What features does accessECC provide me?

There are many features for students and employees that will make their online experience easier and more efficient.

- **Calendar**: On the left-hand side of the screen there will be a calendar that will automatically populate your classes after you register. It is also linked with your student email account so any reminders you have posted will be visible here as well.

- **Notifications**: There will be a notification box on the front page of your accessECC account warning you that there is something that needs to be cleared up before you can access your records.

- **Quick link to student email account**: In the middle of your screen you will see a link that says you have unread messages. If you click on this link you will be brought to the log in screen for your student email account.

- **Easy access to D2L and other ECC apps**: Under the ECC Apps tab, you will find quick and easy access to D2L and many other useful web services.

- **Announcements**: Campus-wide important due dates and other announcements will be clearly visible on the front page of your accessECC account, so that you can easily find out when payment is due or when you need to apply for graduation among other vital deadlines.

- **Student reference links**: Links to valuable resources and information located on elgin.edu.

Why do I still have to log in to my ECC email and D2L separately?

Those two programs are run by software that is not yet compatible with the current accessECC system. We are exploring the possibilities of a single log-in feature and are looking forward to implementing it in the future.

How may I get a copy of my transcript?

Log into accessECC, click on the **Student** tab. (If you don't see the Student tab, please call 847-214-7570 to have that inserted.) Next click on the **Student tab** in the middle column, then click on the **Student Records and Schedule** link. Next, click on **Transcript Request** and follow the directions on the page.

How do I find out how much my classes cost?

After you've registered online, check your statement. See answer below for “When will I receive my registration/billing statement”. Here is a link to the current tuition rates online: [www.elgin.edu/tuition](http://www.elgin.edu/tuition).
When will I receive my registration/billing statement?
Registration/billing statements are available online as soon as you register. Statements are no longer mailed. Here is how to get your statement:

- While logged into the student portal, choose “Account Activity” in the Student Account menu.
- The “Make A Payment” screen will appear. Choose the “Account Activity” tab located near the top left of your screen.
- Select the desired term and click “View Statement”.
- To print the statement, click on the printer icon located in the lower center of your screen.

I need an itemized statement to submit to my employer for reimbursement. How do obtain one?
See answer above.

No payment due date is listed on my statement. How do I know when my payment is due?
At this time, the statement does not display a due date. Please refer to www.elgin.edu/paymentcalendar to find out the payment due date each term. Make sure you set up a payment plan or pay in full before 7pm by the designated due date each term. If you enroll on or after the payment due date, your payment is due by 7 pm the next calendar day.

The Account Activity and Pay in Full menu choices will open a new tab called “ECC Student Self Service”. To go back to the main Student menu, simply click the tab called “WebAdvisor for Students”.

How do I set up a payment plan?
Go to the Make a Payment tab. Click on the “Payment Plan” icon located on the left side of the screen. Follow the instructions on the page.

I have financial aid for this term. I do not see it on my account yet. Why?
Financial aid posts to students accounts after the term starts. You can verify that your financial aid was processed by viewing your award letter online. You can find your award letter in the Student Financial Aid Menu of accessECC. If you have an award letter and maintain eligibility, your aid will post after the term starts. To get specific registration, payment and financial aid dates, go to www.elgin.edu/academiccalendar and print the pdf for the year desired. The second page will list specific dates by term.

Why am I being charged a loan fee?
The Department of Education (DOE) charges a processing fee for each loan. For complete details visit the DOE website at http://www.direct.ed.gov/dlq-a.html.
I forgot to make my payment, but my account activity does not indicate I was dropped for non-payment. How will I know?
If you were dropped for non-payment, the class charges will be removed from your account activity. If you no longer see the charges, you most likely have been dropped for non-payment and should re-enroll. Check your class schedule first.

I have a balance from a prior term, and I see several payments made on my account with a description of transfer payment? Why is that?
At June 30th each year, ECC transfers current unpaid balances within our student financial system to an outstanding account for tracking purposes. The system uses the term “payment” to describe this transfer even though no student payments were made. This process has no effect on your balance.