

Self-Service Enrollment Verification

Students who need to verify their enrollment may do so via Online Student Services. Enrollment information for this new service is updated periodically throughout the academic year for students' convenience. Spelman College has partnered with the National Student Clearinghouse to make enrollment certificates accessible for printing. To take advantage of this service, students need only log into Online Student Services and following the instructions below:

STEP 1: Point your web browser to www.spelman.edu/registrar and click the Banner Web (Register Online) option from the Registration section of the page:

The screenshot shows the Registrar page on the Spelman College website. The page has a blue header with the Spelman College logo and navigation links. The main content area is titled 'Office of the Registrar' and includes a welcome message and a list of links. A red arrow points to the 'Banner Web' link under the 'Registration' section.

Registrar 'How To' Resources

- Registration Procedures
- ARCHE
- Downloadable Forms
- FERPA
- Graduation/Senior Information
- Meet the Staff
- Transcripts

APPLY NOW
APPLY TO SPELMAN

APPLICATION STATUS
CHECK YOUR APPLICATION STATUS

Connect With Us

- Facebook
- Twitter
- YouTube

Admissions
350 Spelman Lane, SW Box 277
Atlanta, GA 30314
404.270.5193
1.800.982.2411 (toll-free)
admiss@spelman.edu

Download the official Admissions iPhone App

Office of the Registrar

Welcome to the Office of the Registrar at Spelman College. Our office supports the larger mission of the College to matriculate, retain, and graduate our students within four years, as well as to secure, maintain and ensure the integrity of all academic records while adhering to the rules and federal regulations pertaining to the governance of students' academic records. We aim to satisfy and accomplish this with respect and appreciation for all.

- ▶ Registrar Staff Listing
- ▶ 'How To' Resources
- ▶ Academic Calendar
- ▶ AUC 2010-2014 Academic Calendar

Academic Advising

- ▶ Registration Time-Ticketing
- ▶ Academic Advising
- ▶ Bulletin Supplement
- ▶ Change of Major/Minor

Registration

- ▶ Banner Web
- ▶ Registration Procedures
- ▶ Course Offerings/Class Schedule

STEP 2: At the next page, click **Spelman Self Service Login**:

If you:

- know your User ID and PIN or
- know your User ID but have forgotten your PIN,

click the "**SPELMAN COLLEGE SELF SERVICE LOGIN**" link below to enter Spelman's secure on-line site.

- Spelman College Self Service Login**
- Prospective Students - Access This Link. Then select the
- Apply for Admission
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
- Not an Alumna but want to support Spelman? Click here to register and donate!
- Access the Media and Information Technology web page for more help

RELEASE: 7.3.3

Powered by
SUNGARD HIGHER EDUCATION

STEP 3: Enter User ID (900#) and PIN then click the **LOGIN** button:

Please enter your **9 character User Identification Number (i.e. your Spelman 900 number) or your Alternate ID, if one has been established for you**, and your **6 digit Personal Identification Number (i.e. PIN)**. When finished, select **Login**.

If you have forgotten your PIN, but know your 9 character User ID or Alternate ID, select the **Forgot Pin** button to answer the security question you established for yourself and re-create a new PIN

To protect your privacy, **PLEASE EXIT** and close your browser when you are finished.

