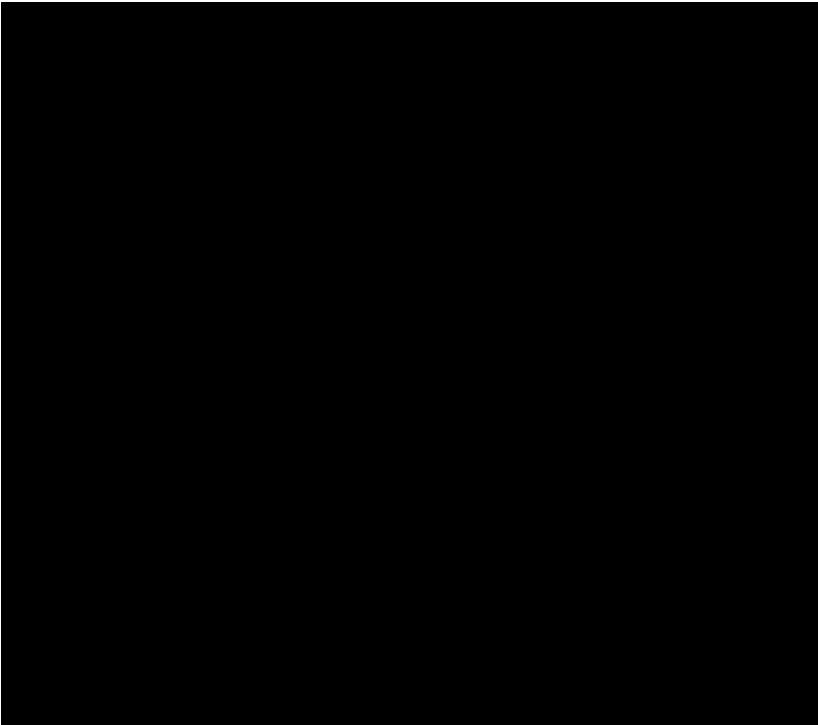
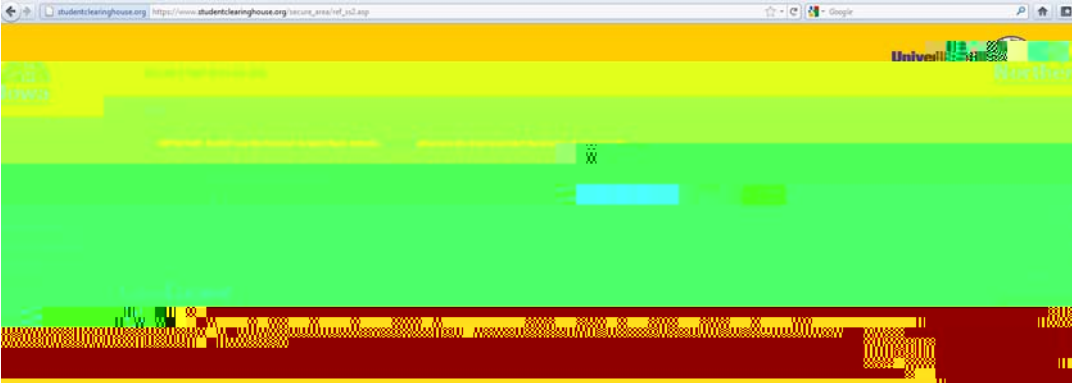


