

To Whom It May Concern:

The Office of the Registrar at the College of Charleston does not complete forms or generate customized letters verifying information otherwise available on an official transcript or an enrollment or degree verification.

Below please find a list of common requests and how to request documentation for each. The College of Charleston does not maintain class rank information. You may print this letter as proof of the Office of the Registrar policy.

If you require additional academic information that is not available on your official transcript or from the National Student Clearinghouse, contact the Office of the Registrar 843.953.5668 or email us at registrar@cofc.edu.

Degree and Enrollment Verification

Degree Verifications

- The College of Charleston has authorized the National Student Clearinghouse to act as our agent for providing Degree Verifications. Degree Verifications can be ordered by visiting degreeverify.org.
- Degree information is also reflected on an official transcript. See Official Transcript section near the bottom of this page.

Enrollment Verifications

- Current and former students may obtain a free certification of enrollment (or proof of full-time enrollment) for insurance, scholarship and loan purposes by logging into MyCharleston (my.cofc.edu) and selecting "Enrollment Verification" from the Banner Self-Service menu. Enrollment verifications are available immediately following the drop-add deadlines for spring and fall terms. As of July 1, 2016, enrollment verifications include an anticipated graduation date (AGD). Please note that the anticipated graduation date (AGD) is based on a formula that estimates completion from overall earned hours. It may not be accurate if the student has changed their major, failed courses, or been readmitted. It is not a guarantee of graduation. If the requesting agency requires the signature of the Registrar on the enrollment verification certificate from National Student Clearinghouse, please stop by the Office of the Registrar with a valid photo ID.
- Third parties must use National Student Clearinghouse for verifications of student enrollment. The Clearinghouse can be contacted at:
p: 703.742.4200 | w: nscverifications.org/welcome-to-verification-services | e: enrollmentverify@studentclearinghouse.org

Good Student Discount Status for Insurance Purposes

- The official or unofficial transcript shows in-progress courses, grade point average, date of birth, and any academic probationary statuses. See the next section for official transcript information. Unofficial transcripts can be viewed by students through MyCharleston free of charge (look for the Transcripts channel on either the Academic Services or Alumni tab).

Official Transcript (courses by term, grades, awarded degree(s) and major(s), GPA, academic standing, Dean's list, signature of the Registrar)

- **Current and former students** should use the Credentials Solutions ordering service available through MyCharleston to authenticate and avoid completing the Signature Authorization Form (look for the Transcripts channel on either the Academic Services or Alumni tab).
- **Alumni who do not have a current MyCharleston account** may order directly with Credentials Solutions (<https://www.credentials-inc.com/tplus/?ALUMTR0003428>).
- **Students who may not have access to the Internet** may order by telephone through Credentials Solutions at 847.716.3005. A \$15 operator surcharge fee will be added to your order.
- Students who may not have access to a major credit card should contact the Office of the Registrar.

Letters of Good Standing (Dean Certifications, Letters of Good Standing, Disciplinary Review Forms, Common and Transfer Applications)

- If you have a document that requires verification of a disciplinary record, you can hand deliver, mail, or fax the form to:
College of Charleston | Office of the Dean of Students | 66 George Street - Stern Student Center (3rd Floor) |
Charleston, South Carolina 29424 | 843.953.5522 (Main) | studentaffairs.cofc.edu

