
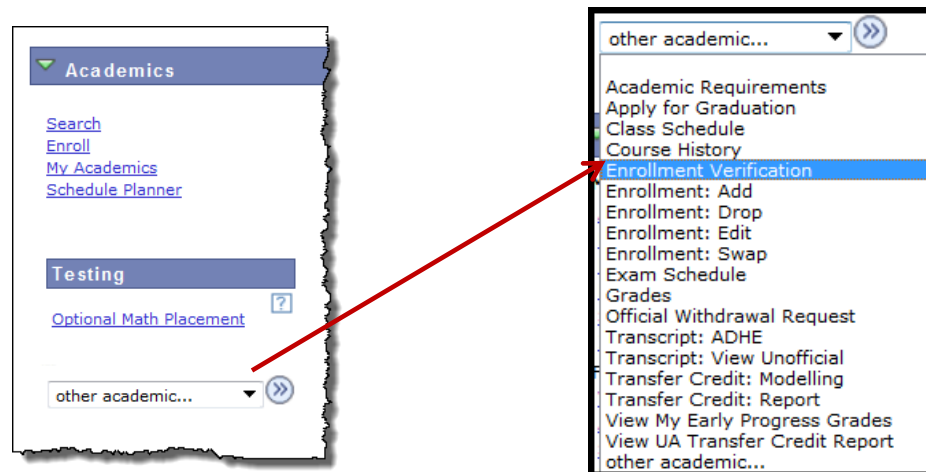


Enrollment Verification in Student Center

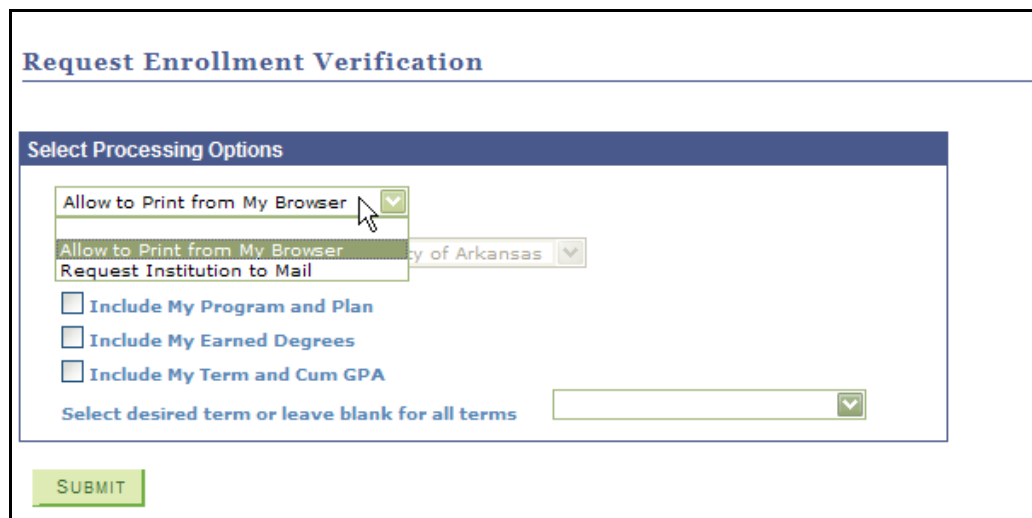
Students may choose to print/view an *unofficial* copy of their Enrollment Verification or to request that the University mail an *official* copy to a specified address. Instructions for both follow.

1. Log in to your ISIS 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 screenshot of the 'Request Enrollment Verification' form. The title is 'Request Enrollment Verification'. Below the title is a section titled 'Select Processing Options'. This section contains several options:

- A dropdown menu with 'Allow to Print from My Browser' selected.
- A dropdown menu with 'Request Institution to Mail' selected, with 'University of Arkansas' visible next to it.
- Three checkboxes: 'Include My Program and Plan', 'Include My Earned Degrees', and 'Include My Term and Cum GPA', all of which are currently unchecked.
- A text label: 'Select desired term or leave blank for all terms' followed by a dropdown menu.

At the bottom of the form is a green 'SUBMIT' button.