Student Enrollment Verifications

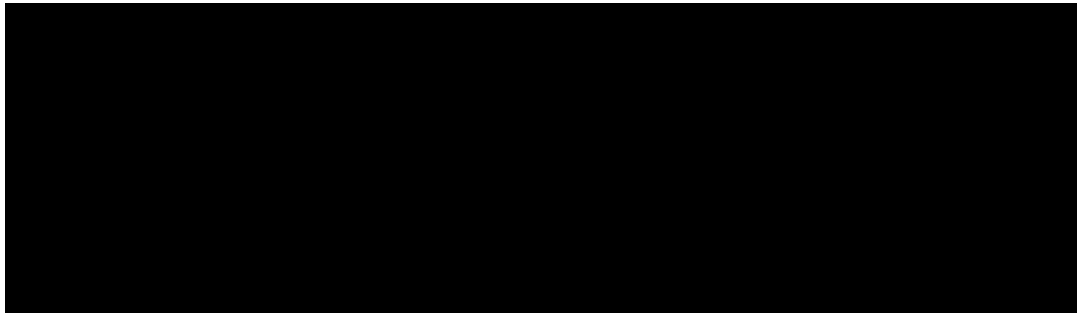
Purpose: The following instructions describe how a student can access the **Student Enrollment Verifications (Student Clearinghouse)** to retrieve documents to verify current/past enrollment, and run degree/enrollment audits.

Step	Action
1.	Log onto <i>My Universe</i> .
2.	<p>Select the <i>Enrollment Verifications</i> link in the Student Center pagelet.</p>  <p>Result: The student clearing house web site displays.</p> 



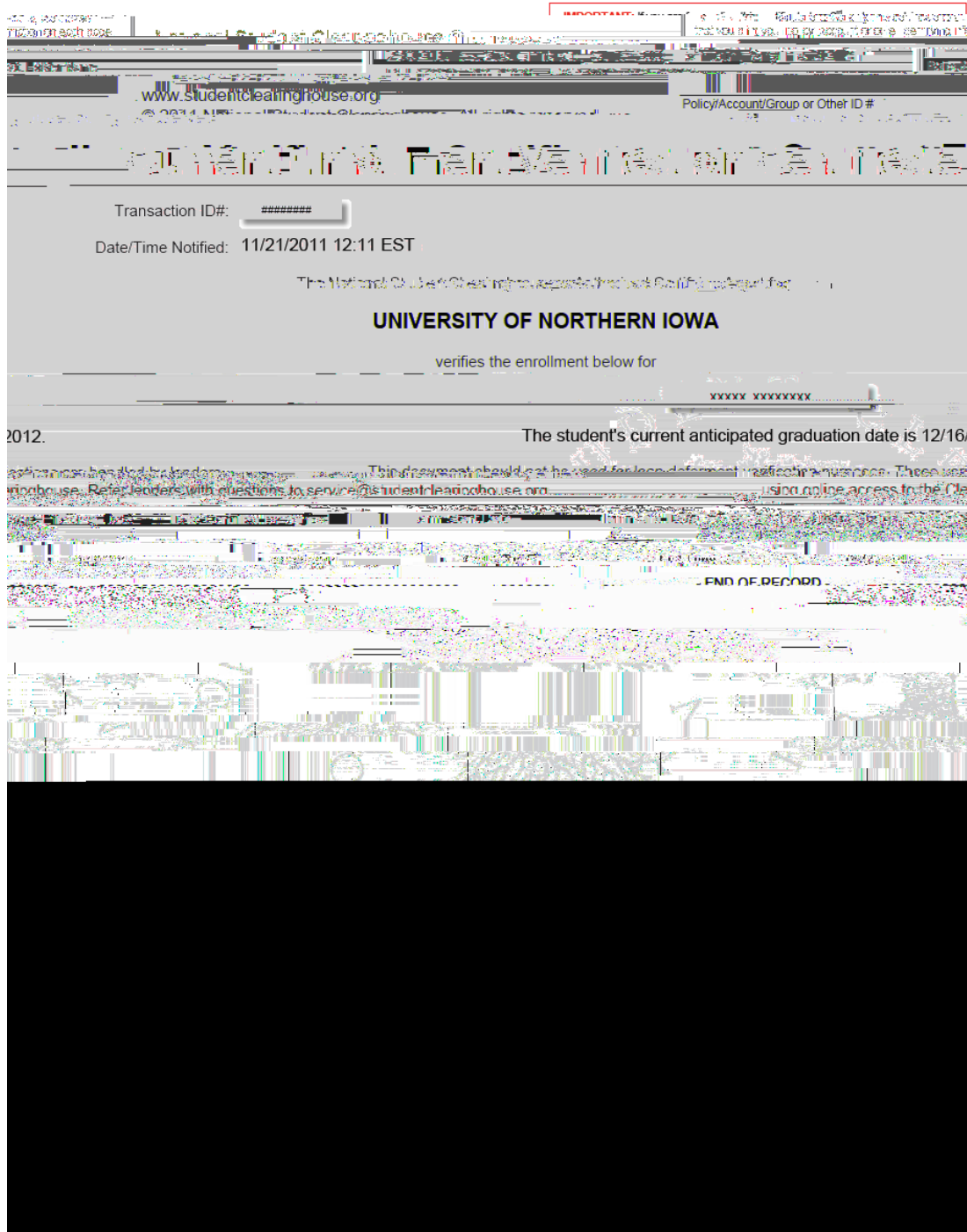
Step	Action
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3. Click the desired option:



