Proof of Enrollment for the Class of 2020

REGENTS'
SCHOLARSHIP
UTAH SYSTEM OF HIGHER EDUCATION

Students from the graduating class of 2020 must submit verification documents demonstrating they have met all requirements for the Regents' Scholarship which includes proof of enrollment at an eligible college/university. One part of the documentation you need to submit by July 1, 2020 is proof of enrollment at an eligible college/university or receive an approved deferment for Fall Semester 2020.

Please note: the enrollment requirements differ slightly if you are attending a technical college. You will need to provide proof of full-time enrollment, showing a start date of September 1 or prior and maintain full-time enrollment in order to receive the award disbursements.

> 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, 2020.

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 high school graduating class can use the scholarship at the following Utah Colleges and Universities listed below.

- Utah Public Institutions: Dixie State College, 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, LDS Business College, Westminster College, Western Governors University. (Please note: as of April 27, 2020 due to 2020 legislation students can use the scholarship at the Utah private nonprofit institutions.)

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 2020. 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. 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". *As BYU has pushed their enrollment period beyond July 1, we will accept your Record Summary without a list of courses to meet the July 1st deadline. Please note: you are still required to submit all final documents to be considered
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.
LDS Business 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 LDSBC. 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 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. *Students do have to attend a virtual orientation before registering. To request a June session, you must contact the orientation office at the U by June 19. Email your request to s.magana@utah.edu, e.sine@utah.edu, and orientation@utah.edu
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 University	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 #.
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.
Western Governors University	Student Degree Plan	Log in to their student portal at https://my.wgu.edu. Click on the tab "Degree Plan". This will display the student information contained in the screen shot below. The student ID is visible in the top right-hand corner. Use ALT + Print Screen to take a screen shot of the degree plan, save it as a PDF. If you use a "print to PDF" option to save the screen as a PDF that can be uploaded you will need to write the Student ID on the document before uploading the document.
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.