

How to Print an Enrollment Verification or Good Student Discount Certificate

Covenant College is pleased to provide you with a way to view your enrollment history and print enrollment verification or good student discount certificates without making a trip to the Office of Records. You can do this through your own Bannerweb account. Now that we are able to provide this free service online, the Records Office will no longer be processing requests for a letter of enrollment or the good student discount for insurance.

An **Enrollment Verification Certificate** provides proof of current and past enrollment commonly required by health and auto insurance as well as scholarship organizations.

An **Advanced Registration Certificate** provides proof that you are pre-registered for the next term. This will only be available during May-August and December-January.

A **Good Student Discount Certificate** provides proof that you have a cumulative grade point average of a 3.00 or higher on a 4.00 scale, or a grade point average of a 3.00 or higher for the most recent term. This is usually required by auto insurance companies to be eligible for the good student discount. *If you have not met the criteria above, you will not be able to generate this certificate.*

The new online process will produce the certificate as a PDF document that can be saved, printed, and/or emailed as needed. To generate one of the above certificates, follow the directions below:

1. Log in to your banner web account at <https://scots.covenant.edu/banner/web/internal.asp>
2. Once you have logged in, click on **Student Services**
3. Then, click on **Student Records**
4. Select **Enrollment Verification from the National Student Clearinghouse**
5. The link will bring up a separate page for the National Student Clearinghouse Student Self-Service Site Login. Enter your identification information as requested by this secure site and click the login button.
6. After logging in, click on the **Access the Student Clearinghouse**
7. The following options may be available:
 - a. **Obtain an enrollment certificate** – Before clicking the link to generate your enrollment verification certificate, you will need to select the type of enrollment.

Current Enrollment- shows only the current semester of enrollment or the last semester completed

All Enrollment- lists current and past semesters of enrollment at Covenant

Advanced Registration- shows a future semester that you are pre-registered for. Once the semester starts this option is no longer available.

Select the option you desire and click on Obtain an enrollment certificate.
 - b. **Obtain a Good Student Discount Certificate** - Click the link to generate the certificate. *If you have not met the Good Student Discount criteria listed above, this certificate will not be available.*
8. The enrollment verification form will be generated in PDF format, which you may print, save, and/or e-mail to the desired party.