



UTAH SYSTEM OF HIGHER EDUCATION

REGENTS' SCHOLARSHIP

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Students from the graduating class of 2016 must submit verification documents demonstrating they have met all requirements for the Regents' Scholarship. One part of the documentation you need to submit by **July 1, 2016** is proof of enrollment for **Fall semester 2016 in 15 credit hours at an eligible institution**. Please see the checklist provided in your student account for details regarding the other required documents.

TIP: If the college or university you will be attending requires you to attend orientation prior to registering for classes, you will need to plan ahead and make the necessary arrangements in order to provide proof of enrollment by July 1, 2016. Institutional requirements do not exempt you from meeting the deadline.

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 2016")
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 pages 2 and 3 of this document.

HOW TO SUBMIT PROOF OF ENROLLMENT

Students should submit their proof of enrollment through the "upload" function found in their Regents' Scholarship student account. To do this follow the steps below:

- Step 1: Follow the instructions on pages 2-3 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
- Step 3: Log into your Regents' Scholarship student account and click on "Upload Documents" link on the left side of the page
- Step 4: Upload the document

TIPS FOR SUBMITTING PROOF OF ENROLLMENT

- The documents should either be obtained from the school registrar or from the your college on-line account and do not need to be official, but must be obtained directly from the school's website.
- You may handwrite the College/University ID number. However, all other information cannot be handwritten.
- The information needs to be contained in one document, not a combination of several documents.
- A school 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.

ELIGIBLE INSTITUTIONS



ACCEPTED DOCUMENTS

The is a list of step-by-step instructions to help you obtain the documentation needed to provide proof of enrollment.

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.
LDS Business College	Enrollment Verification	Contact the Registrar's Office to request this document. Request that it has all of the required information on it: Student Name, College, Semester, Course Titles, Enrolled Credits.
	Official Transcript	Go to homepage of LDSBC. Click on bottom menu (located at top right of page). Click on transcript request. Log in, and you will be taken to the transcript request form.
Salt Lake Community College	Student Detail Schedule	Log in to your MyPage. Click on the "Student" tab. Under Schedule/Registration Status click "Detailed Schedule." Choose a semester, then click "Submit."
	Academic Transcript	Log in to your MyPage. Click on the "Student" tab. Click "Student Records," then click on "Academic Transcript" and submit.
Snow College	Current Registered Classes	Log in to the Badger Web and click on "Student Records." Click on "Current Registered Courses." Ensure that school name is on the document, either in the URL or elsewhere.
	Academic Transcript	Log in to the Badger Web and click on "Student Records." Click on "Academic Transcript." Ensure that school name is on the document, either in the URL or elsewhere.
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 in to 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 Banner, click "Student." Click "Registration" then click "Student Detail Schedule." Select semester and click "View." *Must print with URL to be acceptable.
	Academic Transcript	Log in to Banner, click "Student Records." Click "View Transcript." Select "Undergraduate" for Level and "Unofficial" for Type. Click "Submit."

College/ University	Document Name	Steps to Obtain the Document
Utah Valley University	Enrollment Verification	Request from the Registrar's Office or at One Stop.
	Student Schedule	Log in to UVLink. Go to "Student Tab," under Banner Services click on "Student Services." Click on "Registration," then click "View and Print Student Schedule." *Ensure that the URL for School Name and your University ID # prints.
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.
	Official 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 regentsscholarship@ushe.edu.
Westminster College	Enrollment Verification Form	New students must contact the Registrar to obtain this document.
	Official Transcript	Can be ordered from the Registrar.