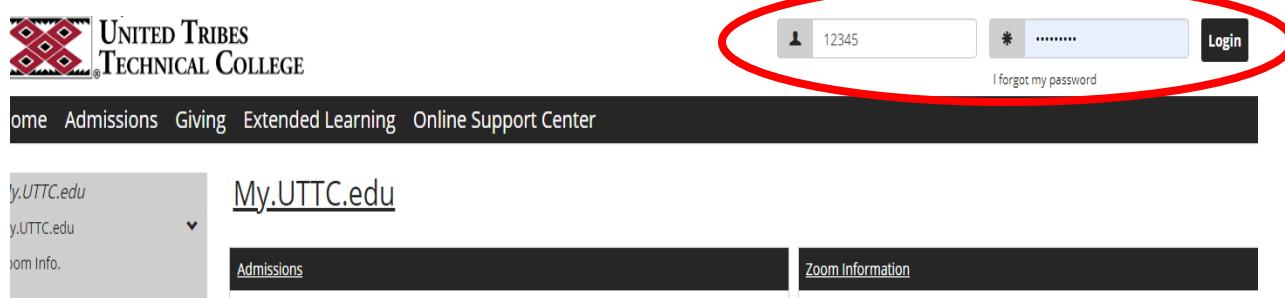


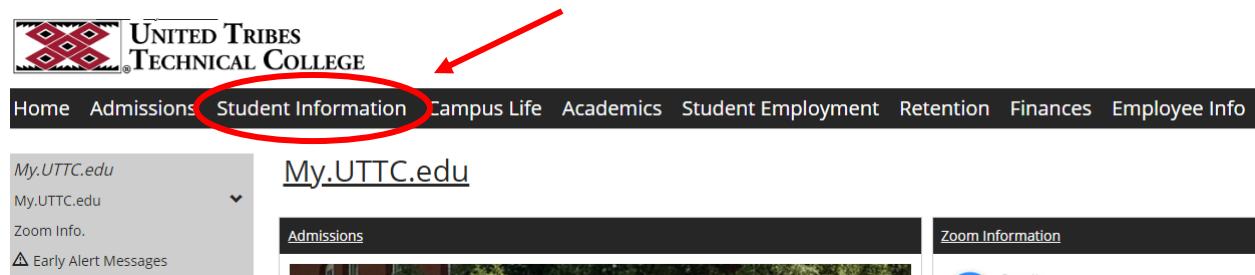
How to Look Up Student Account Statement

1. Go to <https://my.uttc.edu/ICS/>

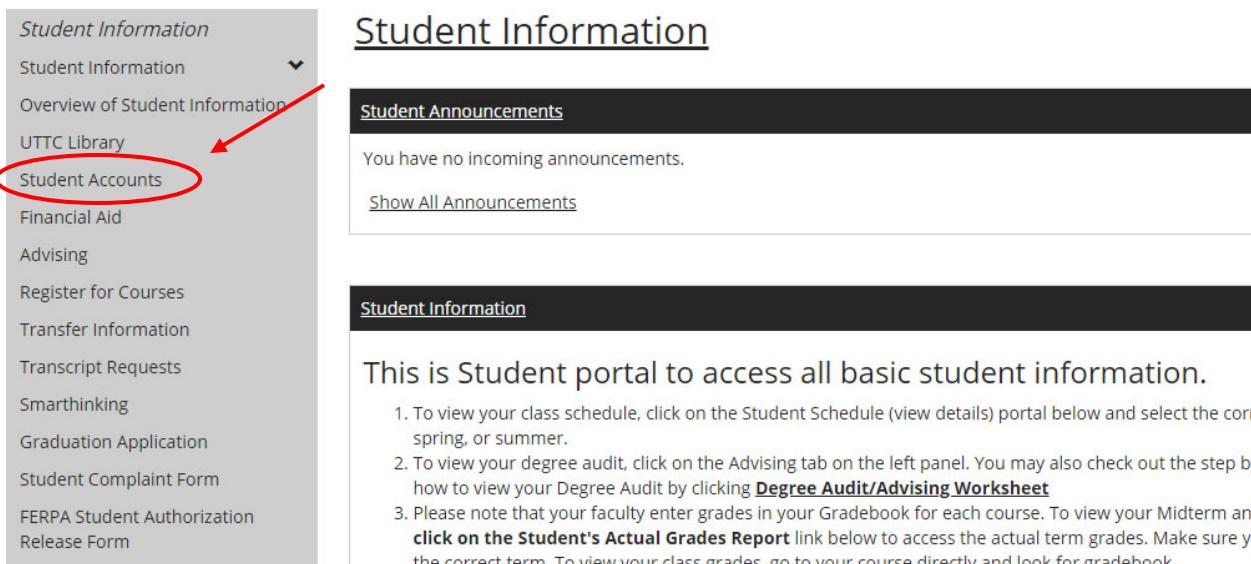
- Sign in at the top right corner, using your Student ID # & Password. (If you need assistance with password contact IT department on campus @ IT@uttc.edu or EXT 1600)



2. Click on the Student Information Tab



3. Click on Student Accounts on the left side.



The screenshot shows the 'Student Information' page. On the left, a sidebar menu lists various options: Student Information, Overview of Student Information, UTTC Library, **Student Accounts** (circled in red with an arrow pointing to it), Financial Aid, Advising, Register for Courses, Transfer Information, Transcript Requests, Smarthinking, Graduation Application, Student Complaint Form, FERPA Student Authorization, and Release Form.

