Reimbursement for Courses

Check with your local school system HR department to verify what they need to process course reimbursements.

Transcripts
To obtain official transcripts, go to www.umes.edu/transcripts to order once grades have been posted.

Grade/Payment Verification
There are typically three screenshots from your HawkWeb account that may be helpful to submit for reimbursement. Below are examples of the screenshots. The name and student id has been removed, but will show on your particular screenshots.

Course History – shows the courses you have taken with grade received in the semester taken.
**Detailed Account Info** – Shows the term with the balance

![Detailed Account Info Table]

**All Terms Detail** – shows more account detail

![All Terms Detail Table]

**Directions:**

Log onto your account.

Go on HawkWeb, under Academics click on ‘My Academics’. Click on ‘View my course history’. Print that page.

On the bottom of that screen, go to student center >>
Under Finances, click on ‘detailed account info’, click on semester. Print that page.

On the bottom of that screen, click on return
Then click on ‘View my 1098T’, click on ‘all terms detail’. Print that page.