

Instructions for Printing Enrollment Verification Certificates for Currently Enrolled Students

1. Log into the My.MC portal.
2. Click on Academic and Registration on the right-hand navigational menu.

The screenshot displays the My.MC portal interface. On the left, the "Launch Pad" section contains six tiles: "MC Mail", "Banner", "Housing Sign-Up", "Moodle Access your classes", "Faculty Webpages", and "Student Account". Below this is the "Calendar" section, titled "MC Calendar of Events", showing a weekly view for Wednesday, August 24. The calendar lists events such as "DAY CLASSES BEGIN", "Last Day to Enroll or Add ADP Session I and Online 8-wk Session I Class", and "Phi Theta Kappa Conference". On the right side of the portal, the "Faculty And Staff" and "Academic & Registration" navigation menus are visible. The "Academic & Registration" menu is expanded, and the "Enrollment Verification" option is circled in red. Other options in the menu include Midterm Grades, Final Grades, Academic Catalog, Add or Drop Classes, Complete Withdrawal, Degree Evaluation, Final Grades, Forms, Midterm Grades, Order Official Academic Transcript, Schedule Planner, Search for Classes, Student Detail Schedule, Undergraduate Major Change, and Unofficial Academic Transcripts. Below this are the "Financial Aid & Business Office" and "Graduation" sections, each with their respective sub-options.

Launch Pad

- MC Mail
- Banner
- Housing Sign-Up
- Moodle Access your classes
- Faculty Webpages
- Student Account

Calendar

MC Calendar of Events

Today: Wednesday, August 24

Print Week Month Agenda

Wednesday, August 24

DAY CLASSES BEGIN

Last Day to Enroll or Add ADP Session I and Online 8-wk Session I Class

Thursday, August 25

7:15am London 2017 Preparation Meeting

10:50am Blue & Gold 201 Kick-Off

Friday, August 26

Phi Theta Kappa Conference

Saturday, August 27

Phi Theta Kappa Conference

Events shown in time zone: Central Time

Faculty And Staff

- Midterm Grades
- Final Grades

Academic & Registration

- Academic Catalog
- Add or Drop Classes
- Complete Withdrawal
- Degree Evaluation
- Final Grades
- Enrollment Verification**
- Forms
- Midterm Grades
- Order Official Academic Transcript
- Schedule Planner
- Search for Classes
- Student Detail Schedule
- Undergraduate Major Change
- Unofficial Academic Transcripts

Financial Aid & Business Office

- Financial Aid Award
- Financial Aid Requirements
- Student Account - Charges Payments
- Tax Notification

Graduation

- Commencement Information
- Apply to Graduate
- Apply for a Certificate

- Click on Enrollment Verification.
- You will be redirected to the National Student Clearinghouse to choose which type of certificate you would like printed – current enrollment or all enrollment. See the screen shot below:

NATIONAL STUDENT CLEARINGHOUSE

Help Contact Home

Log Out


Student Self-Service Site
MISSISSIPPI COLLEGE

Welcome. This service is offered by the National Student Clearinghouse in cooperation with **MISSISSIPPI COLLEGE**.
IMPORTANT: Do NOT use the browser forward/back buttons. Log Out when you are done to protect the privacy of your records.

Please select from the following options:

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.
 - Current enrollment
 - All enrollment
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [View](#) specific information about my student loans. [LoanLocator](#)

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using Secure Socket Layer (SSL) technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.

 VERIFY ▶

NATIONAL STUDENT CLEARINGHOUSE
2300 Dulles Station Blvd, Suite 300
Herndon, VA 20171

[Terms of Use & Privacy Policy](#) | [Contact us](#)

© 2015 National Student Clearinghouse. All rights reserved.
[Download Acrobat Reader](#)

- Choose current enrollment or all enrollment, then click Obtain an Enrollment Certificate.
- Your certificate will download as a pdf file, which can be printed or attached to an email and sent to requestors.
- You may also view your enrollment information Mississippi College has uploaded to the National Student Clearinghouse* as well as student loan deferment notifications that the Clearinghouse has provided to student loan lenders. Proof(s) of enrollment the Clearinghouse has provided to others is also viewable from this screen.

*Mississippi College uploads enrollment information to the National Student Clearinghouse monthly during the last week of each month.