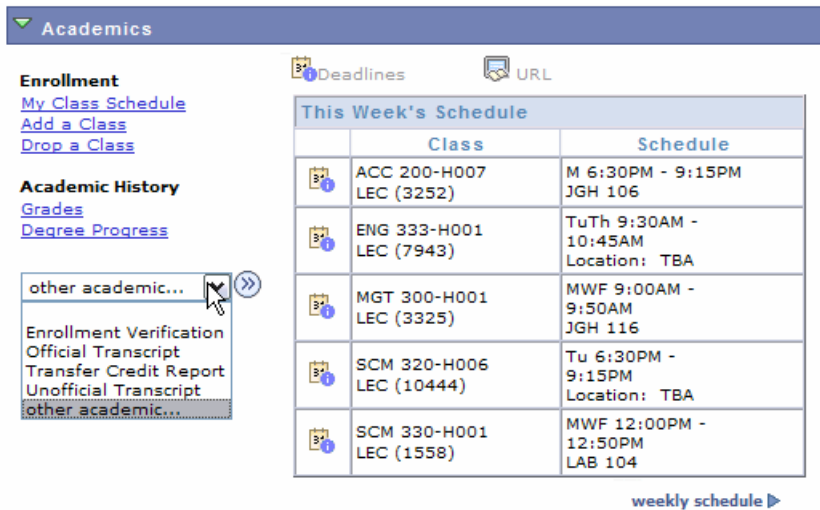


Student Service Center – Academic Section – Request an enrollment verification and / or transcript

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Basic Navigation



Request Enrollment Verification

You can:

1. request that the Registrar’s Office send an official one to institution
2. print one for you personal use

Instructions:

1. Click on other academic... and select “Enrollment Verification.”
2. Click on the button.

Seymour Eagle go to ...

Request Enrollment Verification

Select Processing Options

Allow to Print from My Browser Date to be Printed 10/01/2007

*Academic Institution Univ of Southern Mississippi

Include My Program and Plan
 Include My Earned Degrees
 Include My Term and Cum GPA

Select desired term or leave blank for all terms

To enter additional addresses to this request, click Add. To review other addresses in this request, use the navigation links.

Enter Recipient Address Information

ADD DELETE

Send To My Address

Send to

Country: United States

Address: [Edit Address](#)

SUBMIT

3. In the top box, select if you would like to:
 - a. “Allow to Print from My Brower” to print the enrollment verification to your printer (can also request a print copy be sent to home address)
 - OR
 - b. “Request Institution to Mail” to request the Registrar’s Office to send the enrollment verification to an institution.

Select Processing Options

Allow to Print from My Browser
 Allow to Print from My Brower
 Request Institution to Mail

4. Select “Univ of Southern Mississippi.”

*Academic Institution Univ of Southern Mississippi

5. Input address(es) where enrollment verification should be sent:

a. Sending to **YOUR** address:

The screenshot shows a form titled "Enter Recipient Address Information". At the top right are "ADD" and "DELETE" buttons. Below them is a checked checkbox labeled "Send To My Address". To the right is a dropdown menu for "Address Type" with options "Degree", "Home", and "Mailing". The "Send to" field contains "Seymour Eagle". The "Country" is "United States". There is an "Address:" label and an "Edit Address" link at the bottom right.

- i. Click on the “Send to my address” box.
- ii. Choose the appropriate address type to which you want it sent.

b. Sending to an **INSTITUTION** (insurance agency, potential employee, etc):

The screenshot shows the same form as above, but the "Send To My Address" checkbox is unchecked. The "*Number of Copies Required" is set to "1". The "Send to" field contains "Shelter Insurance". The "Country" is "United States". There is an "Address:" label and an "Edit Address" link at the bottom right, which is being clicked by a mouse cursor.

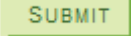
- i. Type in the official name of institution in the “Send to” field.
- ii. Click on the [Edit Address](#) link.

Edit Address

The "Edit Address" dialog box shows the following fields: "Country:" with "United States" and a "Change Country" link; "Address 1:" with "123 Main Street"; "Address 2:" with "Suite 45"; "Address 3:" (empty); "City:" with "Hattiesburg", "State:" with "MS" and a search icon, and "Mississippi" next to it; "Postal:" with "39406"; and "County:" (empty). At the bottom are "OK" and "Cancel" buttons, with a mouse cursor clicking the "OK" button.

