

Quick Reference Card



Self Service Enrollment Verification Letter

Students may print a verification of enrollment letter directly from the student portal to provide to various agencies or organizations who require student enrollment verification.

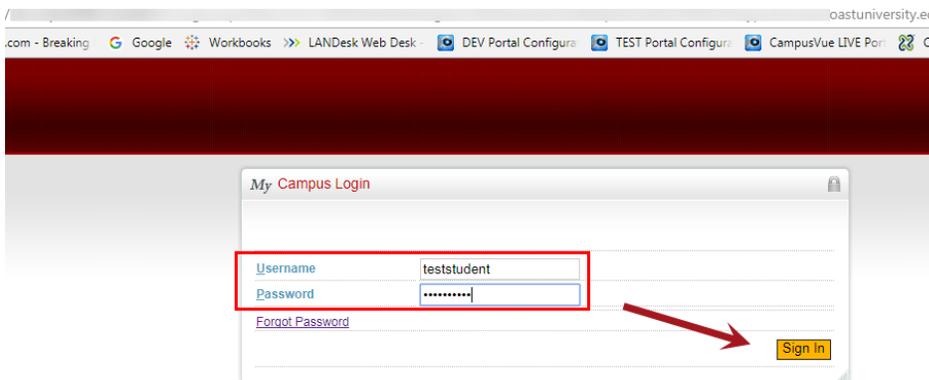
Step 1: Log onto student portal and under the **Academics** menu on the left side, select **Enrollment Verify**. Click the Link to generate the Enrollment Verification.

The screenshot shows the West Coast University student portal. At the top left is the university logo with the text "WEST COAST UNIVERSITY" and "Founded 1909". Below it is a navigation bar with "My Home Page". The main content area is divided into several sections:

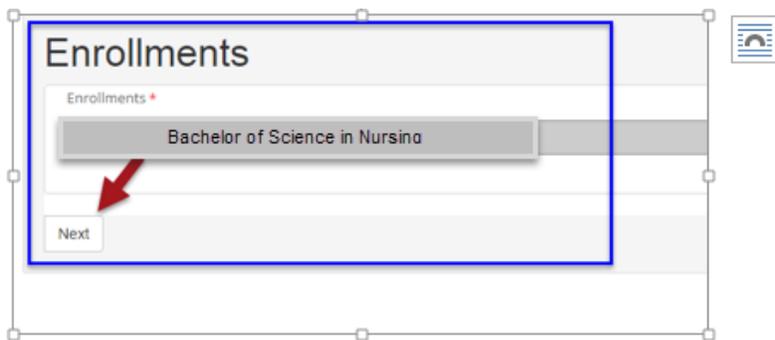
- Campus Info**: A vertical menu on the left containing "Academics", "My Attendance", "Degree Audit", "My Class Schedule", "GPA Calculator", "My Grades", "Online Registration", "Virtual Bookstore", "Blackboard", "Academic Calendar", "Library", "Order Transcripts", "Online Req. Guide", "CORE", "Enroll Verify" (highlighted with a red box), and "NTCG Assessment".
- Message Center**: A box showing "You have 0 Holds", "You have 0 Alerts", and "You have 0 Appts." with corresponding icons.
- Glance**: A dashboard showing "Credits 7.00" and "GPA 3.33", with links for "My Schedule" and "My Profile".
- Calendar**: A calendar for July 2017, currently showing "Thursday" and "Choose Day".
- Right Side**: A vertical list of links, some starting with an asterisk, including "Wt", "S", "V", "G", "C", and "T".



Step 2: A second Log in page will pop up (**NOTE:** If you do not see a new window pop-up, check your browsers pop-up blocker and disable, or allow pop-ups from the site). You may also get warning you are switching from https: to http: url when loading form, please allow under advanced options. Use your portal credentials to log in.



Step 3: If required select an **Enrollment** from the dropdown menu that you wish to generate enrollment letter from then select the **Next** button.



A letter will be generated with your current information.

Enrollment Verification Letter View Summary

7/27/2017

Re: Test Student
Re: 178230493



To whom it may concern:

This Letter is to verify **Test Student** is enrolled as a **Full Time** student in our **Bachelor of Science in Nursing**.

Test Student started our Program on **11/2/2014** and it currently maintaining satisfactory attendance and academic progress. The estimated completion of the program is **8/20/2017**.

If you have any questions or concerns, please feel free to contact us directly at **(714) 782-1700**

Sincerely,

Registrar's Office

Select **Next** and generate a PDF version to print and submit to an external agency or organization.

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IMPORTANT: Be sure to completely LOG OUT of both the Enrollment Verify letter AND your Student portal to protect your information. Once logged out close your web browser.