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.

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.
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.

![Alert]

We are unable to verify your enrollment. Possible reasons are:

- Your institution has not reported your current enrollment to the Clearinghouse.
- The Clearinghouse was unable to identify your record based on the information provided.

Please check and resubmit your request or contact your registrar’s office for enrollment certification.