

# New Century Scholarship

## Proof of Enrollment for Graduating Class of 2019

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Students from the graduating class of 2019 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 3, 2019** is proof of enrollment for **Fall Semester 2019 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 2018")
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 the chart below.

### 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 college/university'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 March 2018. 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--Provo	Record Summary	Log in to your myBYU account. In the "Campus Favorites-Student" box under the Personal Information click "View Grades and Academic Progress." Or, once you have logged in, in the "Campus Links" box click "School," then under AIM section click "Gradebook."
Dixie State University	Student Detail 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 the URL prints out on the document. Please note, your university ID # can be handwritten on the document.
	Official Transcript	Log in to your mySUU portal. Under "resources" select "order transcript/replacement diploma". Complete the request.
University of Utah	Unofficial Transcript	Log in to the CIS. Click on Academic Records icon (has a paper with an A+ on it). On the left hand side click on the tab that says "View Transfer Credit Report". At the top of the page click on the tab that says "My Academics". Click the link that says "View my Unofficial Transcript". There will be a box that reads: "Academic Institution: U of U, Report Type: U of U Unofficial transcript" click "Go". You may need to click "Refresh". Highlight the text from top to bottom so that the full page will save without the menu bar on the left. Right click on your mouse and select Print and choose to print as Adobe PDF to save this onto your desktop to your computer.
Utah State University	Student Detail Schedule	Log in to your myUSU portal. On the left hand side of the screen select "Banner". Click on "Main Menu" then the student tab. Next click on "Registration". Click on "Student Detail Schedule". Select the semester and click "View." Must print with the URL in order to be acceptable.
	My Class Schedule	Log in to your myUSU portal. Under Student Information click on "My Class Schedule". Select the Term. Click on the printer icon in the right hand corner and print to a PDF.
	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	Academic 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 #.
	Unofficial Transcript	Log in to myUVU account. Go to the student tab on left hand side of screen and select "My Academics." On the right hand column click on Academic Info, 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 #.

College/ University	Document Name	Steps to Obtain the Document
Weber State University	Unofficial Transcript	Log in to the eWeber portal. Search for "unofficial transcript." Click on the unofficial transcript. The system may required you to log in again then will direct you to the Academic Transcript page. Select "All Levels" and "unofficial". Click the submit button.
	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 regentsscholarship@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 then click "Display."
Westminster College	Student Schedule	Students must contact the Registrar to obtain a schedule with the required information.
	Official Transcript	Can be ordered in person the Registrar's office OR online at <a href="https://www.westminstercollege.edu/about/resources/registrars-office/transcripts">https://www.westminstercollege.edu/about/resources/registrars-office/transcripts</a> . Click "Order Transcripts Online." Then click "Start" at the bottom of the page. Complete the online form.