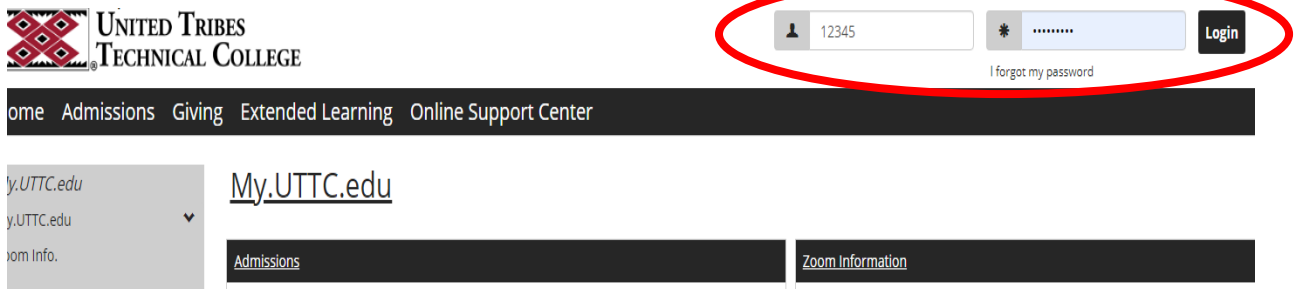


How to Look Up Student Account Statement

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)



