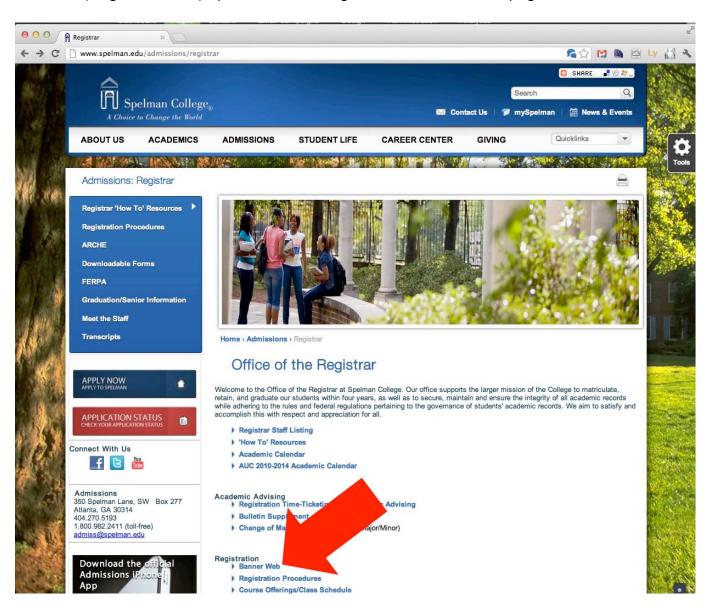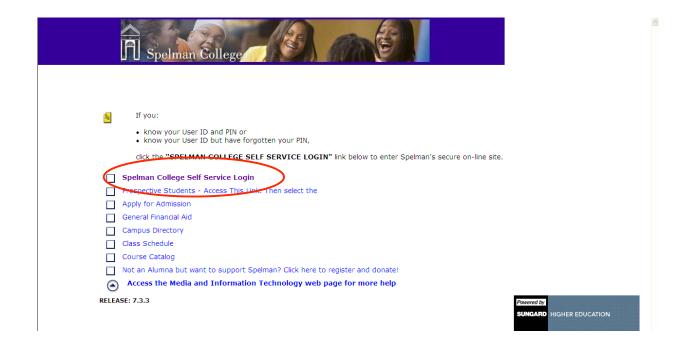# Self-Service Enrollment Verification

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:
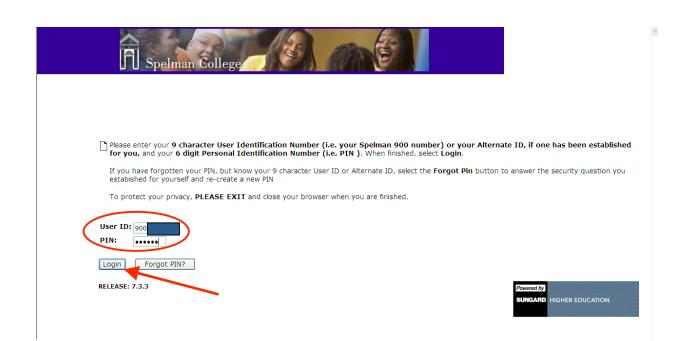
STEP 1: Point your web browser to www.spelman.edu/registrar and click the Banner Web (Register Online) option from the Registration section of the page:
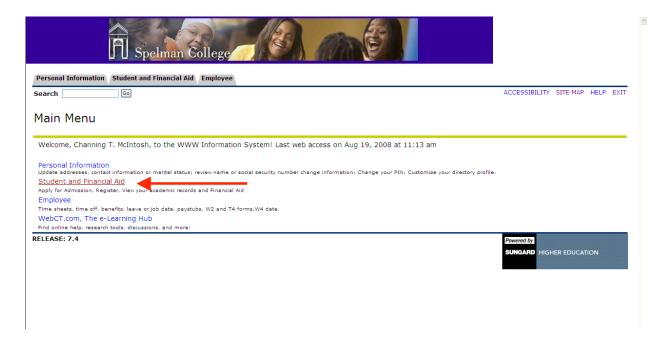
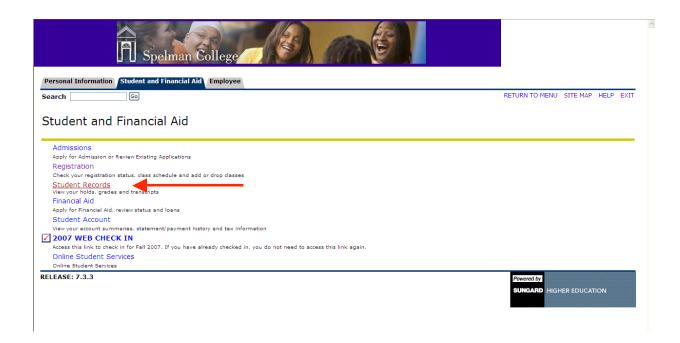**STEP 2:** At the next page, click **Spelman Self Service Login**:

