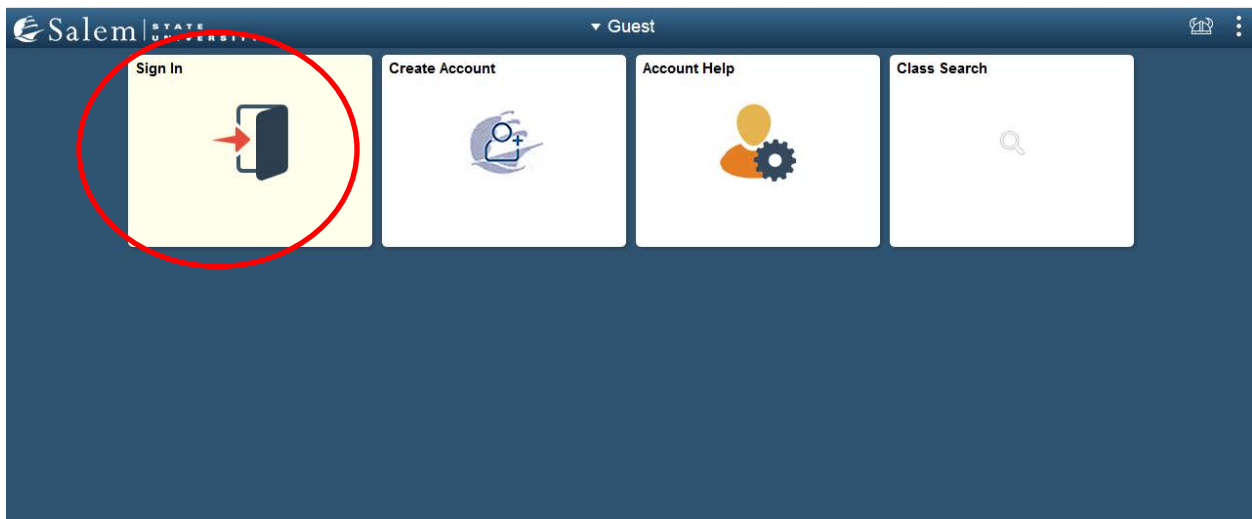


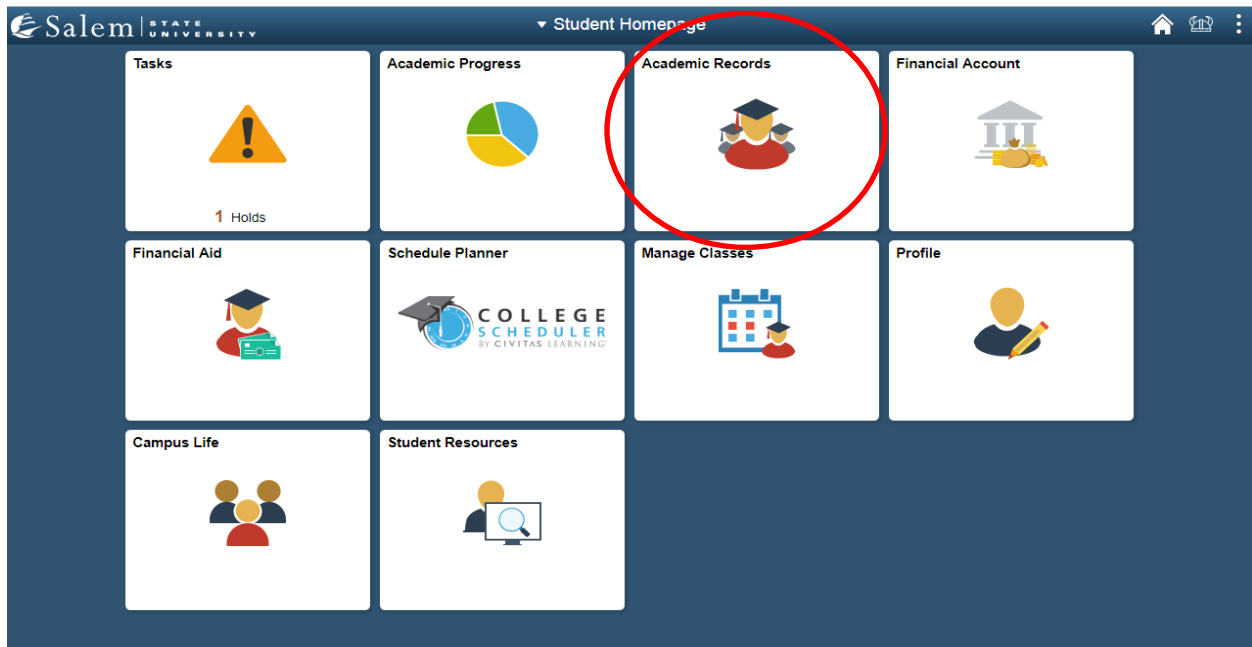
Student Navigation Center

How to: Request an Enrollment Verification

1. Log into Navigator.



2. Once at the Student Homepage, click on "Academic Records".



3. In the menu bar, click on “Request Enrollment Verification”.

Class	Description	Term	Grade	Units	Status
ACC 106	FINANCIAL ACCOUNTING	Fall 2019		3.00	★ Planned
HST 101	WORLD HISTORY I	Fall 2019		3.00	★ Planned
MAT 147	STATISTICS	Summer 2019		3.00	★ Planned
BUS 252	BUSINESS LAW I	Spring 2019	T	3.00	← Transferred
CHE 130	GENERAL CHEMISTRY I	Spring 2019	A-	4.00	✔ Taken
ENL 110	FOUNDATIONS OF WRITING	Spring 2019	T	3.00	← Transferred
ENL 110	FOUNDATIONS OF WRITING	Spring 2019	B+	3.00	✔ Taken
HST 101	WORLD HISTORY I	Spring 2019	T	3.00	← Transferred
HST 104	ATLANTIC WORLD	Spring 2019	B+	3.00	✔ Taken
MAT 103	MATH FOR LIBERAL ARTS	Spring 2019	B	3.00	✔ Taken
SMS 194	HEALTH AND WELLNESS	Spring 2019	A	3.00	✔ Taken

4. Select one of the processing options in the first drop-down menu: “Allow to Print from my Browser” or “Request Institution to Mail”.

Note: If you choose to print from your browser, please follow Steps 5-6. If you request the university to mail the report, please proceed to Step

Select Processing Options

Allow to Print from My Browser

Academic Institution: Salem State University

Include My Program and Plan

Include My Earned Degrees

Include My Term and Cum GPA

Select desired term or leave blank for all terms

Submit

[Go to top](#)

5. **Allow to Print from my Browser:** Indicate in the check boxes if on the report you would like to include: "My Program and Plan", "My Earned Degrees", and/or "My Term and Cum GPA". Next, select your desired term in the last drop-down box, or leave the box blank if you would like all terms to appear on the report. Lastly in this step, click "Submit".

