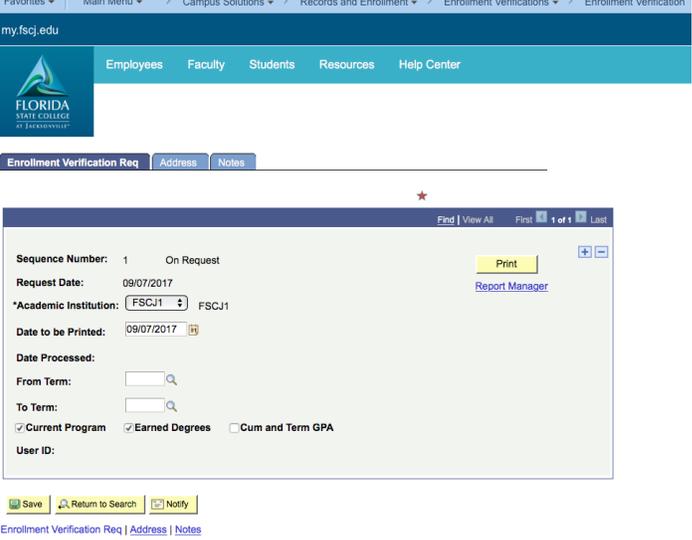
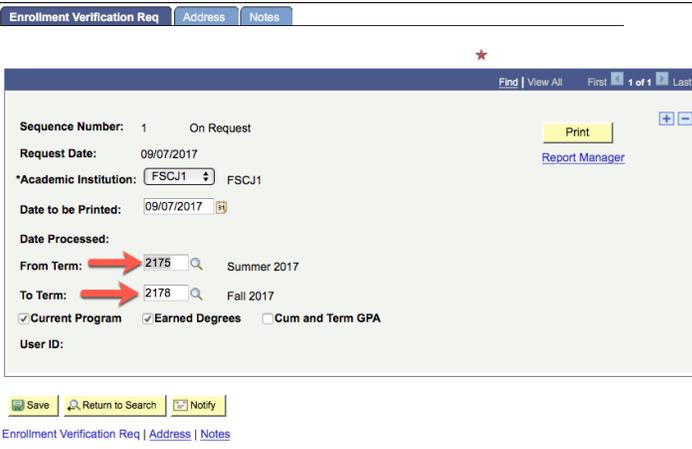


Enrollment verifications are requests that often come from employers or other organizations in order to confirm that a student is indeed enrolled at FSCJ. The College cannot complete an enrollment verification for a given term until the end of the Add/Drop period for the term. All enrollment verifications are now processed by Student Records specialists.

<p>1. Navigate to <b>Main Menu &gt; Campus Solutions &gt; Records and Enrollment &gt; Enrollment Verifications &gt; Enrollment Verification</b>. Input the student's EMPL ID and click search.</p>	 <p>The screenshot shows the 'Enrollment Verification Req' page with the following fields: Sequence Number: 1, Request Date: 09/07/2017, Academic Institution: FSCJ1, Date to be Printed: 09/07/2017. The 'Date Processed' field is empty. There are buttons for 'Print', 'Report Manager', 'Save', 'Return to Search', and 'Notify'.</p>
<p>2. The academic institution and date to be printed default for you. Input the fields from term and to term for the academic history data to be included in the verification. You can only select terms that the student has enrollment history for at FSCJ.</p>	 <p>The screenshot shows the 'Enrollment Verification Req' page with the following fields: Sequence Number: 1, Request Date: 09/07/2017, Academic Institution: FSCJ1, Date to be Printed: 09/07/2017. The 'Date Processed' field is empty. The 'From Term' is set to 2175 (Summer 2017) and the 'To Term' is set to 2176 (Fall 2017). There are buttons for 'Print', 'Report Manager', 'Save', 'Return to Search', and 'Notify'.</p>

3. Check the boxes for **Current Program**, **Earned Degrees**, and/or **Cumulative and Term GPA** if you want to include this information in the verification.

Enrollment Verification Req | Address | Notes

Sequence Number: 1 On Request Print Report Manager

Request Date: 09/07/2017

\*Academic Institution: FSCJ1 FSCJ1

Date to be Printed: 09/07/2017

Date Processed:

From Term: 2175 Summer 2017

To Term: 2178 Fall 2017

Current Program  Earned Degrees  Cum and Term GPA

User ID:

Save Return to Search Notify

Enrollment Verification Req | Address | Notes

4. Click on the **Address** tab.

If the enrollment verification is going to the student, check the **Send to Requestor** box and select the **Address Type** for the student.

