

Enrollment Verifications Via Self-Service

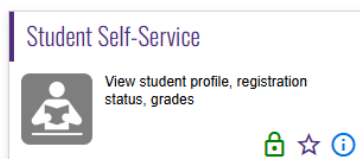
VERIFICATION TYPES & CONTENT:	
Enrollment, with GPA • Banner ID • Enrollment Status • Class Level • Expected Graduation Date • Registered Credits • Current Term Dates • Cumulative GPA • Term GPA • Academic Standing	Enrollment, no GPA • Banner ID • Enrollment Status • Class Level • Expected Graduation Date • Registered Credits • Current Term Dates

HOW TO REQUEST AN ENROLLMENT VERIFICATION:

- 1.) Use the link on the Registrar's webpage, uca.edu/registrar
 - select *Forms* from the menu
 - click on the *Verification Request* link
 - follow the prompts and submit

- OR -

2.) Log into my.uca.edu and select the Student Self-Service Tile



- 2a.) From the Registrar's list in Student Services > click on *Enrollment Verification Request* > follow the prompts and submit.

ADDITIONAL INFORMATION:

- ★ The automatic verification process runs every 30 minutes at a quarter after and a quarter till (i.e. 7:15 and 7:45)
- ★ The verification will be sent to the students' cub.uca.edu account and a copy will also be sent to records.registration@uca.edu.
- ★ If a student has a specific verification that the above options do not meet, please have them reach out to records.registration@uca.edu for assistance.