



How Do I?

Print an Enrollment Verification

PeopleSoft Version 9

1. Sign in to LEONet for Students.
2. Select Self Service > Enrollment Verification
3. Wait a few moments to be connected to the National Student Clearinghouse website.
4. Select either "**Current Enrollment**" or "**Enrollment History**".
5. Click on link titled "**Obtain Enrollment Verification**".
6. Select file > Print from your browser's tool bar.
7. Remember to **click "logoff" to sign out** of the Clearinghouse site

*Current Enrollment is only for the semester in which the student is presently attending.

**For future semesters the student may request a Verification of Registration from the Enrollment Services Office, North Campus Main Building, Rm.113.