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

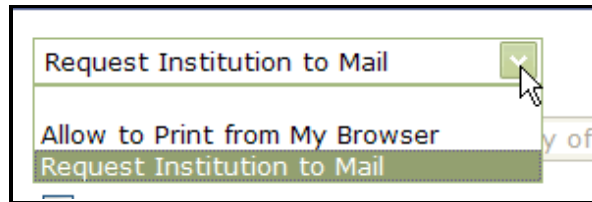
To enter additional addresses to this request, click Add. To enter additional addresses in this request, use the navigation links.

▼
 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

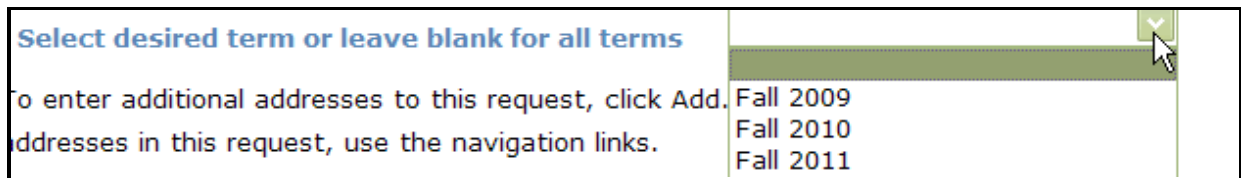
- To request that an *official* copy of the enrollment verification be mailed from the Office of the Registrar, select **Request Institution to Mail** from the drop-down menu.



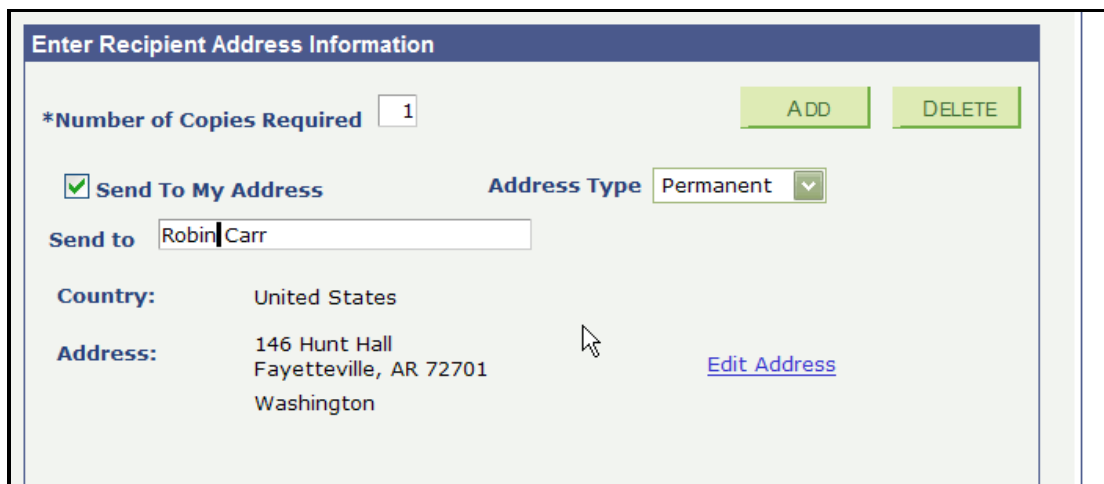
- Choose the options you want included in the enrollment verification from the list provided.



- 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:

Address 2:

Address 3:

City: **State:** Arkansas **Postal:**

County:

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.



To Send to Another Address

1. Type in another name in the **Send to** field.

Send to

2. Click the [Edit Address](#) link to add a new address.
3. Type in the new address information.

Country: [Change Country](#)

Address 1:

Address 2:

Address 3:

City: **State:**

Postal:

County:

4. Click **OK**.
5. Click **Submit**.
6. You will receive a confirmation that the save was successful.

Request Enrollment Verification

Save Confirmation

The Save was successful.

Enrollment Verification Send-To Addresses

Send to	Mickey Mouse		
Address 1	123 Goofy Lane		
Address 2			
Address 3			
Address 4			
City	Funtimes	State	AR
		Postal	12345
Country	United States		