>		
Deg Date	Degree	Major
05/11/2013	BSA	Agricultural Business

Enrollment History

5. 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
15.00	2.800	Full-Time
9.00	2.333	3/4 Time
0.000		No Units

6. For a specific term to be listed on the enrollment verification, choose from the drop-down menu. *If a term is not selected, all terms will be included on the enrollment verification form.*

Select desired term or leave blank for all terms

To enter additional addresses to this request, click Add. addresses in this request, use the navigation links.

▼

Fall 2009

Fall 2010

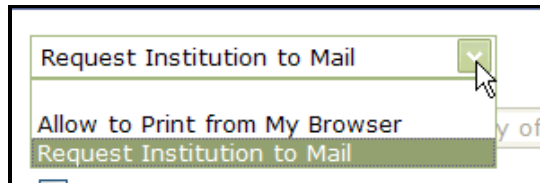
Fall 2011

7. Click the **Submit** button to view your selections.
8. To print an unofficial copy of the enrollment verification, click the **Printer Friendly Version** button located at the bottom of the page.



Official Enrollment Verification

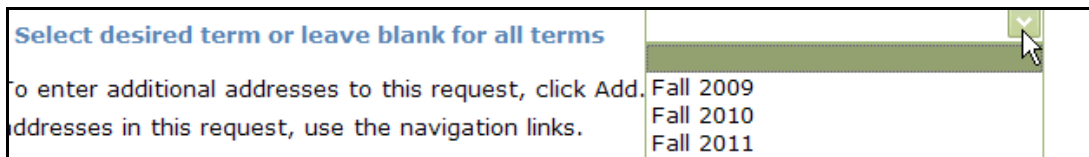
- To request that an *official* copy of the enrollment verification be mailed from the Office of the Registrar, select **Request Institution to Mail** from the drop-down menu.



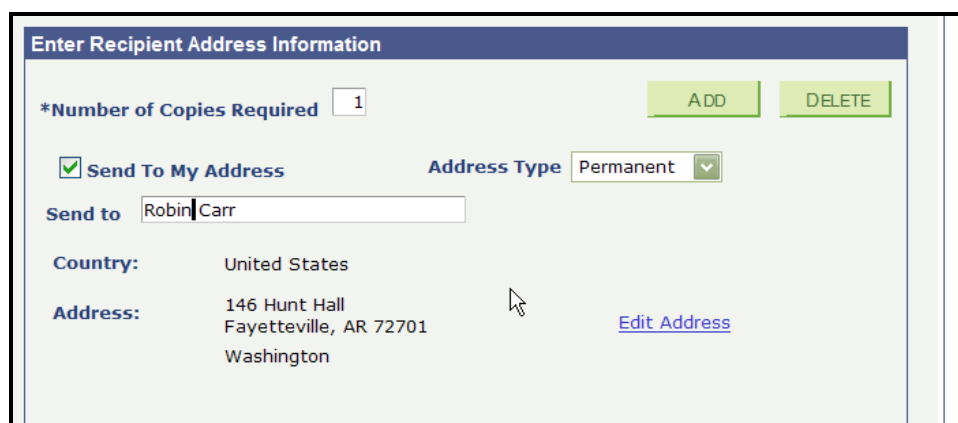
- Choose the options you want included in the enrollment verification from the list provided.



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



- Input the **Number of Copies Required**.
- Check the **Send to My Address** check box.
- Select the **Address Type** from the drop-down menu.
- Type the name of the person to receive this in the **Send To** field.



8. To make changes to the selected address, click the [Edit Address](#) link.
9. Click **OK** when completed.

Country: United States [Change Country](#)

Address 1: 146 Hunt Hall

Address 2:

Address 3:

City: Fayetteville State: AR Arkansas Postal: 72701

County: Washington

Override Address Verification

10. You are now returned to the **Request Enrollment Verification** page.
11. Click **Submit** to complete the request.
12. You will receive confirmation that your request was successful.

Save Confirmation

The Save was successful.

Enrollment Verification Send-To Addresses					
Send to	Robin Carr				
Address 1	146 Hunt Hall				
Address 2					
Address 3					
Address 4					
City	Fayetteville	State	AR	Postal	72701
Country	United States				

13. Your Enrollment Verification will be mailed within three business days.