Option/link	Details
<p>Obtain an enrollment certificate</p>	<p>Select <i>Current enrollment</i> or <i>All enrollment</i> below the link. Click the Obtain an enrollment certificate link. The Enrollment Verification Certificate opens as a PDF in a separate window. You may save or print the PDF.</p>
<p>enrollment information on file</p> <p>student loan deferment notifications</p>	<p>Select the enrollment information on file link. Enrollment by term is displayed. Click the <u>Status</u> link to view status code descriptions. The past two years data displays. To view prior information, click the All History button. Select the student loan deferment notifications link.</p>

Example – Enrollment Verification Certificate





Example - Enrollment Information on File

Home

All enrollment data is as provided by the school.

Name: DWAN, CALDWELL

Enrollment Factor	Start Date	End Date	Status	Anticipated
Electronic	08/22/2011	12/16/2012	FULL TIME	10/10/2011
Electronic	08/22/2011	12/16/2012	HALF TIME	10/10/2011
Electronic	08/22/2011	12/16/2012	LT HALF TIME	10/10/2011
Electronic	05/09/2011	05/10/2013	WITHDRAWN	06/22/2011
Electronic	05/09/2011	05/10/2013	GRADUATED	06/22/2011
Electronic	05/09/2011	05/10/2013	LEAVE OF ABSENCE	06/22/2011
Electronic	05/09/2011	05/10/2013	DECEASED	06/22/2011
Electronic	05/09/2011	05/10/2013	ENROLLMENT STATUS NOT RELEASED	06/22/2011

Click on the Status link for explanation of the various types.

Status

F	FULL TIME
H	HALF TIME
L	LT HALF TIME
W	WITHDRAWN
G	GRADUATED
A	LEAVE OF ABSENCE
D	DECEASED
N/A	ENROLLMENT STATUS NOT RELEASED

Example – Student Loan Deferment Notifications

Name: XXXX XXXXXXXX

Start Date	Enrollment Factor	Status	Anticipated	End Date	Enrollment Factor
08/22/2011	12/16/2012	Electronic	IOWACOLLEGE AD COMMISSION	10/10/2011	FULL TIME
08/22/2011	12/16/2012	Electronic	IOWASTUDENT LOAN LIQUIDITY CORPORATION	10/10/2011	FULL TIME
08/22/2011	12/16/2012	Electronic	UNIVERSITY ACCOUNTING SERVICE	10/10/2011	FULL TIME
05/09/2011	05/10/2013	Electronic	IOWACOLLEGE AD COMMISSION	06/22/2011	HALF TIME
05/09/2011	05/10/2013	Electronic	UNIVERSITY ACCOUNTING SERVICE	06/22/2011	HALF TIME
05/09/2011	05/10/2013	Electronic	IOWASTUDENT LOAN LIQUIDITY CORPORATION	10/07/2009	WITHDRAWN
05/09/2011	05/10/2013	Electronic	UNIVERSITY ACCOUNTING SERVICE	10/17/2009	WITHDRAWN

