

COLUMBUS STATE

COMMUNITY COLLEGE

To Whom It May Concern:

The Office of the Registrar at Columbus State Community College does not complete forms or generate customized letters verifying information otherwise available on an official transcript, an online official enrollment or degree verification, or student Statement of Account. Columbus State Community College does not maintain class rank information. In addition, character references are not provided for students. Please see below a list of common requests and how to request documentation for each. You may print this letter as proof of Columbus State Community College practice.

Due to Columbus State Community College's contract with the National Student Clearinghouse, official verification of enrollment and degree completion must be requested and verified online through the National Student Clearinghouse. **This is a free service available to students.**

- **Online Official Enrollment and Degree Verification Documents through the National Student Clearinghouse:** <https://pcsapp.csc.edu/nscauth/nscauth.php>
 - ✓ Academic and/or enrollment information
 - ✓ Anticipated Completion Date (also known as Projected Graduation Date)
 - ✓ Degree Verification (which is also reflected on an official transcript)
- **Official Transcript:** Current and former students may order an official transcript through Credentials Solutions: <https://www.credentials-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTRO006867>
- **Student Account Statement:** A student may log in to their CougarWeb account: <https://cougarweb.csc.edu/WebAdvisor/WebAdvisor> account to print their Student Account Statement. The Student Account Statement verifies tuition and fees owed and verifies tuition and fees paid. Please note that we can only provide a Student Account Statement to verify tuition and fees for terms for which you have scheduled classes. We cannot provide a Student Account Statement to verify tuition and fees for future terms for which you have not scheduled classes.
- **Disciplinary or Academic Misconduct:** These records are maintained by the Office of Student Conduct. You may contact the office via telephone at 614-287-2104.
- **Transient Student Form:** Columbus State Community College does not have transient student permission forms. The official transcript is used to verify 'good standing' and eligibility to return.
- **Form to be completed:** If you have a form that needs to be completed by the college verifying enrollment, you will need to print the official enrollment verification and attach to the form prior to submitting to the requestor.

Please note that the above statements are considered official documents and will serve as verification of student status.

If you have additional questions regarding this practice, you may contact the Columbus State Community College Registrar, Dr. Regina L. Randall via e-mail at registrar@csc.edu

OFFICE OF THE REGISTRAR

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