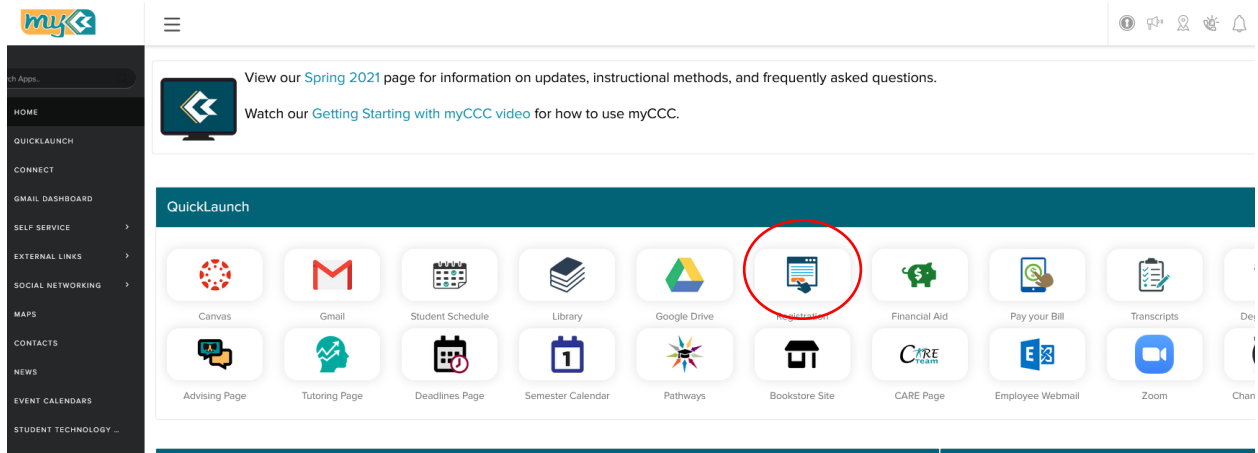


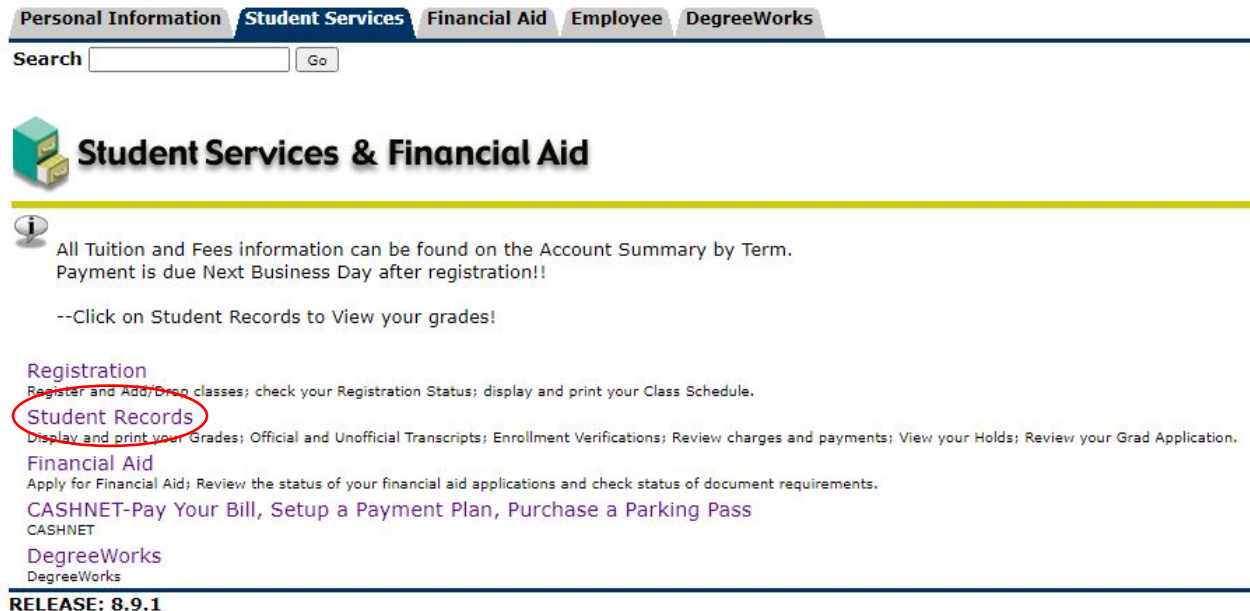
How to find your Enrollment Verification Certificate

If you need to verify your enrollment at CCC (e.g., for insurance) or view a history of CCC reporting your enrollment for loan deferment purposes, you can do so on myCCC/student self-service.

1. Login to MyCCC and choose "Registration" from the Quick Launch menu.



2. You will be redirected to the self-service registration menu – Click Student Services tab, then Student Records.

A screenshot of the 'Student Services & Financial Aid' self-service menu. At the top, there are navigation tabs for 'Personal Information', 'Student Services', 'Financial Aid', 'Employee', and 'DegreeWorks'. Below the tabs is a search bar with a 'Go' button. The main content area features a yellow header and a list of services. The 'Student Records' link is circled in red. The services listed are: Registration (Register and Add/Drop classes; check your Registration Status; display and print your Class Schedule.), Student Records (Display and print your Grades; Official and Unofficial Transcripts; Enrollment Verifications; Review charges and payments; View your Holds; Review your Grad Application.), Financial Aid (Apply for Financial Aid; Review the status of your financial aid applications and check status of document requirements.), CASHNET-Pay Your Bill, Setup a Payment Plan, Purchase a Parking Pass, CASHNET, DegreeWorks, and DegreeWorks.

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3. Click Enrollment Verification and Student Information then Select Term.

The screenshot shows a web interface with three tabs: 'Personal Information', 'Student Services', and 'Financial Aid'. Below the tabs is a search bar with a 'Go' button. On the left, under 'Student Records', a list of links is shown, with 'Enrollment Verification and Student Information' circled in red. On the right, a 'Select Term' section features a dropdown menu currently set to 'Spring 2021' and a 'Submit' button below it.

4. Click on [Click Here](#) to view student options.

The screenshot displays the National Student Clearinghouse page. At the top, there is an information icon and a paragraph explaining that the page provides information for requesting Enrollment Verification Certificates. Below this, a section titled 'Verifications of Degrees, Past Attendance, & Enrollment' contains the text 'Students wishing to obtain Official Enrollment Verification Certificate' followed by a red circle around the text 'CLICK HERE'. Further down, there are several paragraphs of text providing details about the verification process, including a mention of Coconino Community College's agreement with the National Student Clearinghouse and contact information for the clearinghouse.

5. A new window will open. Select either Current or All Enrollment; click Obtain Enrollment Certificate (Certificate will download as a PDF document).

The screenshot shows the header of the National Student Clearinghouse website. It features the 'NATIONAL STUDENT CLEARINGHOUSE' logo on the left and 'Student Self-SERVICE COCONINO COMMUNITY COLLEGE' on the right. There are also 'Help' and 'Contact' links in the top right corner.

Welcome. This service is offered by the National Student Clearinghouse in cooperation with COCONINO COMMUNITY COLLEGE.
IMPORTANT: Do NOT use the browser forward/back buttons. [Log Out](#) when you are done to protect the privacy of your records.

The screenshot shows the options page on the National Student Clearinghouse website. It begins with the instruction 'Please select from the following options:'. Below this, there are two radio button options: 'Current enrollment' (which is selected) and 'All enrollment'. The 'Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment.' option is circled in red. Below the radio buttons, there are four bullet points listing other services available, such as viewing enrollment information on file, loan deferment notifications, and proof(s) of enrollment.