Student Guide:
Request an Enrollment Verification

1. Log in to **Self-Service** and click on **Enrollment Verifications**.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Required Agreements Here you can view & sign required agreements.	**Student Resources** Here you can view main student resources.
Student Finance Here you can view your latest statement and make a payment online.	**Financial Aid** Here you can access financial aid data, forms, etc.
Tax Information Here you can change your consent for e-delivery of tax information.	**Employee** Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	**Course Search** Here you can view and search the course catalog.
Grades Here you can view your grades by term.	**Graduation Overview** Here you can view and submit a graduation application.
Enrollment Verifications Here you can view and request an enrollment verification.	**Advising** Here you can access your advisees and provide guidance & feedback on their academic planning.

2. Click on **Add New Request**.

Enrollment Verification Requests

Enrollment Verification Requests   [Add New Request]

ⓘ   No enrollment verification requests on file

3. Complete the **Enrollment Verification Request** form. If you would like your verification emailed, include the recipient information including email address in the Comments. Click **Submit**.

Enrollment Verification Request

< Back to Enrollment Requests

Please complete the form below to request an enrollment verification. For more information please contact the Registrar.

Recipient *

[   ]

Address *

☐ Outside US/Canada

Address Line 1 *

[   ]

Address Line 2

[   ]

City *

[   ]

State/Province *

[Please choose a state/province   ⌄]

ZIP/Postal Code *

[   ]

Copies *

[1   ]

Comments

[   ]

(Cancel)   (**Submit**)