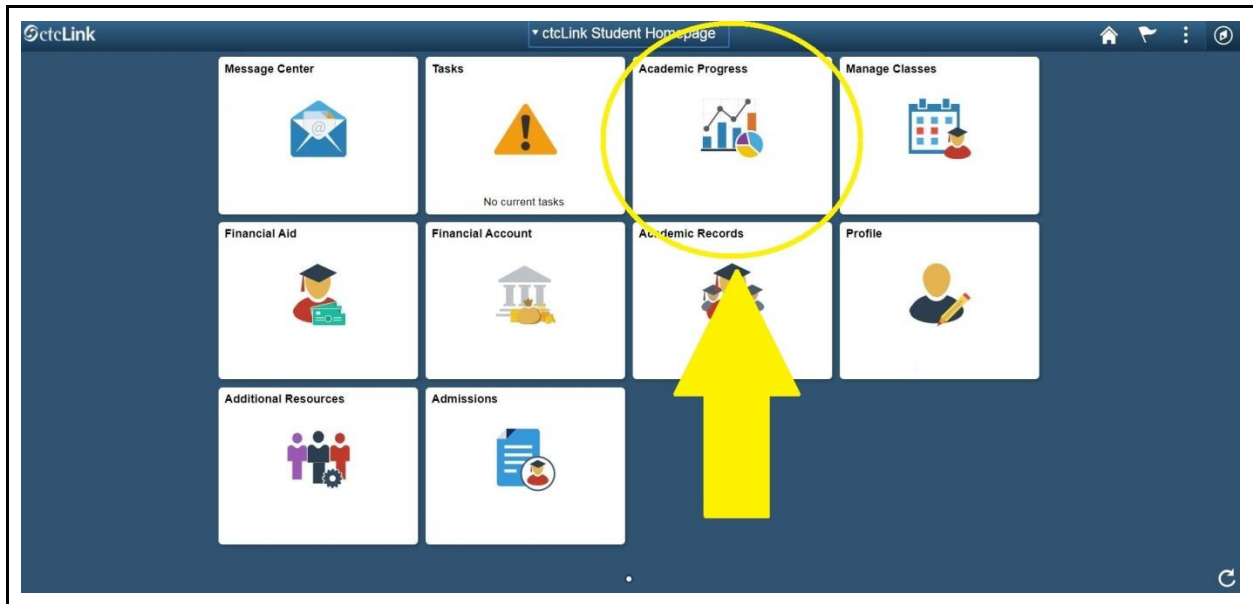


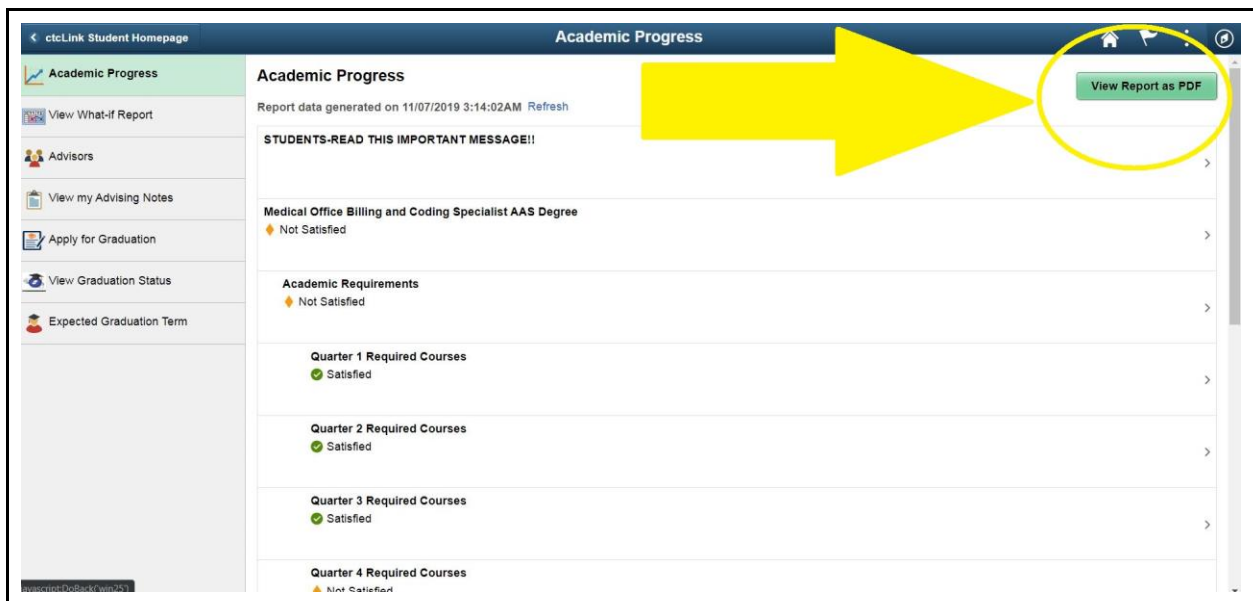
ctcLink Assistance

Login to your [ctcLink](#) account. Register for your class(es) for your upcoming term (please notify me if you are waitlisted for any classes, and continue with your tuition assistance request including any waitlisted class(es) for your upcoming term.

From your *Student Homepage* find your **student schedule** by clicking on *Academic Progress*.



Under *Academic Progress* click *View Report as PDF*, then save the PDF file.



Please be sure to save the entire document to ensure all necessary information is included.

Page 1 of 3

Advisement Report

For **Your NAME** prepared on **Date**
Requested by _____

Please include all pages.

Program	Requirement Term	Requirement Status
Academic Career Career	FALL 2050	Not Satisfied
Professional Technical Program	FALL 2050	Not Satisfied
Transitional Studies Program	FALL 2050	Satisfied
Your Degree	FALL 2050	Not Satisfied
	FALL 2050	Satisfied

STUDENTS-READ THIS IMPORTANT MESSAGE!!
 This report is an unofficial audit of your program or degree progress. We highly recommend that you meet with a counselor to verify your progress towards completion. If you note a discrepancy between this report and your perceived academic progress, please see a counselor. In addition, in order to officially complete and graduate from the college, you must apply for graduation with the Transcripts department in Building 15.