UNITED TRIBES
TECHNICAL COLLEGE

12345 * Login

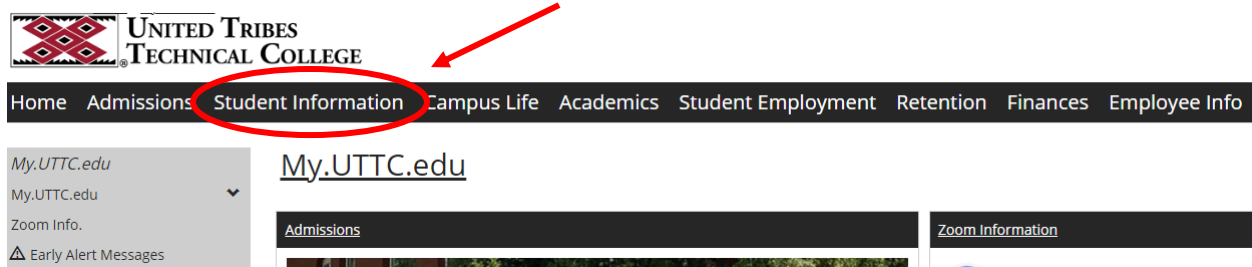
I forgot my password

Home Admissions Giving Extended Learning Online Support Center

My.UTTC.edu

Admissions Zoom Information

2. Click on the Student Information Tab



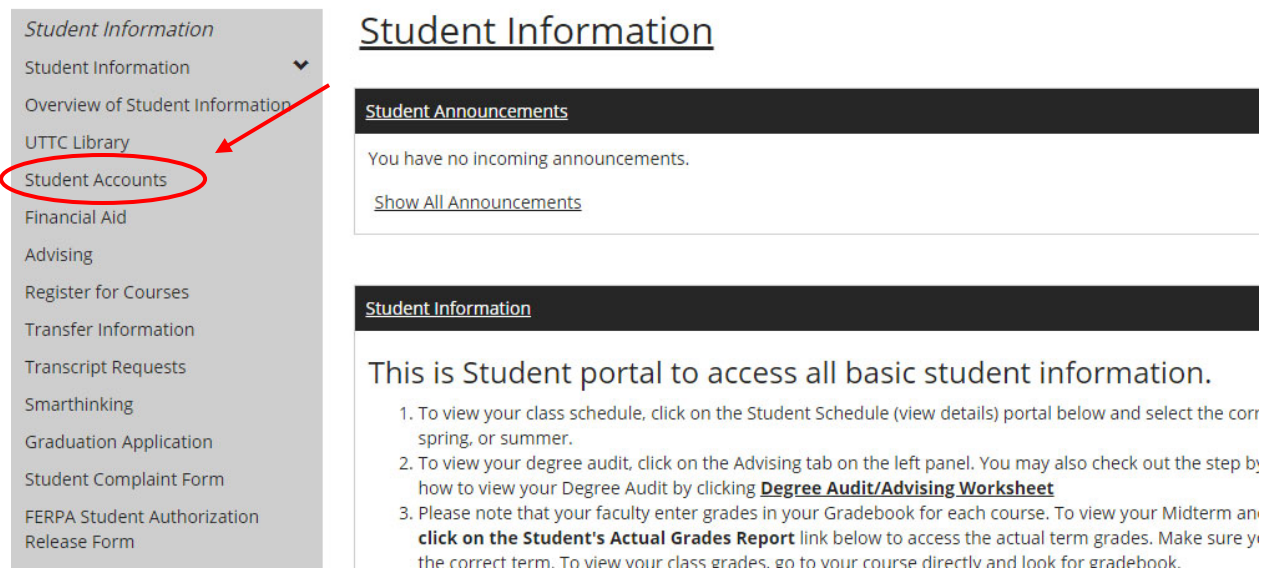
UNITED TRIBES
TECHNICAL COLLEGE

Home Admissions **Student Information** Campus Life Academics Student Employment Retention Finances Employee Info

My.UTTC.edu

Admissions Zoom Information

3. Click on Student Accounts on the left side.



The screenshot shows the 'Student Information' portal. On the left sidebar, 'Student Accounts' is circled in red, with a red arrow pointing to it. The main content area has a header 'Student Information' and a section 'Student Announcements' stating 'You have no incoming announcements.' Below this is a section 'Student Information' with the text 'This is Student portal to access all basic student information.' and a list of instructions:

1. To view your class schedule, click on the Student Schedule (view details) portal below and select the correct 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 step 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 click on 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

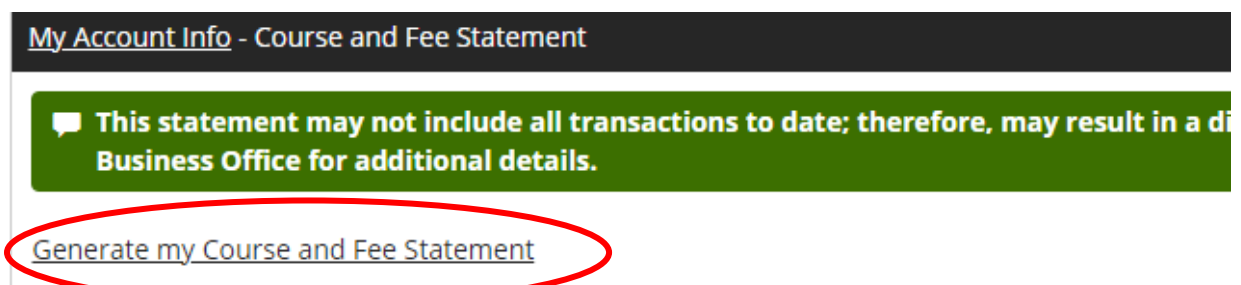
Students are responsible for reviewing their student accounts for accuracy. Students are also responsible for ensuring that account balances are paid by the scheduled due dates.

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



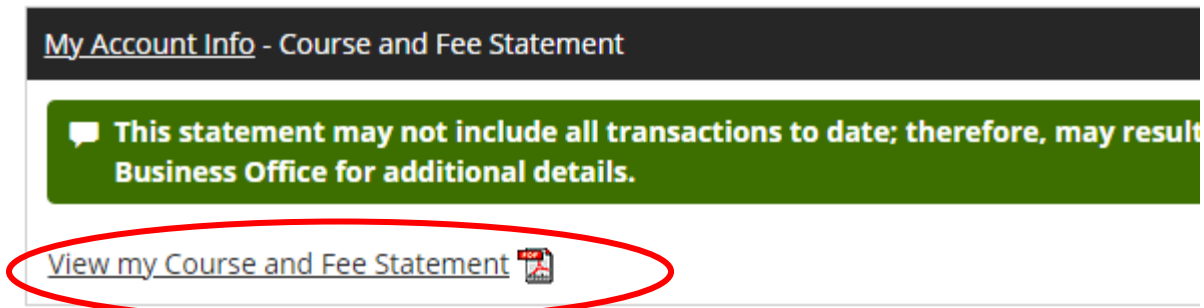
The screenshot shows the 'My Account Info' section. A red arrow points to the 'Course and Fee Statement' link, which is circled in red. Other links visible are 'My Account Balances' and 'Course and Fee Statement'.

5. Click Generate My Course and Fee Statement



The screenshot shows the 'My Account Info - Course and Fee Statement' section. A green banner states: 'This statement may not include all transactions to date; therefore, may result in a discrepancy. Please contact the Business Office for additional details.' Below this, the 'Generate my Course and Fee Statement' button is circled in red.

6. Click 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@uttc.edu or EXT 1430

<u>Accounts Receivable - Students AR</u>		Beginning Balance:	.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