



OKLAHOMA CITY COMMUNITY COLLEGE

## **NO. 5079 ENROLLMENT VERIFICATION REQUESTS**

### **1.0 DEFINITION OF ENROLLMENT VERIFICATION**

- 1.1 Enrollment verification is a means by which a student can provide verification of enrollment in credit courses at Oklahoma City Community College to a third party.

### **2.0 ENROLLMENT VERIFICATION REQUEST PROCESS**

- 2.1 Student requests and completes an Enrollment Verification form on campus at the Records Office or online through the student's account.
- 2.2 When a student requests an official schedule in person, an enrollment verification is printed and given to the student immediately.
- 2.3 When a student requests an official schedule, an enrollment verification is processed and either mailed, faxed, or e-mailed within 7 business days.
- 2.4 If enrollment information additional to what is on a standard enrollment verification is needed, then the student shall identify what is required on the Enrollment Verification Request form. Examples of additional information include number of hours enrolled, cost(s) associated with declared major, and disciplinary information.
- 2.5 The student's academic history and previous Enrollment Verification requests are reviewed. If it is determined that a student has made two or more Enrollment Verification requests, an Enrollment Verification was provided, and the student cancelled from class prior to the end of the census date, then the student will be informed they must wait until after the last day a student may drop a course and receive 100% refund to receive their verification.

Effective: 08-01-2016