

## How to Submit an Enrollment Verification Request

Use Enrollment Verifications to request enrollment status information required for scholarship purposes, medical coverage, loan deferments and housing eligibility, etc.

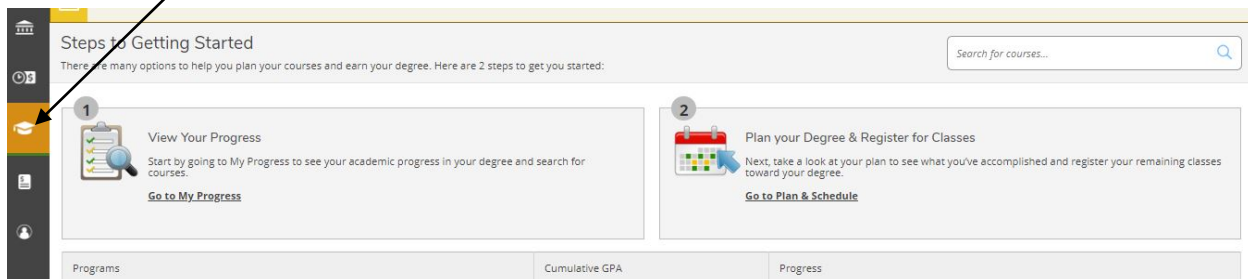
Go to [www.rockinghamcc.edu](http://www.rockinghamcc.edu)

Click “MyRCC Login”

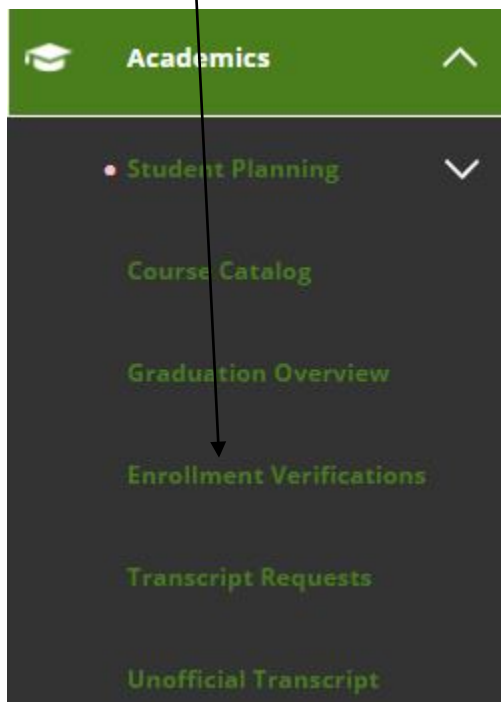
Click “Self-Service”

Click “Sign in” and enter your username and password

Click “Academics” tab (graduation cap located on the left-hand side of the screen)



Click “Enrollment Verifications”



Students are directed to the Enrollment Verification Request screen

Enrollment Verification Requests					
Enrollment Verification Requests					<a href="#">Add New Request</a>
Produced	Requested	Recipient	Address	# of Copies	Payment

Click "New Add Request" – Fill in all required fields (recipient, address line 1, city, state, zip code, copies)

### Enrollment Verification Request

[← Back to Enrollment Requests](#)

Please complete the form below to request an enrollment verification. For more information please contact the Registrar.

**Recipient \***

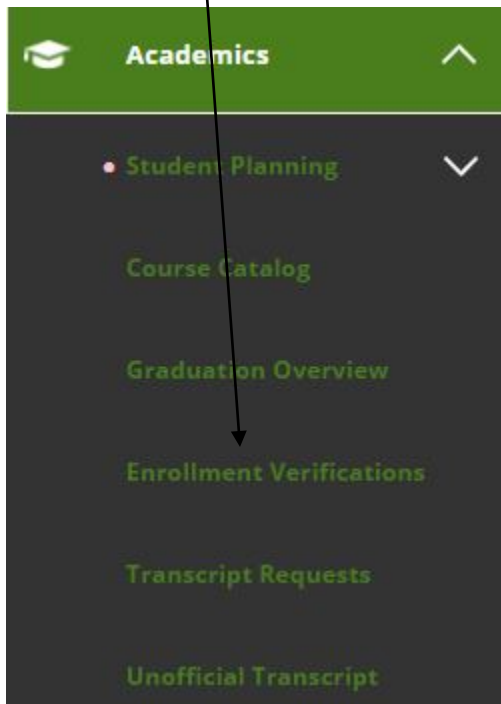
  
**Address \***  
 Outside US/Canada  
**Address Line 1 \***  
  
**Address Line 2**  
  
**City \***  
  
**State/Province \***  
  
**ZIP/Postal Code \***  
  
**Copies \***  
  
**Comments**

Click "Submit"

An email confirmation acknowledging receipt of request is sent to the student's RCC email account.

To view the status of your request, return to the “Academics” tab

Click “Enrollment Verifications”



Students are directed to the Enrollment Verification Requests screen.

The status is displayed in the “Produced” column

- Pending in the Produced column means the request is in process.
- A date in the Produced column indicates the date the verification was printed.

Enrollment Verification Requests		
Enrollment Verification Requests		
Produced	Requested	Recip
Pending	9/23/2019	

A screenshot of a web application showing a table titled "Enrollment Verification Requests". The table has three columns: "Produced", "Requested", and "Recip". The "Produced" column header is circled in red. Below the header, there is one row of data with "Pending" in the "Produced" column and "9/23/2019" in the "Requested" column.

If you have any questions, contact Admissions and Records at 336.342.4261 extension 2333.