

New Century Scholarship

Proof of Enrollment for Graduating Class of 2017



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Students from the graduating class of 2017 must submit verification documents demonstrating they have met all requirements for the New Century Scholarship. One part of the documentation you need to submit by **September 1, 2017** is proof of enrollment for **Fall Semester 2017 in 15 credit hours at an eligible institution**. Please see the checklist provided in your student account for details regarding the other required documents.

PROOF OF ENROLLMENT

The proof of enrollment document must show that you are enrolled in at least 15 credit hours and include the following information:

1. Your name
2. The titles of enrolled courses
3. The semester you will attend (i.e. "Fall 2017")
4. The name of the college/university where you are enrolled
5. Your student college/university ID number (may be handwritten)
6. Total number of credit hours enrolled

For step-by-step instructions on how to obtain this information, see page 2.

HOW TO SUBMIT PROOF OF ENROLLMENT

Use the "upload" function found in your New Century Scholarship student account to submit the documentation. To do this follow the steps below:

Step 1: Follow the instructions on page 2 to obtain the correct documentation

Step 2: Save the document as a PDF or PNG format. You may need to print the document, then scan it to save it as a PDF.

To save the document as a PDF follow these steps when using Google Chrome:

- Pull up your document on your college account.
- Right click and select Print (Make sure Headers and Footers is checked under "Options").
- Click "Change" to change your printer and select "Save as a PDF".
- Click "Save", this will pull it up as a PDF, save the document. Then upload it to your scholarship account.
- Mac users can follow similar steps selecting to print the document. Once in the print screen save as a PDF.

Step 3: Log in to your New Century Scholarship student account and click on "Upload Documents" link on the left side of the page

Step 4: Upload the document. If the document was successfully uploaded a message will appear on the screen. If you do not receive this notice please upload the document again.

TIPS FOR SUBMITTING PROOF OF ENROLLMENT

- The document should either be obtained from the school registrar or from the your college account. It does not need to be official, but must be obtained directly from the school's website.
- Documents cannot be copied and pasted or have information that has been handwritten or typed (with the exception of the student ID). Screen shots capturing **ALL** requirement information are accepted.
- The information needs to be contained in one document, not a combination of several documents.
- A college website at the bottom or top of the page is acceptable for the college name.
 1. If a document does not print with the website on it, you can generally adjust this from "Page Setup" or the printer settings by adding in the header or footer.
 2. Google Chrome users: After selecting print, ensure that "Headers and Footers" is selected in the Options box.
- Wait-listed courses do not count towards the minimum credit hour requirement.
- Coursework completed through BYU Independent Study is not accepted.

STEP BY STEP INSTRUCTIONS BEGIN ON THE NEXT PAGE

ELIGIBLE INSTITUTIONS



BYU Provo Only

ACCEPTED DOCUMENTS

Below are steps to obtaining documents that are generally accepted for the proof of enrollment. The information provided below was verified as of January 2017. However, campus systems can change without notice.

PRIOR TO SUBMISSION, YOU ARE RESPONSIBLE FOR CHECKING TO ENSURE THAT THE DOCUMENT CONTAINS ALL THE REQUIRED INFORMATION AS OUTLINED ON PAGE 1.

College/ University	Document Name	Steps to Obtain the Document
Brigham Young University	Record Summary	Log in to your myBYU account. In the "Campus Favorites-Student" box click "View Grades and Academic Progress." Or, in the "Campus Links" box click "School," then click "AIM," then click "Grades."
Dixie State University	Student Detailed Schedule	Log in to your myDixie account. Click on "Student" then on "Registration." Click on "Student Detail Schedule" and select the term. Ensure that URL prints out on the document.
	Academic Transcript	Log in to your myDixie account. Click the "Student" tab, then click on "Student Records." Click "View Unofficial Transcript." Ensure the school name or URL prints on the document.
Southern Utah University	Academic Transcript	Log in to your mySUU portal. In the Banner box, click "Student Menu." Click on "Student Records," then click on "Academic Transcript." From the drop-down menu, select "All Levels" and "Web Transcript." Ensure that school name is on the document, either in the URL or elsewhere. Please note, your university ID # can be handwritten or take a screen shot and save the document in order to show the ID #.
	Official Transcript	Log in to your mySUU portal. Under "resources" select order transcript. Complete the request.
University of Utah	Unofficial Transcript	Log into the CIS. In the Grades box click "View your Unofficial Transcript" then click "Go." Click "Refresh" to view and print.
Utah State University	Student Detail Schedule	Log in to you myUSU portal. On the left hand side of the screen select "Banner." Click on "Main Menu" then the student tab. Next click on "Registration." Select the semester and click "View." Must print with the URL in order to be acceptable.
	Academic Transcript	Log in to your myUSU portal. On the left hand side of the screen select "Banner." Click on "View Transcript", select "Undergraduate" for the level and "Unofficial" for the type. Click "Submit."
Utah Valley University	Unofficial Transcript	Log in to myUVU account. Go to the student tab on left hand side of screen and select "My Academics." Click on "Unofficial Academic Transcript." Select "Undergraduate" for level and "Unofficial" for Type. Click Submit. Your university ID # can be handwritten or take a screen shot and save the document in order to show the ID #.
	Student Schedule	Log in to myUVU. Go to Student tab on the left hand side of the screen and select "My Academics". Click on "My list of Classes." Select the term. Please note, your university ID # can be handwritten or take a screen shot and save the document in order to show the ID #.
Weber State University	Unofficial Transcript	Log in to the eWeber portal. Search for "unofficial transcript." Click "View your unofficial transcript." Please note, you will need to handwrite your university ID # on the paper then scan it or take a picture in order to upload it.
	Academic Transcript	Log in to the eWeber portal. Search for "official transcript." This will take you to the Student Clearing House page. Go to the bottom of the page. Select "order and track transcript." If you need to enter an email address to send the transcript to, enter newcentury@ushe.edu
	Student Schedule Bill	Log in to the eWeber portal. Click on "Tuition and Fees" icon. Select "Student Schedule Bill". Select the correct semester.
Westminster College	Student Schedule	New students must contact the Registrar to obtain this document.
	Official Transcript	Can be ordered from the Registrar.