Student Information

Student Announcements

You have no incoming announcements.

[Show All Announcements](#)

Student Information

This is Student portal to access all basic student information.

1. To view your class schedule, click on the Student Schedule (view details) portal below and select the corr spring, or summer.
2. To view your degree audit, click on the Advising tab on the left panel. You may also check out the step by how to view your Degree Audit by clicking [Degree Audit/Advising Worksheet](#)
3. Please note that your faculty enter grades in your Gradebook for each course. To view your Midterm and [click on the Student's Actual Grades Report](#) link below to access the actual term grades. Make sure you the correct term. To view your class grades, go to your course directly and look for gradebook.

4. Click on Course and Fee Statement, under My Account Info

My Account Info

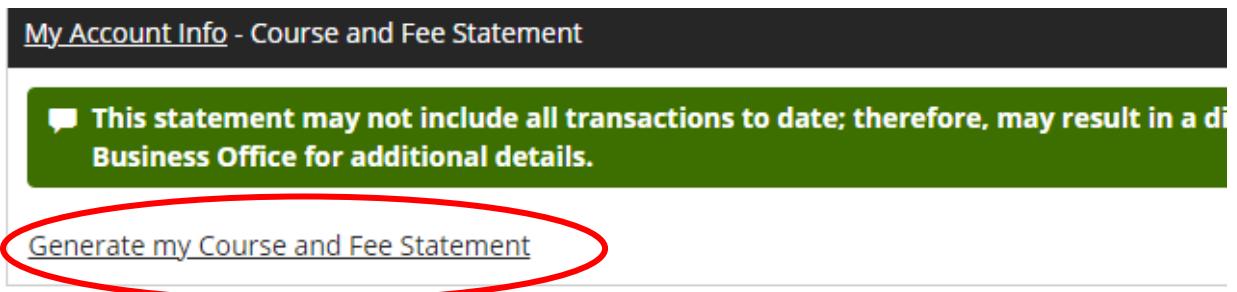
Students are responsible for reviewing their student accounts for accuracy. Students are also responsible for ensuring that account balances are paid by the scheduled due dates.

We mail billing statements for all students, past and present, at the end of each semester for those that owe a balance.



The screenshot shows the 'My Account Info' page. At the top, it says 'My Account Info'. Below that, there are two links: 'My Account Balances' and **Course and Fee Statement** (circled in red with an arrow pointing to it).

5. Click Generate My Course and Fee Statement



My Account Info - Course and Fee Statement

This statement may not include all transactions to date; therefore, may result in a difference. Please contact the Business Office for additional details.

[Generate my Course and Fee Statement](#)

6. Click View My Course and Fee Statement

 **This statement may not include all transactions to date; therefore, may result in an inaccurate balance. Contact the Business Office for additional details.**

[View my Course and Fee Statement](#) 

7. The first picture below is an example of what will appear on your course and fee statement, such as charges for tuition, books, fees, rent, childcare, and other.

a. The second picture is an example of what will appear on the course and fee statement when Financial Aid packages an award (highlighted in yellow).

b. The second entry is when Student Accounts issues an AR Refund check (highlighted in green), resulting in a zero balance.

i. Per the policy, tuition, books, fees, and rent etc., **need to be paid in full**. Any remaining credit will result in an AR Refund Check. If you have any questions or concerns, please contact Student Accounts at studentaccounts@utt.edu or EXT 1430

<u>Accounts Receivable - Students AR</u>	<u>Beginning Balance:</u>	.00
09/05/2020 Tuition Associates - ACT 200 A	345.00	345.00
09/05/2020 Tuition Associates - BUS 130 A	345.00	690.00
09/05/2020 Tuition Bachelors - BUS 310 A	600.00	1,290.00
09/05/2020 Tuition Bachelors - BUS 318 A	600.00	1,890.00
09/05/2020 Tuition Associates - MTH 210 A	345.00	2,235.00
09/05/2020 Student Activity Fee	516.00	2,751.00
 11/23/2020 BIA Cares Award	-1,300.00	-1,300.00
11/23/2020 A/R refund check	1,300.00	.00