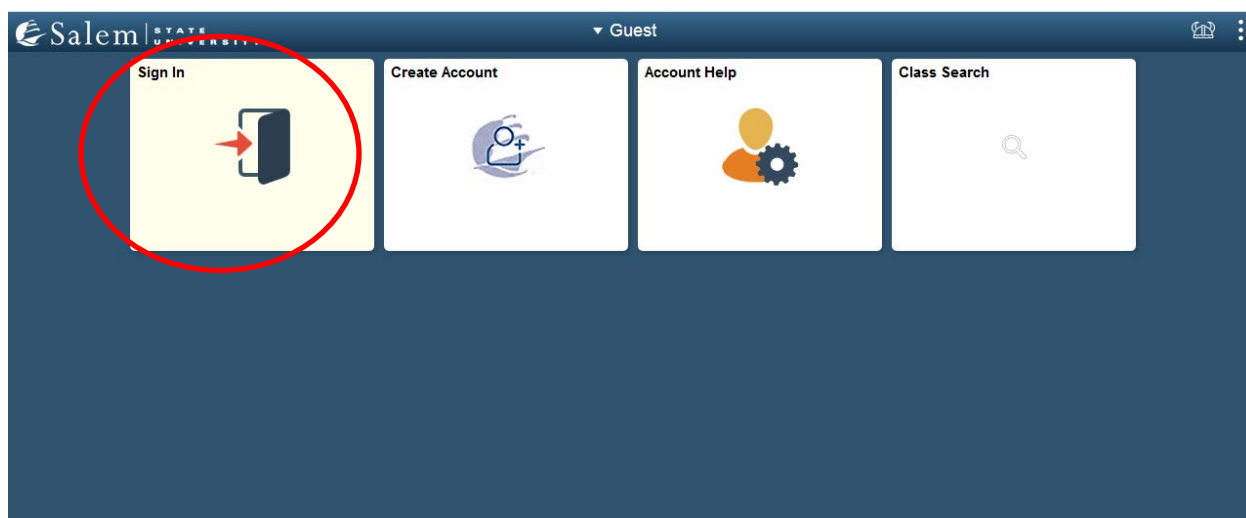


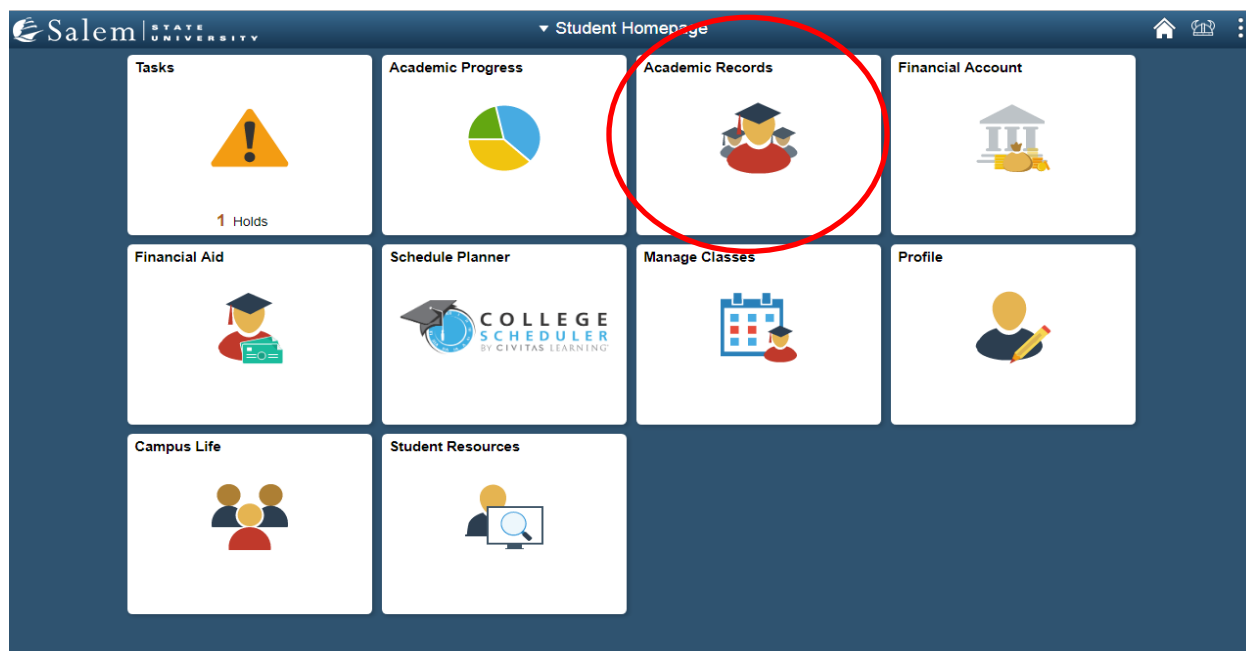
Student Navigation Center

How to: Request an Enrollment Verification

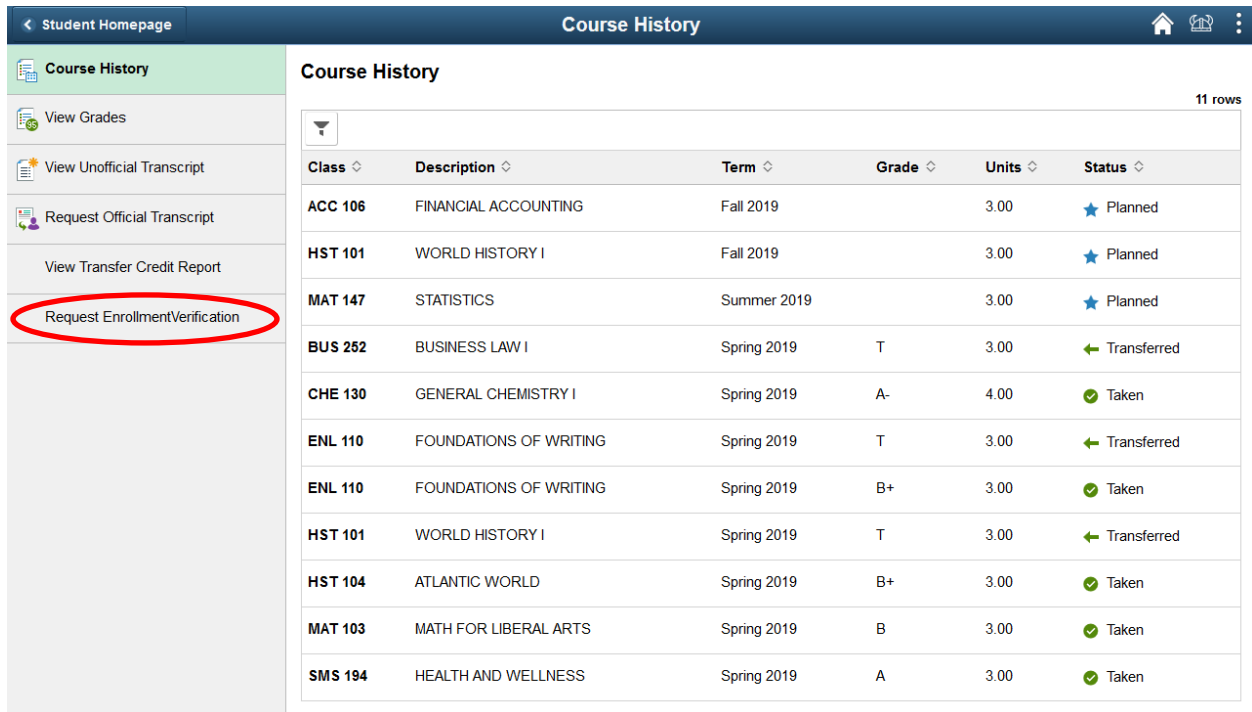
1. Log into Navigator.



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



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

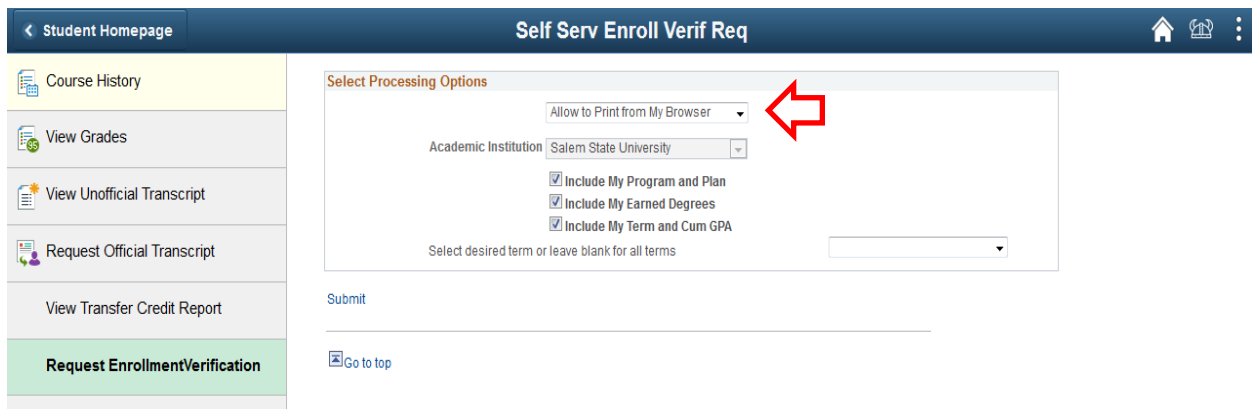


Course History

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



Self Serv Enroll Verif Req

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".

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

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

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.

Student Homepage Self Serv Enroll Verif Req

Course History

View Grades

View Unofficial Transcript

Request Official Transcript

View Transfer Credit Report

Request Enrollment Verification

Salem, MA 01970

United States

United States

Enrollment Verification as of May 28, 2019

Name: Salem State Student ID Nbr: 0910012

SSN: XXX-XX-XXXX

Current Program of Study

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	

Enrollment History

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

Cancel Printer Friendly Version

Go to top

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

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

Country United States

Address Edit Address

Submit

Go to top

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.

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 Salem State Student

Country United States

Address Edit Address

Submit

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:

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

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

Edit Address

Country: United States [Change Country](#)
Address 1: 352 Lafayette Street
Address 2:
Address 3:
City: Salem
State: MA [Massachusetts](#)
Postal: 01970
County:

OK **Cancel**

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:
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

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](#)