The screenshot shows the 'Self Serv Enroll Verif Req' interface. On the left is a navigation menu with options like 'Course History', 'View Grades', and 'Request Enrollment Verification'. The main content area has a 'Select Processing Options' section with a dropdown for 'Allow to Print from My Browser', a dropdown for 'Academic Institution' (Salem State University), and three checked checkboxes: 'Include My Program and Plan', 'Include My Earned Degrees', and 'Include My Term and Cum GPA'. Below these is a term selection dropdown and a 'Submit' button circled in red. A 'Go to top' link is also visible.

6. You will see at the bottom of the report that you can click on "Printer Friendly Version" to generate a PDF version of the report for printing.

Note: Make sure that your pop-up blockers are disabled so you may access the report.

The screenshot shows the 'Self Serv Enroll Verif Req' report. The left navigation menu is the same as in the previous screenshot. The main content area displays personal information for 'Salem, MA 01970', 'United States', and 'Enrollment Verification as of May 28, 2019'. It lists 'Name: Salem State Student', 'ID Nbr: 0910012', and 'SSN: XXX-XX-XXXX'. Below this is a table for 'Current Program of Study' and another table for 'Enrollment History'. At the bottom, there are 'Cancel' and 'Printer Friendly Version' links, with the latter circled in red. A 'Go to top' link is also present.

Career	Academic Program	Exp Comp Dt	Career GPA
Graduate	Graduate Non-Matriculating		
Undergraduate	Bertolon Sch of Business (Day)	08/30/2019	3.475

Academic Plan	Degree	Declare Dt	Sub-Plan
Graduate Non-Matriculating		05/19/2019	
Business Administration	BSBA	01/10/2019	

Term	Career	Begin Date	End Date	Units	GPA	Status
Spring 2019	UGRD	01/10/2019	05/13/2019	16.00	3.475	Full-Time

7. **Request Institution to Mail:** Under “Enter Recipient Address Information”, you may indicate the number of copies you would like to be mailed.

