


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




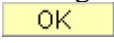
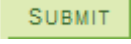
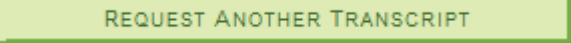
Basic Navigation

Self Service > Student Center

Requesting an Enrollment Verification

1. Click on and select “Enrollment Verification.”
2. Click on the  button.
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.
4. Select “Univ of Southern Mississippi.”
5. Input address(es) to have enrollment verification to be sent:
 - a. Sending to **YOUR** address:
 - 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):
 - i. Type in the official name of institution in the “Send to” field.
 - ii. Click on the [Edit Address](#) link.
 - iii. Type in the mailing address of the institution.
 - iv. Click on the button.
6. If needed, click on the button to have it sent to other institutions.
7. Click on the button once all addresses are entered.
8. You should receive a confirmation.
9. Use the “Go to...” box to navigate elsewhere.

Requesting an Official Transcript

1. Choose “Official Transcript” in the   box.
2. Click on the  button.
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).
6. Input address(es) where official transcript should be sent:
 - a. Sending to **YOUR** address:
 - 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):
 - i. Type in the official name of institution in the “Send to” field.
 - ii. Click on the [Edit Address](#) link.
 - 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.
9. Click on the  button to request additional transcripts to be sent to other locations.
10. Use the “Go to...” box to navigate elsewhere.