ANNE ARUNDEL COMMUNITY COLLEGE

101 College Parkway Arnold, Maryland 21012-1895
Records and Registration Office / SSVC 140
410-777-2243 / Fax 410-777-2489 / records@aacc.edu

VERIFICATION OF ENROLLMENT

Enrollment verifications are requested to verify a student's enrollment status at Anne Arundel Community College for a given term. Anne Arundel Community College can only verify enrollment for a term in which the student is/was registered.

AACC ID# ☐☐☐☐☐☐☐   **TERM:** ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER **YEAR:** _____

NAME: _____   **PHONE:** _____
        Last Name   First Name   M.I.

Enrollment type:
☐ Credit Student/Courses
☐ Continuing Education Student/Courses

Enrollment status:
☐ Full-time (12 or more credits)
☐ Half-time (6 – 11 credits)
☐ Less than half-time (5 credits or less)

Anticipated date of graduation:

_____
        month/year *(optional)*

Type of verification:
☐ Pre-registration letter
☐ Official verification*
*Official verification is available after the published drop date (see Schedule of Classes for dates). Prior to the drop date, AACC issues a pre-registration letter.

Form attached to be completed?
☐ Yes
☐ No

Verification requested for:
☐ Military ID
☐ Insurance purposes
☐ Good student discount
☐ International student or Au Pair
☐ Other

Delivery Instructions:
☐ I will pick up the letter (normally available within 2-3 business days).
   Select pick-up location (please allow 4 additional days): ☐ Arnold ☐ Arundel Mills ☐ Glen Burnie Town Center ☐ Ft Meade

☐ Please fax to: _____   _____
                 Fax number   Attention

☐ Mail to: _____   Additional Comments (if necessary):

           _____   _____

           _____   _____

Student Signature (Required)

I have read and understand the following:
- ✓ AACC can only verify enrollment for a term in which the student is/was registered.
- ✓ Normally this request will be processed within two to three business days. However, at certain times of the year there may be a slight delay due to the heavy volume of requests.
- ✓ Official verification cannot be completed until *after* the drop date (see the Schedule of Classes). If you need the verification *before* the drop date, a pre-registration letter can be requested. Session dates are included in enrollment verification letters.
- ✓ Student enrollment status is reported periodically to the National Student Clearinghouse for each term the student is enrolled. Student loan companies, employers, insurance companies, etc. may obtain enrollment information through the National Student Clearinghouse at www.studentclearinghouse.org.

Student Signature _____ Date _____

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, complianceofficer@aacc.edu or Maryland Relay 711.

REV. 10/2015