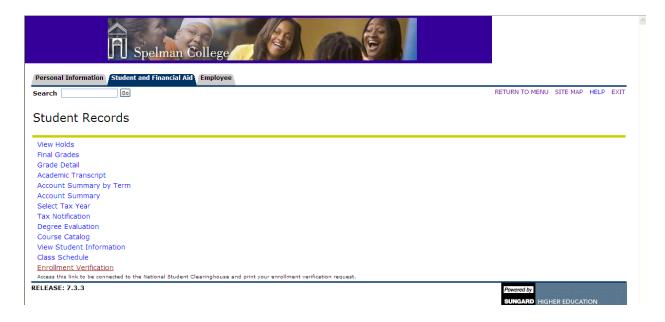**STEP 3:** Enter User ID (900#) and PIN then click the **LOGIN** button:

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

STEP 5: From the Student Financial Aid menu, select **Student Records**
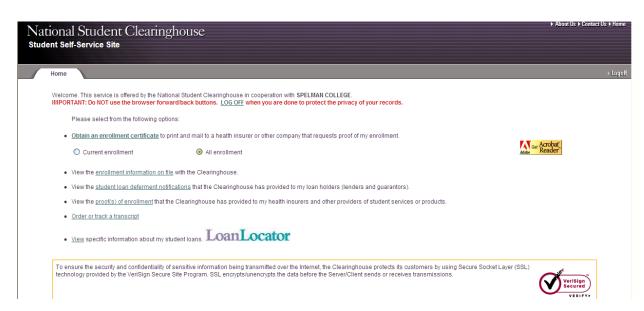
STEP 6: From the Student Records, click the *Enrollment Verification* option. This will take you the to the National Student Clearinghouse website. Because you have already logged into Spelman's Online Student Services, you will not be required to log-in again.
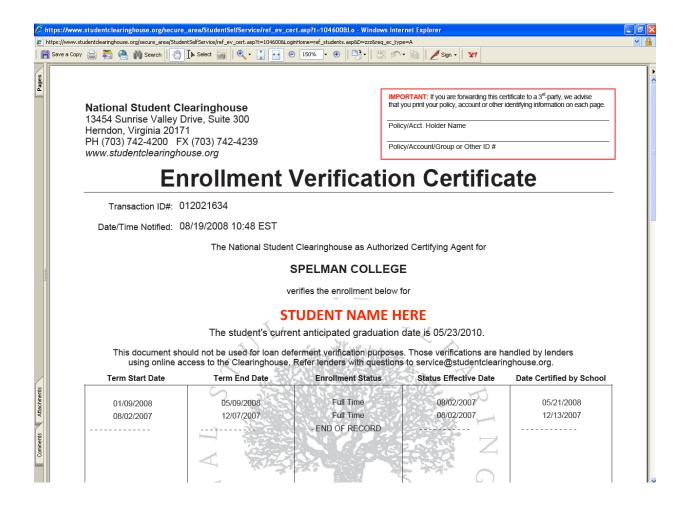

STEP 7: Choose the parameters for your enrollment certificate (i.e. select "Current enrollment" or "All enrollment"), then

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.

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.