



Red Rocks Community College

Enrollment Services Operational Guidelines

Title: Enrollment Verifications

Effective: 7/1/13 **Approved:** 10/4/13 **Revised:** 9/20/13

Reference: https://www.studentclearinghouse.org/secure_area/ref_ss2.asp

Purpose: To define guidelines governing student Enrollment Verification

Scope: Applies to all past and presently enrolled students

Attachment: Enrollment Verification Letter; Current Enrollment Verification Certificate

Enrollment Verification

- Verification requests made to the school must come from the student only, either via student email account or in person.
- Requests coming from any other party will not be honored, and will be referred back to the student.
- Students can request an Enrollment Verification document either online at the above-referenced link (available on the Student Tab of the RRCC Rock Portal account) or in person from a fulltime school official in the Admissions Department at the Lakewood Campus.
- Requests for enrollment verification – either in the form of a school-created letter (see attachment) or with a student-provided document (such as a loan deferment) – will be honored for any past semester which the school can verify the student has attended.
- Requests for the current semester will be honored only after the census (drop) date has passed except for the following purposes:
 - Any type of insurance.
 - PERA
 - County/Government Services
 - Housing
 - Legal procedures
- All documents signed by a school official will receive an imprint of the school seal.
- Reasonable requests for additional information to be entered on the school-created Enrollment Verification Letter will be met.