

## Enrollment Status Verification

Employers, background search firms and recruiters may require verification of current or previous enrollment. Our institution has authorized the National Student Clearinghouse to act as our agent for all verifications of student enrollment. Please visit the Clearinghouse online at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or contact them by phone at 703.742.4200

### Credit Limit

Students can take a maximum of 18 credit hours in the fall and spring semesters or 10 credit hours in the summer semester. Please note: You may be limited to fewer hours based on assessment scores, academic history and / or enrollment status.

### Full-time Status

A student is considered full-time if he/she is enrolled in 12 or more credit hours during the fall or spring terms. (6 or more credit hours during the summer term.)

### Three-quarter-time Status

A student is considered three-quarter-time if he/she is enrolled in 9 or more credit hours but fewer than 12 credit hours (9-11.9) in the fall or spring terms (4.5–5.9 hours during the summer term.)

### Half-time Status

A student is considered half-time if he/she is enrolled in 6 or more credit hours but fewer than 9 credit hours (6-8.9) during the fall or spring terms. (3-4.49 credit hours during the summer term.)

### Less than Half-time Status

A student is considered less than half-time if he/she is enrolled in fewer than 6 credit hours during the fall or spring terms. (Less than 3 credit hours during the summer term.)

A current semester verification is based on the enrollment status of the student on the day after the refund period ends for those courses in which the student is enrolled. A previous semester verification is based on the actual dates of attendance.