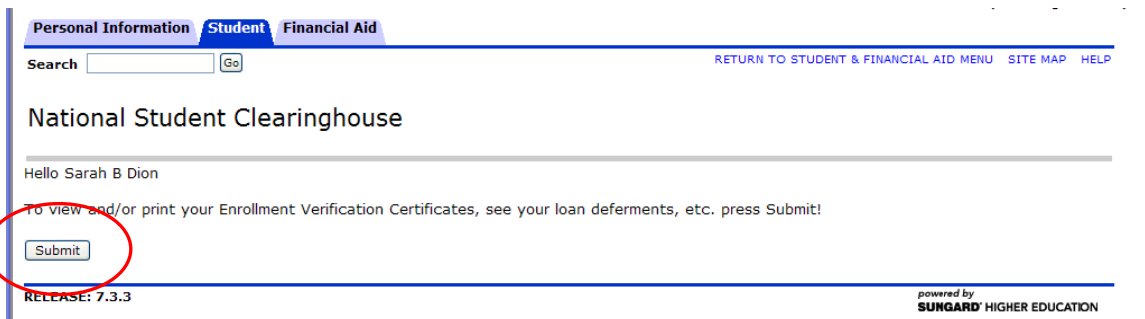


Free Online Enrollment Verifications

Westfield State University partners with the National Student Clearinghouse to offer free online enrollment verifications available 24-hours a day through your *myWestfield* account.

Please note, enrollment certifications are only made available roughly one week before the semester begins and then updated after the add/drop period.

- Log on to *myWestfield* with your username and password and select the “Academics” tab;
- Under Academic Records (*I need to look at my...*) select “enrollment verification” to open the following page;
- Click on “submit” to be directed to the National Student Clearinghouse Site.



The screenshot shows a web interface with tabs for 'Personal Information', 'Student', and 'Financial Aid'. Below the tabs is a search bar and a 'Go' button. The main heading is 'National Student Clearinghouse'. Below that, it says 'Hello Sarah B Dion'. A message reads: 'To view and/or print your Enrollment Verification Certificates, see your loan deferments, etc. press Submit!'. A 'Submit' button is circled in red. At the bottom, it says 'RELEASE: 7.3.3' and 'powered by SUNGARD HIGHER EDUCATION'.

Select “obtain an enrollment certificate” to produce a printable version of your certificate.



The screenshot shows the 'National Student Clearinghouse Student Self-Service Site'. It has a dark header with 'Home' and 'Logoff' links. Below the header, it says 'Welcome. This service is offered by the National Student Clearinghouse in cooperation with WESTFIELD STATE COLLEGE. IMPORTANT: Do NOT use the browser forward/back buttons. LOG OFF when you are done to protect the privacy of your records.' Below that, it says 'Please select from the following options:'. There are two radio button options: 'Obtain an enrollment certificate' (circled in red) and 'Current enrollment'. There is also an 'All enrollment' option. An Adobe Acrobat Reader logo is visible in the bottom right corner.

Once your enrollment certificated is printed, be sure to fill in the 3rd party block in the upper right-hand corner before you mail it to your insurance agency.

Contact the Office of the Registrar at 413-572-5218 with any questions.