

Instructions for Enrollment Verification Request via MyNSCC

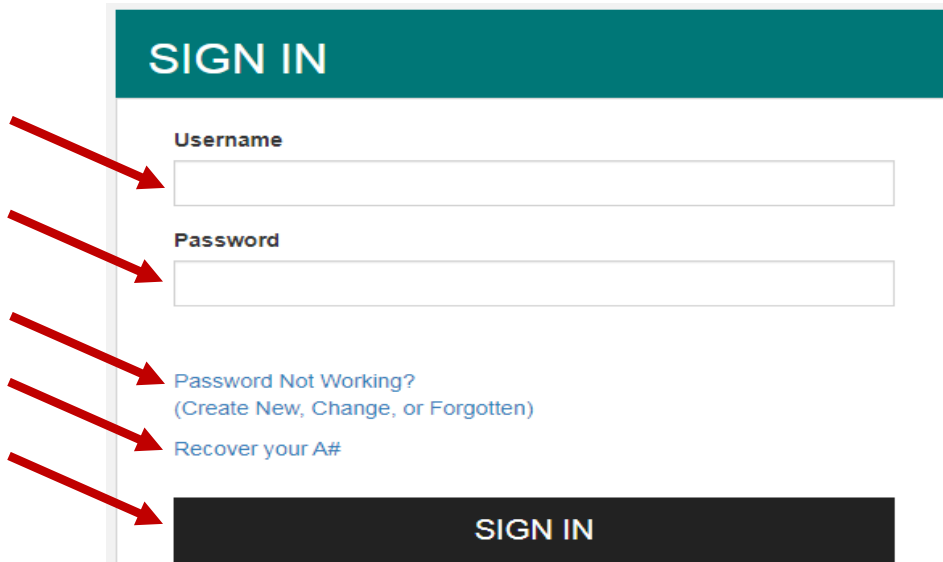
Records Office

Suite: 207, Student Services Center

120 White Bridge Rd. - Nashville, TN 37209

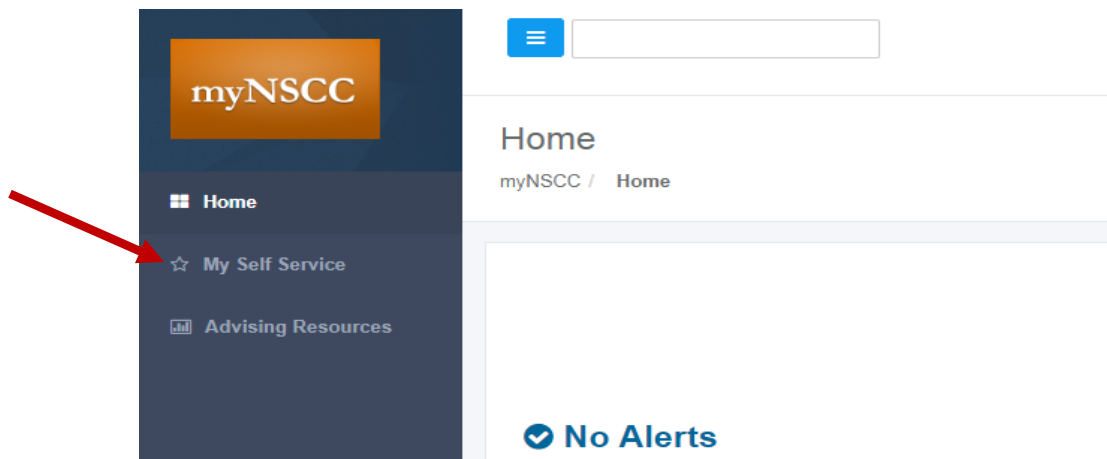
Phone: (615) 353-3218 / Fax: (615) 353-3302 records@nsc.edu

- 1) Log in to MyNSCC
 - a. Go to www.nsc.edu/login and select "Go to myNSCC."
 - b. Enter A number for Username. Be sure to capitalize the A and include the first two zeros (example: A00xxxxxx)
 - c. Enter password
 - d. Click "Sign In"
 - e. If you do not know your A number/password, click on the following links as applicable:
 - i. "Password Not Working? (Create New, Change, or Forgotten)"
 - ii. "Recover Your A#"



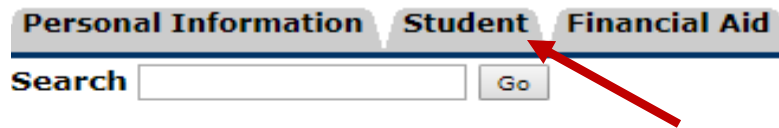
The screenshot shows the "SIGN IN" page. It features a teal header with the text "SIGN IN". Below the header are two input fields: "Username" and "Password". To the right of the "Password" field are two links: "Password Not Working? (Create New, Change, or Forgotten)" and "Recover your A#". At the bottom of the form is a dark grey button labeled "SIGN IN". Five red arrows point to the Username field, Password field, the two links, and the SIGN IN button.

- 2) On the homepage for your account, select "My Self Service." It is denoted by a star icon.



The screenshot shows the MyNSCC account homepage. On the left is a dark blue sidebar with the "myNSCC" logo at the top. Below the logo are three menu items: "Home" with a square icon, "My Self Service" with a star icon, and "Advising Resources" with a document icon. A red arrow points to the "My Self Service" item. To the right of the sidebar is the main content area, which includes a search bar, a "Home" heading, a breadcrumb "myNSCC / Home", and a "No Alerts" notification with a checkmark icon.

3) Select the "Student" tab.



Main Menu

4) Select the "National Student Clearinghouse" link and then the "Go to the Clearinghouse" link.

Student

[Registration](#)

Click on the Above Link to View the Following:

- Add or Drop Classes
- Look Up Classes
- View Student Detail Schedule
- View Registration Status and History
- Registration Fee Assessment

[Purchase Textbooks](#)

[Degree Works](#)

To access the "Degree Works Student Quick Reference Sheet", please [click here](#).

[Student Account](#)

Click on the Above Link to View the Following:

- Make a Payment
- View Account Detail
- Confirm Enrollment
- QuickPay Payment Plan (Deferred Payment)
- Purchase Parking Decals. Don't forget to print your receipt to take to the Security Office.
- View Holds
- View Tax Information (1098-T)

[Student Records](#)

Click on the Above Link to View the Following:

- View Academic Transcript
- View Final Grades
- View Student Information/Advisor Assignment
- View Holds
- View Course Catalog
- View Class Schedule
- View Attendance Reporting Status
- Run a Degree Evaluation
- View Lottery Eligibility

[National Student Clearinghouse](#)

- Check Enrollment Status
- Print Enrollment Verification

Note: Enrollment Verifications for the current term are not available until 4 weeks after the semester has begun. However, students can submit an enrollment verification request form to the Records Office for processing on the first day of class.

National Student Clearinghouse

[Go to the Clearinghouse.](#)

5) This takes you to the National Student Clearinghouse website. You will see two options under the first sentence: "Current Enrollment" or "All Enrollment." Select the one that applies.

6) Select "Obtain an enrollment certificate" link.

a. This automatically downloads your enrollment certificate. Go to your downloads file (if it is not a tab/link at the bottom of your screen) to find the certificate and save/print/send as appropriate.

Welcome. This service is offered by the National Student Clearinghouse in cooperation with NASHVILLE STATE COMMUNITY COLLEGE.

IMPORTANT: Do NOT use the browser forward/back buttons. Log Out 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 a transcript](#)
- View the [status](#) of your transcript order
- [View exclusive offers for college students](#)