

How to Obtain a Free Enrollment Verification through the National Student Clearinghouse **

1. Log in to [Self-Service Banner](#) and click the “Student” tab at the top of the menu.
2. Choose "Student Records" from the menu options.
3. Click the "Request enrollment and/or degree verification" link to be directed to the Clearinghouse portal, then follow the instructions on that page to complete your request.
 - o Please note that you must already have a Social Security Number on file in Banner.

****Free enrollment verifications are not available until after the 10th day of classes:**

Fall term – approximately the 3rd week of September

Spring term – approximately the 2nd week of February