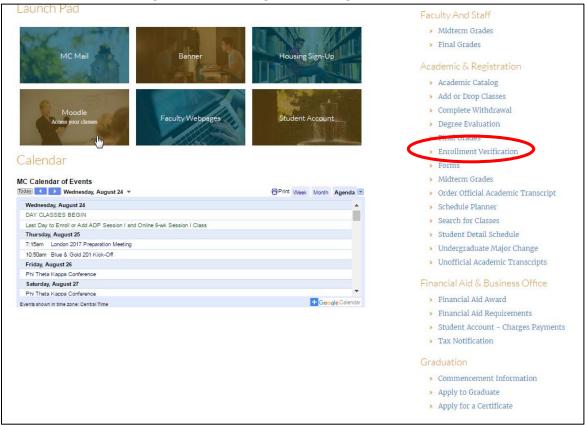
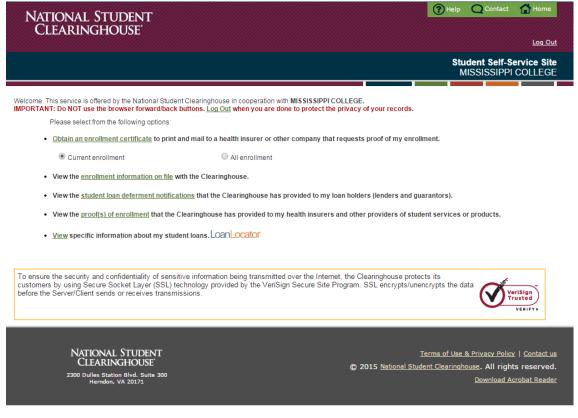
## Instructions for Printing Enrollment Verification Certificates for Currently Enrolled Students

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



- 3. Click on Enrollment Verification.
- 4. 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:



- 5. Choose current enrollment or all enrollment, then click Obtain an Enrollment Certificate.
- 6. Your certificate will download as a pdf file, which can be printed or attached to an email and sent to requestors.
- 7. 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.

<sup>\*</sup>Mississippi College uploads enrollment information to the National Student Clearinghouse monthly during the last week of each month.