Not Satisfied: Academic Level Equal PhD

Medical Office Billing and Coding Specialist AAS Degree
Overall Requirement Not Satisfied: This program prepares individuals for employment in medical offices as medical office receptionists, coders and insurance billers. Spokane is a major regional center for medical care offering maximum opportunities for employment. Positions are available in medical clinics, medical insurance companies and private physicians' offices.
 A 2.5 GPA or higher in each class is required for successful completion.
 Admission Requirements:
 Keyboarding Skills: 40 wpm with six or fewer errors completed at the SCC testing center or successful completion in BT 101 and 102.

Academic Requirements
Overall Requirement Not Satisfied: Academic Requirements

Quarter 1 Required Courses
Satisfied: BT105, BT106, BT152, CATT102

Courses Used

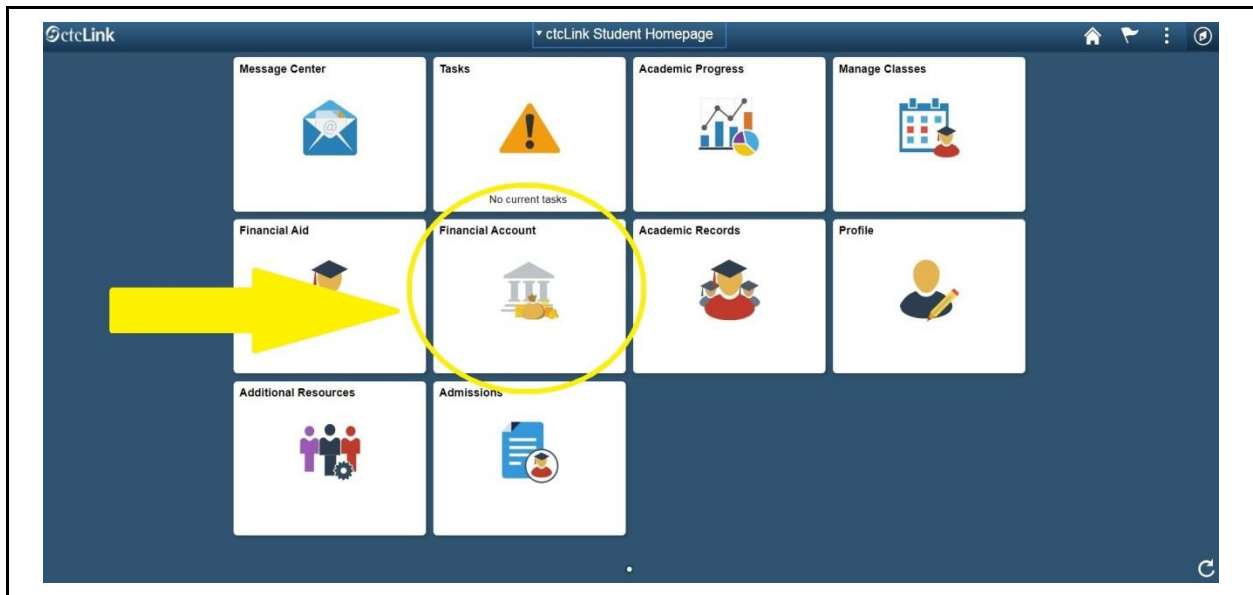
Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2050 FALL	CATT	102	INTROOUTLOOK	4.0	2.50	EN
2050 FALL	BT	105	Basic Grammar for Business II	4.0	5.00	EN
2050 FALL	BT	106	Computing Essentials	4.0	5.00	EN
2050 FALL	BT	152	College and Career Strategies	4.0	3.00	EN