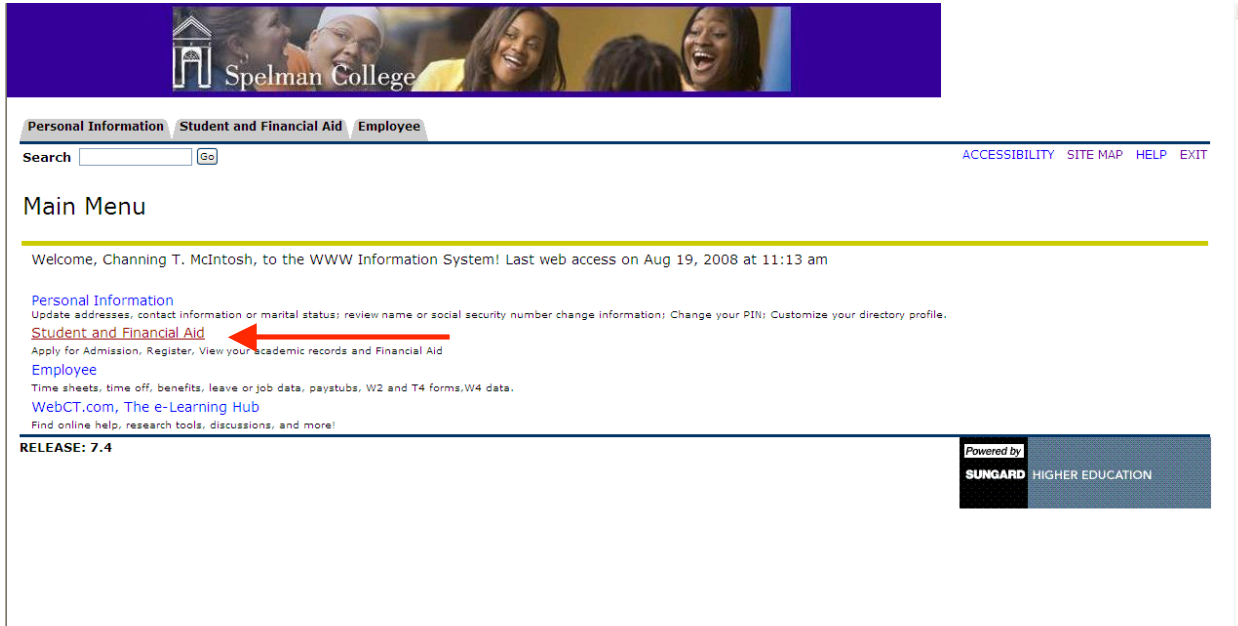
User ID: 900 []
PIN: [] [] [] [] [] []

Login Forgot PIN?

RELEASE: 7.3.3

Powered by
SUNGARD HIGHER EDUCATION

STEP 4: From the Main menu, select **Student and Financial Aid**



Spelman College

Personal Information Student and Financial Aid Employee

Search Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Channing T. McIntosh, to the WWW Information System! Last web access on Aug 19, 2008 at 11:13 am

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Student and Financial Aid](#) ←
Apply for Admission, Register, View your academic records and Financial Aid

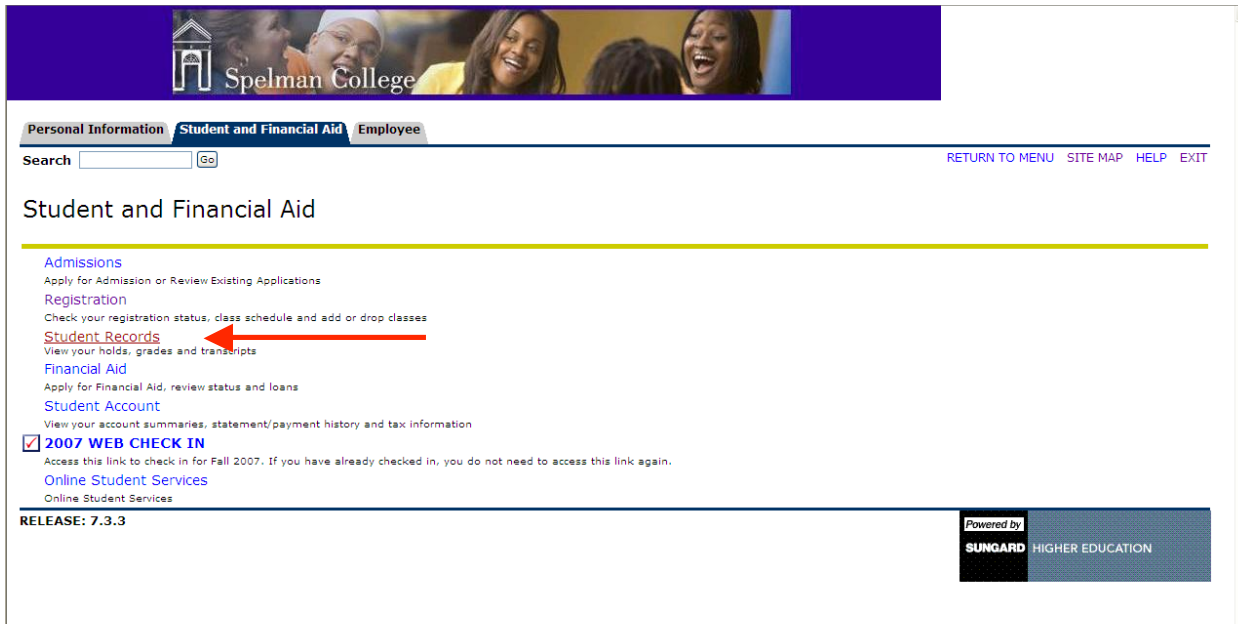
[Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

