



# Spokane Community College VERIFICATION OF ENROLLMENT REQUEST

**NOTE:** Spokane Community College (SCC) does not provide enrollment verification for financial lending institutions. Contact the SCC Financial Aid Office at 509-533-7017 or in Building 15 for assistance.

SCC students are encouraged to use the National Student Clearinghouse online Student Self-Service at <https://secure.scc.spokane.edu/studentselfservice/> to obtain enrollment verification certificates. Click here for additional instructions about using the self-service option.

Complete the information below including your name and student identification number (SID), and the agency/business name and mailing/fax information. Verification of enrollment is mailed or faxed by SCC directly to the agency or business, it is **not sent or given to the student.**

**Please PRINT using blue or black pen.**

Student name \_\_\_\_\_ Last First M.I. 

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 SID number

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

➤ ➤ Student signature (REQUIRED) \_\_\_\_\_ Date \_\_\_\_\_

Agency or business name \_\_\_\_\_

Agency or business mailing address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

FAX \_\_\_\_\_

**Check the quarter(s) and list the year for which you are requesting verification:**

Fall  Winter  Spring  Summer Year \_\_\_\_\_

**Check the quarter and list the year you plan to graduate:**

Fall  Winter  Spring  Summer Year \_\_\_\_\_

SCC is a two-year institution and does not verify graduation beyond two years.

***All student financial obligations to SCC must be paid prior to verification.  
Incomplete forms will be returned to the requestor.  
Verifications are processed each Wednesday.***

Obtain your Enrollment Verification Certificate from the National Student Clearinghouse at <https://secure.scc.spokane.edu/studentselfservice/>.

Enter your SID and PIN then click on the “Log In” button

**Online Enrollment Verification via  
National Student Clearinghouse (NSC)**

Please log in as an SCC student to proceed.

SID:	<input type="text"/>
PIN:	<input type="text"/>
<input type="button" value="Log In"/>	

**About this Service:** Use Spokane Community College's online enrollment verification service, provided through the National Student Clearinghouse, to:

- print enrollment certificates
- check enrollment verifications provided
- view your enrollment history
- view deferments sent to lenders
- obtain a list of your lenders
- link to real-time student loan information (outstanding principal, next payment due, etc.)

Enrollment certificates may be printed on demand. This process is confidential and easy to use. It also serves as a single source for all your student loan information.

Current quarter information is posted to the clearing house approximately ten (10) business days after each quarter begins.

**IMPORTANT:**

**When using NSC Student Self-Service do NOT use your browser forward/back buttons  
LOG OFF when you are done to protect the privacy of your records.**