

Obtain an Enrollment Verification

1. Go to the **Enrollment Resources** section of your Student Center. You can find this section on the right-hand side, toward the bottom.

The screenshot shows a student center dashboard with several sections. On the right-hand side, the 'Enrollment Resources' section is highlighted with a yellow circle. This section includes links for 'Enrollment Verification', 'Official Transcript', and 'WINGS Student Center Help'. Other sections visible include 'Finances', 'Advisor', 'Financial Resources', and 'Other Resources'. The 'Enrollment Verification' link is highlighted in yellow within the 'Enrollment Resources' section.

2. Click on **Enrollment Verification**.
3. On the next screen, under **Obtain an enrollment certificate**, select either current enrollment, all enrollment, or advanced enrollment.
 - a. **Current enrollment** will print your enrollment status for the current term only. This can only be obtained after the term has started.
 - b. **All enrollment** will print the status of all your terms of enrollment since you first started at UWL. If all enrollment is requested before the first day of class, it will not include that term.
 - c. **Advanced registration** is verification of your full time/part time status in a future semester **before** the start of that semester. If the term has already started, select one of the other two options. Advanced registration can only be obtained in the two weeks prior to the start of the semester.

Tip: If you need a good student discount certificate, you may click on **Obtain a Good Student Discount Certificate** under the next bullet point instead.

Important Information : Important Information: Please be advised there may be delays or disruptions in processing transcript requests by institutions closed due to the Coronavirus. Please check the school's website for closure information.

Welcome. This service is offered by the National Student Clearinghouse in cooperation with UNIVERSITY OF WISCONSIN - LA CROSSE.

IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.

Please select from the following options:

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.
 Current enrollment All enrollment Advanced registration
- [Obtain a Good Student Discount Certificate](#) to print and mail to an auto insurer or other company that requests proof of my status as a Good Student for the current term.
- 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.
- [View exclusive offers for college students](#)

4. Click on the **Obtain an enrollment certificate** link.
5. A new window or tab should pop up with a certificate you can print. The certificate will contain the school seal. It will list whether you were full-time or part-time for the term.

Tip: If you don't see the certificate, you may have a pop-up blocker on your internet browser. Go to settings and turn it off and then try again.

6. If you receive the following message and you need an enrollment or registration certificate, please contact the Records and Registration office.