[WebCT.com, The e-Learning Hub](#)
Find online help, research tools, discussions, and more!

RELEASE: 7.4

Powered by
SUNGARD HIGHER EDUCATION

STEP 5: From the Student Financial Aid menu, select **Student Records**



Spelman College

Personal Information Student and Financial Aid Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student and Financial Aid

[Admissions](#)
Apply for Admission or Review Existing Applications

[Registration](#)
Check your registration status, class schedule and add or drop classes

[Student Records](#) ←
View your holds, grades and transcripts

[Financial Aid](#)
Apply for Financial Aid, review status and loans

[Student Account](#)
View your account summaries, statement/payment history and tax information

2007 WEB CHECK IN
Access this link to check in for Fall 2007. If you have already checked in, you do not need to access this link again.

[Online Student Services](#)
Online Student Services

RELEASE: 7.3.3

Powered by
SUNGARD HIGHER EDUCATION



STEP 6: From the Student Records, click the *Enrollment Verification* option. This will take you to the National Student Clearinghouse website. Because you have already logged into Spelman’s Online Student Services, you will not be required to log-in again.

STEP 7: Choose the parameters for your enrollment certificate (i.e. select “Current enrollment” or “All enrollment”), then

STEP 8: Click on **Obtain an enrollment Certificate:**

STEP 9: Your Enrollment Certificate will open in a separate window. If a window does not open, please check your web browser settings and select the option to allow pop-ups from this site. Once you are able to view your enrollment certificate, you may then print it out for use.

National Student Clearinghouse
 13454 Sunrise Valley Drive, Suite 300
 Herndon, Virginia 20171
 PH (703) 742-4200 FX (703) 742-4239
www.studentclearinghouse.org

IMPORTANT: If you are forwarding this certificate to a 3rd party, we advise that you print your policy, account or other identifying information on each page.

Policy/Acct. Holder Name _____
 Policy/Account/Group or Other ID # _____

Enrollment Verification Certificate

Transaction ID#: 012021634
 Date/Time Notified: 08/19/2008 10:48 EST

The National Student Clearinghouse as Authorized Certifying Agent for
SPELMAN COLLEGE
 verifies the enrollment below for

STUDENT NAME HERE

The student's current anticipated graduation date is 05/23/2010.

This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to service@studentclearinghouse.org.

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
01/09/2008	05/09/2008	Full Time	08/02/2007	05/21/2008
08/02/2007	12/07/2007	Full Time	08/02/2007	12/13/2007
-----	-----	- END OF RECORD	-----	-----

NOTE: When using Enrollment Certificates for insurance purposes, students are reminded to submit to the requestor a policy number, group number or other appropriate information with the certificate.

Enrollment Certificates may not be used for loan deferment purposes. Please refer lenders to the National Student Clearinghouse at service@studentclearinghouse.org if they have questions.