Proof of Enrollment for the Class of 2020 and 2021

REGENTS' SCHOLARSHIP

Students who were approved for a deferment immediately after high school need to submit proof of enrollment and complete the online Enrollment Information form in their Regents' Student portal to activate their scholarship when their deferment expires. Review the Proof of Enrollment Instructions to find an acceptable document in your college account here, save it as a PDF, and submit it through your scholarship portal. This documentation is required to be submitted by the following dates:

> September 15 for Fall semester

> February 1 for Spring/Winter semester

If a student has reason to extend their deferment further, more information is available on the applicable recipients page at RegentsScholarship.org

PROOF OF ENROLLMENT

The proof of enrollment to receive an award disbursement must show that you are enrolled in at least 12 credit hours and include the following information:

1. Your name
2. The titles of enrolled courses
3. The semester (i.e. "Fall 2020")
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

Use the "upload" function found in your Regents' Scholarship student account to submit the documentation. 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 and 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, then you can save it to 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 into your Regents' Scholarship 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 documents 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 required information are accepted.
- 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.

ELIGIBLE INSTITUTIONS

Students who are part of the 2020 or 2021 high school graduating classes can use the scholarship at the following Utah Colleges and Universities listed below.

- Utah Public Institutions: Utah Tech University, Salt Lake Community College, Snow College, Southern Utah University, University of Utah, Utah State University, Utah Valley University, Weber State University.
- Utah technical colleges: Bridgerland Technical College, Davis Technical College, Dixie Technical College, Mountainland Technical College, Ogden-Weber Technical College, Southwest Technical College, Tooele Technical College, and the Uintah Basin Technical College.
- Utah Private Nonprofit Institutions: Brigham Young University, Ensign College (formerly LDS Business College), Westminster College, Western Governors University.

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 2024. 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. Under Academics, select mymap. Select Progress Report and after the report generates, click on the Generate PDF tab.
	Official Transcript	To order an official transcript, go to transcripts.byu.edu and click on Order Transcripts Online. Click on the Order Now option, which will redirect to Parchment's website. A new login will be required for first time logins.
Utah Tech University	Student Detail Schedule	Log in to your student 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 student account. Click the "Student" tab, then click on "Student Records." Click "View Unofficial Transcript." Ensure the school name or URL prints on the document.
Ensign College	Unofficial Transcript	Log in to your MyBC account. Click on "Student Center." Under "BC Popular Places", select "Transcript-View Unofficial" from the "Other Academic" drop down. Click the arrow button. For the "Report Type" select "Unofficial". Then click "View Report".
	Official Transcript	Go to homepage of Ensign. Click on bottom menu (located at top right of page). Click on transcript request. Next log in and you will be taken to the transcript request form.
Salt Lake Community College	Student Detail Schedule	Log in to your mySLCC portal. From the top menu, select "Academics & Records." Click on "View/Print Schedule Summary" from the Schedule box. Select semester and click "Submit."
	Academic Transcript	Log in to your mySLCC portal. From the top menu, select "Academics & Records." Click on "Display Academic Transcript" from the Academic Records box. Select "Undergraduate" for level and "Web Transcript" for type. Click "Submit."
Snow College	Academic Transcript	Log in to the Badger Web and click on "Student Services", click "Student Records", then 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 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 student CIS page. Choose Academic Records (The icon has a paper with an A+ on it). On the left-hand side click on the tab that says "View Unofficial Transcript". On the "View Report" tab, make sure "Report Type" says "U of U Unofficial Transcript" in the drop-down. Click "Submit". Another tab may open with your Report Request or you may need to click "Refresh". Highlight the text inside the scroll box from the top (starting with 'University of Utah Unofficial transcript') to the bottom (ending with your total credits) so that the full page of information will be saved. Once your text is highlighted, right-click on your mouse and select "Print". You will need to change your printer destination to "Save as PDF" to save your document to your computer.
Utah State University	Student Detail Schedule	Log in to your myUSU portal (my.usu.edu). On the left hand side of the screen select "Registration & Classes". Click on "Banner Main Menu" then the Student tab. Next, click on "Registration". Click on "Student Detail Schedule". Select the semester and click "View." It must print with the URL in order to be acceptable.
	Academic Transcript	Log in to your myUSU portal (my.usu.edu). On the left hand side of the screen select "Registration & Classes". Click on "Banner Main Menu" then the Student tab. Next, click on Student Records and then "View Transcript".
Utah Valley University	Unofficial Transcript	Log in to myUVU account. Go to the student tab on the left-hand side of the screen and select "Registration & Academics." Scroll to the bottom of the page to the "Academic Records", go to "My Transcripts" and click on "View". Select "Undergraduate" for level and "Unofficial" for transcript type. Your university ID # can be handwritten, saved as a PDF, or take a screenshot and save the document in order to show the ID#. (If the ID number is not on this document, and the student will need to handwrite it or include it somewhere else.)
	Student Schedule	Log in to myUVU. Go to the Student tab on the left-hand side of the screen and select "Registration & Academics." At the top of the page, select the tab for the correct semester. Click on "My Classes" and save the document to show all of your classes for that semester. Please note, that your university ID # can be handwritten, or take a screenshot and save the document in order to show the ID #. (If the ID number is not on this document, and the student will need to handwrite it or include it somewhere else.)
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 Clearinghouse 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	Unofficial Grade Report From Self Service	Log into Self Service. From the gray menu bar on the left-hand side, select the Academics drop-down menu. From the Academics menu, select Grades. On the Grades page, select the "Print" option in the top right-hand corner. This will open a window asking you to select a term. Choose the current term and select "Print" at the bottom of the screen. This should open a separate window that can be printed or saved as a PDF. Official Transcript Can be ordered in person at the Registrar's office OR online. Click "Order Transcripts Online" Enter "Westminster College--Utah" and select continue. Complete the online form.
	Official Transcript	Can be ordered in person at the Registrar's office OR online. Click "Order Transcripts Online" Enter "Westminster College--Utah" and select continue. Complete the online form.
Western Governors University	Student Degree Plan	1. Log in to their student portal at https://my.wgu.edu 2. Click on the tab "Degree Plan" to reflect the courses in their current term 3. Click on their name in the top-right corner to display their student ID 4. Use ALT + Print Screen to take a screenshot of the degree plan 5. Paste into a Word document then save as a pdf*
Technical Colleges	N/A	If you are enrolling at a technical college, please contact the registrar's office for instructions on how to obtain proof of enrollment.