

# How to Request an Enrollment Certificate...



Valencia Community College 2008-09.

**VALENCIA**

**Atlas URL**  
<http://atlas.valenciacc.edu>

# VALENCIA



## Atlas Log in

Username [Forgot username?](#)

PIN [Forgot/Reset your PIN?](#)

Log in

[Sign up for an account](#)

[What is Atlas?](#)

[Tutorials & Guides](#)

Atlas scheduled maintenance occurs Monday through Saturday from 2AM to 3AM, and Sunday from 2AM to 6AM. Atlas is unavailable during these times.  
[Valencia Home Page](#)

1. Log into your Atlas account



Once logged into Atlas...

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**Atlas**

My Account | **Welcome Charli Atlas**  
Content Layout | You are currently logged in.

My Atlas | My Courses | My LifeMap | **Registration** | Students

### Registration

- Register for Classes
- My Financial Aid
- Pay for Classes
- Get My Books
- My Parking Permit
- Transcripts, Grades & Holds
- Update My Address
- Search for Classes

### Deadlines & Dates

- Add/Drop/Refund Deadlines
- College Calendars
- Financial Aid Deadlines
- Florida Residency Deadlines
- Tuition Installment Plan Deadlines (TIP)
- Withdrawal Deadlines

### Classes My Way

- Can I still register?
- Online/Hybrid Courses
- Combined Courses (LinC Classes)
- Supplemental Learning
- Internships
- Honors Classes
- Teacher Certification Courses (EPI)
- Weekend College/Teacher Recertification

### Path to Graduation

- CLAST Test Information
- My Academic Progress (Degree Audit)
- My Education Plan (Instructions Only)
- Clast Online Review
- Apply for Graduation

2. Click on the 'Registration' tab.
3. Click on the 'Transcripts, Grades & Holds' link.

## Student Records...

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Back to  
Registration Tab

Personal Information Student and Financial Aid

Search

### Student Records

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Grade Detail](#)
- [Academic Transcript \(Unofficial\)](#)
- [Request Official Transcripts](#)
- [Degree Audit](#)
- [View Status of Transcript Requests](#)
- [Account Summary by Term](#)
- [Account History](#)
- [Select Tax Year](#)
- [Tax Notification](#)
- [Student Information](#)
- [Class Schedule](#)
- [Enrollment Verification using NSLC](#)

RELEASE: 7.4

4. Click on 'Enrollment Verification using NSLC.'



## National Student Clearinghouse...

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5. Fill out the requested information.
6. 'Login'

Please enter the following identifying information in order to gain access to the free Student Self-Service site.

Items in **red** (\*) are required.

**LOGIN INFORMATION**

<b>Student Name:</b>	<input type="text" value="Charli"/>	<input type="text"/>	<input type="text" value="Atlas"/>
	<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>
<b>Date of Birth:*</b>	<input type="text" value="12/25/XXXX"/>		
	<i>mm/dd/yyyy (with or without slashes)</i>		
<b>Social Security Number:</b>	<input type="text" value="XXXXXXXX"/>		
	<i>The SSN should be entered either with or without dashes, e.g. 123-45-6789 or 123456789.</i>		
<b>Confirm Social Security Number:</b>	<input type="text" value="XXXXXXXX"/>		



## National Student Clearinghouse ...

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The screenshot shows the top navigation bar with the 'Atlas' logo and a 'Back to Registration Tab' link. Below this is a dark header with the text 'National Student Clearinghouse Student Self-Service Site' and a 'Home' button.

7. Select “Current Enrollment” or “All Enrollment”.
8. Press “Obtain an enrollment certificate”.

Welcome. This service is offered by the National Student Clearinghouse in cooperation with VALENCIA COMMUNITY COLLEGE.  
**IMPORTANT: Do NOT use the browser forward/back buttons. LOG OFF when you are done to protect the privacy of your records.**

Please select from the following options:

- **Obtain an enrollment certificate** to print and mail to a health insurer or other company that requests proof of my enrollment.
  - Current enrollment
  - All enrollment
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [Order or track a transcript](#)
- [View specific information about my student loans.](#) **LoanLocator**

To ensure the security and confidentiality of sensitive information being transmitted over the Internet, the Clearinghouse protects its customers by using S technology provided by the VeriSign Secure Site Program. SSL encrypts/unencrypts the data before the Server/Client sends or receives transmissions.



## Print Verification...

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**National Student Clearinghouse**  
 13454 Sunrise Valley Drive, Suite 300  
 Herndon, Virginia 20171  
 PH (703) 742-4200 FX (703) 742-4239  
[www.studentclearinghouse.org](http://www.studentclearinghouse.org)

**IMPORTANT:** If you are forwarding this certificate to a 3<sup>rd</sup>-party, we advise that you print your policy, account or other identifying information on each page.

Policy/Acct. Holder Name

Policy/Account/Group or Other ID #

9. A new window will pop open containing the enrollment certificate.
10. Verify the enrollment Status.
11. Print it out.

## Current Enrollment Verification Certificate

Transaction ID#: XXXXXXXX

Date/Time Notified: 02/11/2009 09:55 EST

The National Student Clearinghouse as Authorized Certifying Agent for

### VALENCIA COMMUNITY COLLEGE

verifies the enrollment below for

**GEORGE [REDACTED]**

The student's current anticipated graduation date is 08/05/2009.

This document should not be used for loan deferment verification purposes. Those verifications are handled by lenders using online access to the Clearinghouse. Refer lenders with questions to [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org).

Term Start Date	Term End Date	Enrollment Status	Status Effective Date	Date Certified by School
01/12/2009	05/03/2009	Full Time	08/27/2007	01/22/2009
- END OF RECORD -				



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If you have any questions, please stop by the *Answer Center*, *Atlas Access Lab* or call the *Help Desk* at 407 582-5444

done!

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