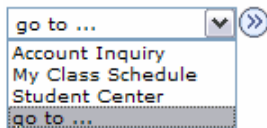
- iii. Type in the mailing address of the institution.
- iv. Click on the **OK** button.

6. If needed, click on the **ADD** button to have it sent to other institutions.

7. Click on the  button.
8. You should receive a confirmation (as below):



9. Use the “Go to...” box to navigate elsewhere.





Request an Official Transcript

You can:

1. request that the Registrar’s Office send one to institution
2. request that the Registrar’s Office send one to YOUR address



Instructions

1. Choose “Official Transcript” in the .
2. Click on the  button.






Academics

Enrollment
[My Class Schedule](#)
[Add a Class](#)
[Drop a Class](#)

Academic History
[Grades](#)
[Degree Progress](#)

Official Transcript  

Deadlines URL

| This Week's Schedule | | |
|---|-----------------------------|---|
| | Class | Schedule |
|  | ACC 200-H007 LEC (3252) | M 6:30PM - 9:15PM JGH 106 |
|  | ENG 333-H001 LEC (7943) | TuTh 9:30AM - 10:45AM Location: TBA |
|  | MGT 300-H001 LEC (3325) | MWF 9:00AM - 9:50AM JGH 116 |
|  | SCM 320-H006 LEC (10444) | Tu 6:30PM - 9:15PM Location: TBA |
|  | SCM 330-H001 LEC (1558) | MWF 12:00PM - 12:50PM LAB 104 |

weekly schedule ►

3. **Select Institution:** Choose “Univ of Southern Mississippi.”
4. **Select Option:** Choose one of the following:
 - a. Degree Confer Date: will be sent after degree is confirmed
 - b. Grade Posting: will be sent after grades are posted for current term
 - c. Immediate Processing: will be processed immediately
5. **Quantity:** Enter the number of transcripts to be sent a single address (to be defined in Step 6).

Seymour Eagle

go to ...  

Request Official Transcript

Select Institution Univ of Southern Mississip 


Information For Students

Official Transcripts are available to students, alumni, and former students in good standing with the University. Processing time is approximately 24 hours. For inquiries regarding Official Transcripts, please contact the Office of the University Registrar, (601) 266-5006.

If you have a hold on your records that prevents the release of records, your request will not be processed.

Select Processing Options

If you choose to have your request held for grade posting or degree conferral, it will not be processed until the date shown.

Select Option Immediate Processing 

Quantity

Enter Recipient Address Information

Send To My Address

Send To

Country: United States

Address: [Edit Address](#)

****Incomplete address information will delay your request.****

- 6. Input address(es) where official transcript should be sent:
 - a. Sending to **YOUR** address:



Enter Recipient Address Information

Send To My Address Address Type 

Send To Seymour Eagle

Country: United States

Address: [Edit Address](#)

Degree
Home
Mailing

- i. Click on the “Send to my address” box.
- ii. **Address Type:** Choose the appropriate address type to which you want it sent.

- b. Sending to an **INSTITUTION** (insurance agency, potential employee, etc):

Enter Recipient Address Information

Send To My Address

Send To

Country:

Address: [Edit Address](#)

- i. Type in the official name of institution in the “Send to” field.
- ii. Click on the [Edit Address](#) link.

Edit Address

Country: [Change Country](#)

Address 1:

Address 2:

Address 3:

City: **Postal:**

County:

- iii. Type in the mailing address of the institution.
 - iv. Click on the button.
7. Click on the button.
8. You should receive a confirmation (as below):

Seymour Eagle go to ...

Transcript Request Confirmation

Request # 000971123 Request Date: 10/02/2007 USM Official Transcript

Immediate Processing Please print this confirmation from the browser Print button. If you have any questions regarding this request, please contact the Records Office.

Quantity: 1

Recipient Information

| | |
|----------------|---------------------|
| Send To | Hometown University |
| | 789 First Street |
| | Suite 65 |
| | Hattiesburg |
| | 39401 |

[REQUEST ANOTHER TRANSCRIPT](#)

- 9. Click on the [REQUEST ANOTHER TRANSCRIPT](#) button to request additional transcripts to be sent to other locations.
- 10. Use the “Go to...” box to navigate elsewhere.

