

AUGUSTANA COLLEGE

ENROLLMENT VERIFICATION INSTRUCTIONS

1. Log on to My.Augie.edu (do not type in “www”)
2. Click on the Academics Tab
3. Click on Academic Information (Left side of the page - menu option)
4. Click on the “Student Clearinghouse Self-Service Site” link in the Enrollment Verification window (Top left hand side of the Academic Information page)
5. This will open up a second window - enlarge to fit the screen. Enter the required information and click “Login”
6. Click on “Obtain an enrollment certificate” (make sure the radio button for “Current Enrollment” is highlighted)
7. Print the page and send it to your insurance company or other institution which needs your enrollment verification
8. You will be able to verify your enrollment for upcoming terms TWO weeks prior to the beginning of the first day of classes. Enrollment verification for an upcoming semester is not available prior to that time. (ex. Fall semester enrollment verification will be available August 22nd or later for fall 2007)
9. Log off and close the browser window
10. Please contact the Registrar’s Office for questions.