



Student Financial Services
2017-2018 Unusual Enrollment History (UEH) Certification

Student's Name (Last, First) _____

Student ID# (or Social Security #) _____

Phone Number _____

The U.S. Department of Education has selected you for review due to a pattern of unusual enrollment history at colleges you have attended. Students who have attended multiple schools and earned Federal financial aid in a short period of time may be considered to have an unusual enrollment history. You must submit this form with all REQUIRED documentation listed below.

Step 1: Print your Federal Financial Aid History

Access the National Student Loan Data System (NSLDS) at www.nslds.ed.gov for a list of prior schools attended to assist you in filling out the information below. You will need your FSA ID to log in.

Step 2: List colleges attended

List all colleges that you received Pell Grant and/or Federal Direct Loans during the **2013-2014, 2014-2015, 2015-2016, and 2016-2017** academic years. Using NSLDS, you will be able to view your Pell Grant and/or Federal Direct Loan records associated with the colleges you attended. Please attach additional paper if more space is needed.

Name of College	Dates of Attendance	Transcripts (refer to Step 3)	Was Credit Earned with Passing Grades A-D?
		<input type="checkbox"/> Transcript on file at CC	<input type="checkbox"/> Yes <input type="checkbox"/> No* - refer to Step 4
		<input type="checkbox"/> Transcript on file at CC	<input type="checkbox"/> Yes <input type="checkbox"/> No* - refer to Step 4
		<input type="checkbox"/> Transcript on file at CC	<input type="checkbox"/> Yes <input type="checkbox"/> No* - refer to Step 4
		<input type="checkbox"/> Transcript on file at CC	<input type="checkbox"/> Yes <input type="checkbox"/> No* - refer to Step 4
		<input type="checkbox"/> Transcript on file at CC	<input type="checkbox"/> Yes <input type="checkbox"/> No* - refer to Step 4

Step 3: Prior College Transcripts Required

You must provide an *official* academic transcript for each college listed. Ensure that all official academic transcripts for all colleges/universities attended have been sent to the CC Admissions and Records Office • 11600 Columbia College Dr. Sonora, CA 95370. **Forms submitted without academic transcripts will not be processed.** If you attended an institution that has closed, complete below:

CLOSED INSTITUTION: Check below if you previously attended an institution that has ceased operation at all locations:

- I do have a copy of my academic transcript. Please submit a copy of the transcript with this form if not previously submitted.
- I do not have a copy of my academic transcript and am unable to obtain an academic transcript. Your file will be evaluated and you will be contacted if additional information is needed. **Note below if you were a former student of Heald College:**

Attention Former Heald College Students: An unofficial copy of your academic transcript or Grade Report is required and may be available from the California Bureau for Private Postsecondary Education. For transcript request, click http://www.bppe.ca.gov/students/transcript_req.pdf and fax or mail the request as instructed. For transcript questions, contact this agency at (916) 431-6959 or visit their website at www.bppe.ca.gov.

Step 4: Explanation of Circumstances for Unearned Academic Credit:

If you indicated that you did not receive any academic credit from one or all institutions, please submit the following:

- Completed 2017-2018 Unusual Enrollment Certification Form
- Completed Appeal Request (Page 2) explaining the reason(s) why academic credits were not earned at that particular institution
- Supporting documentation for extenuating circumstances

I certify that the information provided on this form is true and complete. Purposely giving false or misleading information on this worksheet may lead to fines, jail or both.

Student's Signature _____

Date _____