The screenshot shows the 'Self Serv Enroll Verif Req' interface. On the left is a navigation menu with options like 'Course History', 'View Grades', and 'Request Enrollment Verification'. The main content area is titled 'Select Processing Options' and includes a dropdown for 'Request Institution to Mail', a 'Date to be Printed' field, and checkboxes for 'Include My Program and Plan', 'Include My Earned Degrees', and 'Include My Term and Cum GPA'. Below this is the 'Enter Recipient Address Information' section, which has a red arrow pointing to the '*Number of Copies Required' field set to 1. Other fields include 'Send To My Address' (unchecked), 'Send to' (text box), 'Country' (United States), and 'Address' (text box). There are 'Add', 'Delete', and 'Edit Address' buttons.

Note: If you would like to have the enrollment verification sent to your address, please follow Steps 8-10. If you would like the verification sent elsewhere, proceed to Step 12.

8. **Send To My Address:** Select the check box next to “Send to My Address”. Then, double check or enter your name in the text box next to “Send to”. A Box will pop-up that reads “Address Type”. Please indicate if you would like it sent to your home or permanent address in the drop-down menu.

This screenshot is similar to the previous one but shows the 'Send To My Address' checkbox checked. A red arrow points to this checkbox. Another red arrow points to the 'Send to' text box, which contains 'Salem State Student'. A third red arrow points to the 'Address Type' dropdown menu, which is currently empty. The rest of the form, including the 'Number of Copies Required' field and the 'Country' dropdown, remains the same as in the previous screenshot.

9. You will be re-directed to a page where you need to either enter your address, or verify your address that was already in the system. Please check/ input the country, street address, state, and postal/ zip code. Then, click “OK”.

Student Homepage Verify Address: Home Profile Menu

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Transfer Credit Report

Request Enrollment Verification

Verify Address:

Country United States Change Country

Address 1 352 Lafayette Street

Address 2

Address 3

City Salem

State MA Massachusetts

Postal

County

OK Cancel

10. Click “Submit”.

Student Homepage Self Serv Enroll Verif Req Home Profile Menu

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Transfer Credit Report

Request Enrollment Verification

Select Processing Options

Request Institution to Mail Date to be Printed 05/29/2019

Academic Institution Salem State University

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, select Add. To review other addresses in this request, use the navigation links.

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

Enter Recipient Address Information

*Number of Copies Required 2 Add Delete

Send To My Address Address Type Home

Send to Salem State Student

Country United States

Address 352 Lafayette Street
Salem, MA 01970 Edit Address

Submit

11. On the confirmation page, look for the blue check to see that your submission was successful.

Student Homepage Self Serv Enroll Verif Req

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Transfer Credit Report

Request Enrollment Verification

The Save was successful.

Enrollment Verification Send-To Addresses

Send to Salem State Student
Address 1 1 Loring Avenue
Address 2
Address 3
Address 4
City Salem State MA Postal 01970
Country United States

Cancel

Go to top

12. **Send to another address:** After indicating the number of copies that you would like to be mailed, type in the name for the first line of the address in the text box next to “Send to”. Then, click “Edit Address”. i.e. “Attn: John Smith”, “Harvard Law School”

Student Homepage Self Serv Enroll Verif Req

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Transfer Credit Report

Request Enrollment Verification

Select Processing Options

Request Institution to Mail Academic Institution Salem State University Date to be Printed 05/29/2019

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, select Add. To review other addresses in this request, use the navigation links.
****Incomplete address information will delay your request.****

Enter Recipient Address Information

*Number of Copies Required 1 Add Delete

Send To My Address
Send to John Smith
Country United States
Address Edit Address

Submit

Go to top

13. Enter the street address, city, state, and postal/ zip code. Then, click “OK”.

Student Homepage Edit Address

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Transfer Credit Report

Request Enrollment Verification

OK Cancel

Country United States Change Country

Address 1 352 Lafayette Street

Address 2

Address 3

City Salem

State MA Massachusetts

Postal 01970

County

14. Click “Submit” on the bottom left-hand side of the page.

Student Homepage Self Serv Enroll Verif Req

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Transfer Credit Report

Request Enrollment Verification

Select Processing Options

Request Institution to Mail

Date to be Printed 05/29/2019

Academic Institution Salem State University

Include My Program and Plan

Include My Earned Degrees

Include My Term and Cum GPA

Select desired term or leave blank for all terms Spring 2019

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

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

Enter Recipient Address Information

*Number of Copies Required 1 Add Delete

Send To My Address

Send to John Smith

Country United States

Address 352 Lafayette Street Salem, MA 01970 Edit Address

Submit

15. On the confirmation page, look for the blue check to see that your submission was successful.

Student Homepage Self Serv Enroll Verif Req

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Transfer Credit Report

Request Enrollment Verification

The Save was successful.

Enrollment Verification Send-To Addresses

Send to John Smith

Address 1 352 Lafayette Street

Address 2

Address 3

Address 4

City Salem State MA Postal 01970

Country United States

Cancel

Go to top