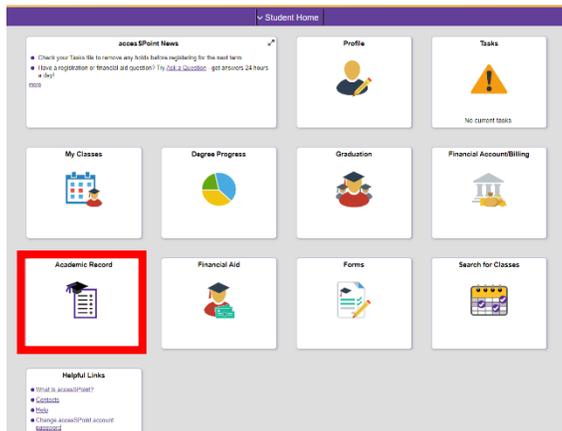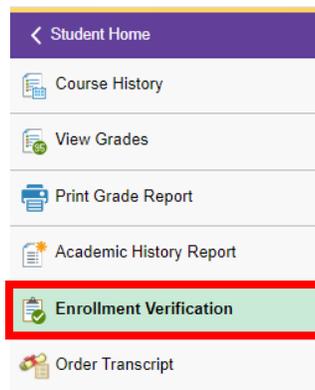# Getting an Enrollment Verification
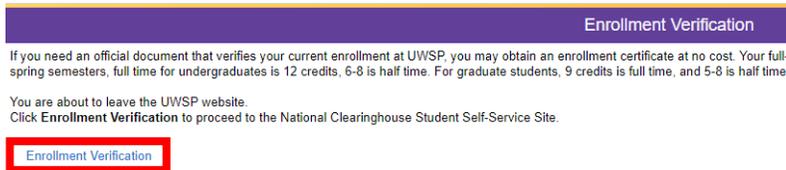
If you have any questions about this process, please call the Office of the Registrar at (715) 346-4301.
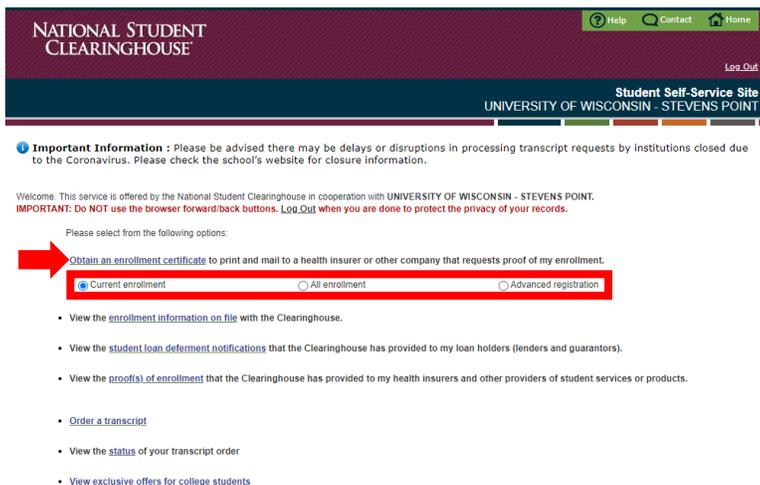

1) From your homepage, select the "Academic Record" tile.

2) On the left side of the page, there will be a sidebar with several options. Select "Enrollment Verification".

3) Click on the "Enrollment Verification" button. This will take you to another website where you can get your verification.

4) Select the bubble next to the type of enrollment verification you'd like, indicated in the red box. After making your selection, click "Obtain enrollment certificate" (indicated by the red arrow). Your enrollment verification will be a downloadable PDF.

Note

"Current enrollment" will show the start/end dates and your status (full or part time) for the most recent semester you're enrolled in. "All enrollment" will show the start/end dates and your status (full or part time) for all semesters you've been enrolled in. "Advanced registration" will show the start/end dates and your status (full or part time) for future semesters. Advanced registration should also be used to view your enrollment status of the current term through the approximately the first two weeks of the current semester.