

## ENROLLMENT VERIFICATIONS

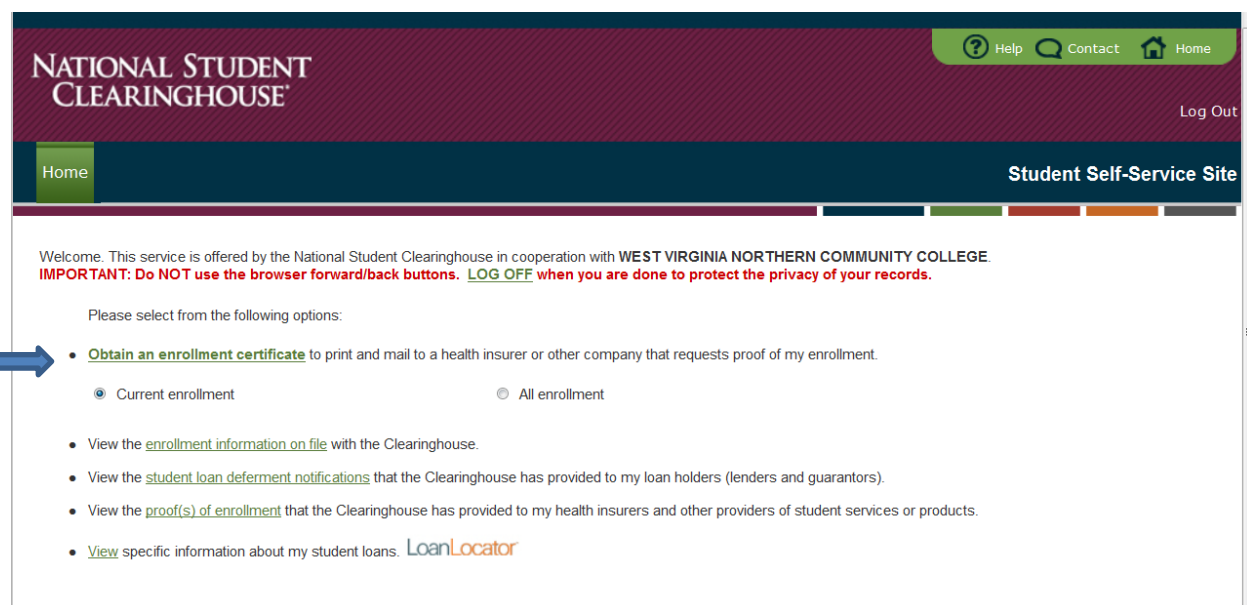
Enrollment verifications are now available online through the National Student Clearinghouse. To obtain a verification, log into your My WVNCC student portal.

1. Select the National Student Clearinghouse button.



The screenshot shows the My WVNCC Student Portal interface. At the top left is the Northern Community College logo with the tagline "Find your direction at Northern". At the top right, it says "Hello, Settings Log off". The main heading is "My WVNCC STUDENT PORTAL". Below this, a message says "Click the link to access the corresponding service." There are several service buttons: "N.O.W. Access" (with a note "Logging in from home? See Instructions ...What's inside N.O.W?"), "Student E-mail", "Bb Blackboard learning System", "Library", "GradesFirst", "courseval WEB-BASED COURSE ASSESSMENT", "National Student Clearinghouse" (highlighted with a blue arrow), and "College Central Coming Soon". On the left side, there are "Quick Links" and "External Services" sections. At the bottom, a security notice reads: "FOR YOUR PROTECTION, PLEASE REMEMBER TO ALWAYS LOG OUT OF YOUR ACCOUNT!"

2. Select Obtain an enrollment certificate



The screenshot shows the National Student Clearinghouse website. The header includes "NATIONAL STUDENT CLEARINGHOUSE" and navigation links for "Help", "Contact", and "Home". A "Log Out" link is also present. Below the header is a "Home" button and the text "Student Self-Service Site". The main content area starts with a welcome message: "Welcome. This service is offered by the National Student Clearinghouse in cooperation with WEST VIRGINIA NORTHERN COMMUNITY COLLEGE. IMPORTANT: Do NOT use the browser forward/back buttons. LOG OFF when you are done to protect the privacy of your records." Below this, it says "Please select from the following options:" and lists several options. The first option, "Obtain an enrollment certificate to print and mail to a health insurer or other company that requests proof of my enrollment.", is highlighted with a blue arrow. Under this option, there are two radio buttons: "Current enrollment" (selected) and "All enrollment". Other options include "View the enrollment information on file with the Clearinghouse.", "View the student loan deferment notifications that the Clearinghouse has provided to my loan holders (lenders and guarantors).", "View the proof(s) of enrollment that the Clearinghouse has provided to my health insurers and other providers of student services or products.", and "View specific information about my student loans. LoanLocator".

- Print your enrollment verification. If forwarding the certificate to a 3<sup>rd</sup> party, it is recommended to print the policy, account or other identifying information in the box provided at the top right of the page(s).

https://www.studentclearinghouse.org/secure\_area/StudentSelfService/ref\_ev\_cert.asp?t=143325&Lo - Windows Internet Explorer pro  
 https://www.studentclearinghouse.org/secure\_area/StudentSelfService/ref\_ev\_cert.asp?t=143325&LoginHome=ref\_home.asp&D=zzz&req\_ec\_type=C Identified by VeriS

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**IMPORTANT:** If you are forwarding this certificate to a 3<sup>rd</sup> 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 # \_\_\_\_\_

## Current Enrollment Verification Certificate

Transaction ID#: \_\_\_\_\_

Date/Time Notified: \_\_\_\_\_

The National Student Clearinghouse as Authorized Certifying Agent for

**WEST VIRGINIA NORTHERN COMMUNITY COLLEGE - WHEELING**

verifies the enrollment below for

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](mailto:service@studentclearinghouse.org).

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
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