Enrollment Verification Req | Address | Notes

Seq #: 1 Request Date: 06/27/2018

Send to Requestor:  Address Type:

Send to:  \*Number of Copies: 1

Country:

Address:  Edit Address

Save Return to Search Notify

Verify that the student's address is correct and click **OK**.

**Verify Address:**

Country: United States [Change Country](#)

Address 1: 8024 Southside Blvd

Address 2:

Address 3:

City: Jacksonville State: FL Florida Postal: 32256

County:

OK  Cancel

Override Address Verification

If the enrollment verification is going to someone other than the student, **type the name** in the Send to field. Input **USA** for country. Then select the **Edit**

**Address** link to input the address and click **OK**.

Enrollment Verification Req | **Address** | Notes

Seq #: 1 Request Date: 09/07/2017

Send to Requestor:  Specify External Org ID:

Send to: Sample Company \*Number of Copies: 1

Country: USA

Address: [Edit Address](#)

Save Return to Search Notify

5. Click on the **Notes** tab. Add any additional information that the student may have requested to be included in the verification, and click **Save**.

Enrollment Verification Req | Address | **Notes**

Seq #: 1 Request Date: 09/07/2017

Send to: Sample Company

Enrollment Verifications Notes:

Save Return to Search Notify

6. Go back to the **Enrollment Verification Request** tab and select the **Print** button.

Enrollment Verification Req | Address | Notes

Sequence Number: 1 On Request [Print](#)

Request Date: 09/07/2017 [Report Manager](#)

\*Academic Institution: FSCJ1

Date to be Printed: 09/07/2017

Date Processed:

From Term:

To Term:

Current Program  Earned Degrees  Cum and Term GPA

User ID:

Save Return to Search Notify

7. Click on the Report Manager link.

Enrollment Verification Req | Address | Notes

Find | View All | First | 1 of 1 | Last

Sequence Number: 1 On Request [Print](#) + -

Request Date: 09/07/2017

\*Academic Institution:  FSCJ1

Date to be Printed:  [i]

Date Processed:

From Term:  [i]

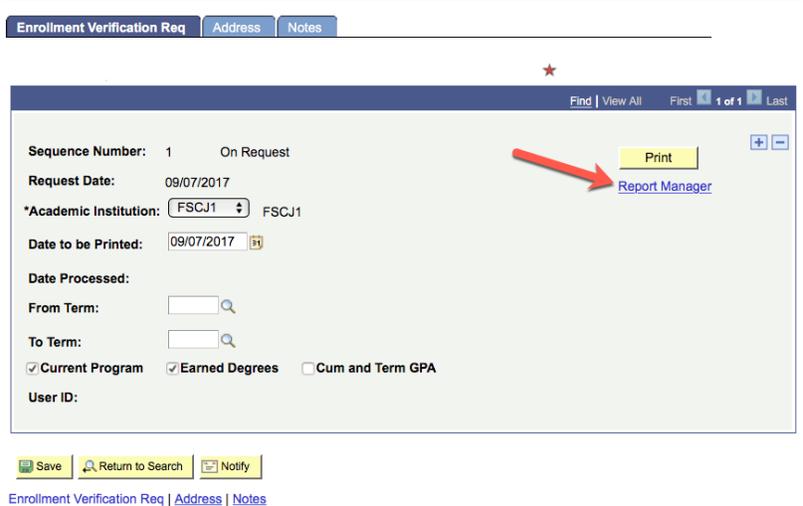
To Term:  [i]

Current Program  Earned Degrees  Cum and Term GPA

User ID:

[Save](#) [Return to Search](#) [Notify](#)

Enrollment Verification Req | Address | Notes



8. When the report has finished running you will see a link to the **Enrollment Verification Report PDF**. Click on that link and you will see the enrollment verification report you generated.

List | Explorer | Administration | Archives

View Reports For

User ID:  Type:  Last:  1 Days:  [Refresh](#)

Status:  Folder:  Instance:  to:

Select	Report ID	Prccs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	16991	22979	SR802 - Enrollment Verification Report.pdf	09/07/2017 4:01:05PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