Quarter 2 Required Courses
Satisfied: BT231, HED104, MSEC108

Courses Used

Term	Subject	Catalog Nbr	Course Title	Grade	Units	Type
2050 WINTR	BT	231	Office Procedures	IP	5.00	EN
2050 WINTR	HED	104	Medical Term and Anatomy	IP	5.00	EN
2050 WINTR	MSEC	108	Medical Office Computing (May be completed online)	IP	5.00	EN

Next go back to your *Student Homepage* and click on *Financial Account*.



Click on *Charges*.

The screenshot shows the "Account Balance" page in ctcLink. The left sidebar contains a menu with "Account Balance" (highlighted in green), "Charges" (circled in yellow), "Payments", "1098-T", "Payment", and "Other Account Types". A large yellow arrow points from below towards the "Charges" link. The main content area is titled "What I Owe" and contains a table with the following data:

Term	Charges & Deposits	Total Due
WINTER 2050	1,2345.67	1,2345.67
Total	1,2345.67	1,2345.67

Below the table, it states "Currency used is US Dollar".

Then click on *Charges Due*.

Account Balance

What I Owe

Term	Charges & Deposits	Total Due
WINTER 2050	1,2345.67	1,2345.67
Total	1,2345.67	1,2345.67

Currency used is US Dollar

Click on *Detail of Charges Due*.

Charges Due

What I Owe

Due Date	Amount Due
12/05/2050	1,2345.67
Total Amount Due	1,2345.67

Currency used is US Dollar

You should then see your detailed charges for your upcoming term; this is the document you will need to submit. If you do not see the appropriate charges, please ensure that you've registered for your class(es) and selected both enrolled and waitlisted courses.

The screenshot shows a web interface for 'Charges Due'. On the left is a navigation menu with items: Account Balance, Charges, Payments, 1098-T, Payment Plans, and Other Account Activities. The main content area is titled 'What I Owe' and contains a table with two sections: 'Summary By Due Date' and 'Detail Of Charges Due'. The table lists various fees such as Tuition Operating Fee, Tuition Building Fee, Tuition S&A Fee, Technology Fee, Comprehensive Fee, Bus Pass Fee - Mand Fee, and Registration Fee, all for the 'WINTER 2050' term at 'Spokane Community College'. The total amount due is 1,2345.67. A note at the bottom states 'Currency used is US Dollar'.

Summary By Due Date				Detail Of Charges Due		
Due Date	Description	Term	Business Unit	Charge Date	Charge Amount	Amount Due
12/05/2050	Tuition Operating Fee	WINTER 2050	Spokane Community College	11/06/2050	1,1933.04	1,1933.04
12/05/2050	Tuition Building Fee	WINTER 2050	Spokane Community College	11/06/2050	141.75	141.75
12/05/2050	Tuition S&A Fee	WINTER 2050	Spokane Community College	11/06/2050	148.88	148.88
12/05/2050	Technology Fee	WINTER 2050	Spokane Community College	11/06/2050	40.00	40.00
12/05/2050	Comprehensive Fee	WINTER 2050	Spokane Community College	11/06/2050	40.00	40.00
12/05/2050	Bus Pass Fee - Mand Fee	WINTER 2050	Spokane Community College	11/06/2050	22.00	22.00
12/05/2050	Registration Fee	WINTER 2050	Spokane Community College	11/06/2050	20.00	20.00
Total Charges Due						1,2345.67

Currency used is US Dollar

Documentation is needed to establish:

- **your name**
- **your school's name & the term**
- **detailed information** - complete fees breakdown, class schedule, etc.