

# REGISTRATION INFO

## SUMMER 2017 Registration Info

### LOCATIONS:

- **Records Office (Admin, HAB 124)** – enter classes, get forms
- **Financial Aid (CEN 217, 2<sup>nd</sup> Fl Admin Bldg)** – check financial aid pkg., loans, FAFSA, etc.
- **Residential Life (PCSU 304)** – secure summer housing
- **Student Financial Services (HAB 109)** – Confirm Enrollment & pay for your summer classes

**TIME:** 9:00 AM – 4:00 PM daily M-F

**PURGE OF CLASSES:** See details below

### SESSION I (May)

**DATES:** Monday – Friday, May 8-12

**Late Registration** – *All late fees apply (May 9-12)*

**CONFIRM ENROLLMENT:** On or after April 11, 2017

**PURGE:** Monday morning, May 15

**LAST DAY TO WITHDRAW W/ GRADE OF “W”:** Friday, May 19

**LAST DAY OF CLASSES:** Friday, June 2 (Final Exams)

### SESSION II (June)

**Late Registration** – Monday – Thursday, June 5-8; *All late fees apply*

**CLASSES BEGIN:** Monday, June 5

**CONFIRM ENROLLMENT:** On or after April 11, 2017

**PURGE:** Friday morning, June 9

**LAST DAY TO WITHDRAW W/ GRADE OF “W”:** Thursday, June 15

**LAST DAY OF CLASSES:** Thursday, June 29 (Final Exams)

### SESSION III (July)

**Late Registration** – Friday – Thursday, June 30 – July 6; *All late fees apply*

**CLASSES BEGIN:** Friday, June 30

**CONFIRM ENROLLMENT:** On or after April 11, 2017

**LAST DAY TO WITHDRAW W/ GRADE OF “W”:** Thursday, July 13

**LAST DAY OF CLASSES:** Thursday, July 27 (Final Exams)

### SUPER SESSION

**Registration Dates:** Monday – Friday, May 8-12

**Late Registration** – *All late fees apply (May 9-12)*

**CONFIRM ENROLLMENT:** On or after April 11, 2017

**PURGE:** Monday morning, May 15

**LAST DAY TO WITHDRAW W/ GRADE OF “W”:** Friday, May 19

**LAST DAY OF CLASSES:** Varies. If you have questions regarding SS offerings, please contact the respective academic dept.

## FALL 2017 Registration Info

### **ONE-DAY REGISTRATION: Monday, Aug 21**

Science/Math Complex, Great Room (3<sup>rd</sup> fl)  
8:15-11:15a; 1:15-5p

### ***Late Registration – All late fees apply!***

**DATES:** August 22 – Sept 5

**TIMES:** 9:00 AM – 4:00 PM daily M-F

### **LOCATIONS:**

- **8/22-8/25:** Admin Bldg, Centenary Room
- **8/28-9/5** (weekdays):
  - **Records Office (HAB 124)** – enter classes
  - **Financial Aid (CEN 217 – back of Admin Bldg)** – check financial aid pkg., loans, FAFSA, etc.
  - **Residential Life** – secure housing or change meal plans
  - **Student Financial Services (HAB 109)** – confirm enrollment (confirm you are here; pay)

**PURGE OF CLASSES:** See details below

**CLASSES BEGIN:** Tuesday, August 22

**CONFIRM ENROLLMENT:** On or after July 18

**LAST DAY TO WITHDRAW W/GRADE OF “W”:**

Monday, Dec. 5

**LAST DAY OF CLASSES:** Tuesday, Dec. 5

**FINAL EXAMS:** Dec. 7-8, 11-12

## Additional Assistance/Info

If you have problems or questions, contact the respective office:

- **Billing/refund** - Student Financial Services at 423.614.8100 or email [SFS@leeuniversity.edu](mailto:SFS@leeuniversity.edu).
- **Financial aid** - Financial Aid at 423.614.8300 or email [FinAid@leeuniversity.edu](mailto:FinAid@leeuniversity.edu).
- **Login/password** - HelpDesk at 423.614.8027 or email [HelpDesk@leeuniversity.edu](mailto:HelpDesk@leeuniversity.edu).
- **Meal plan or housing** - Residential Life at 423.614.6000 or email [Housing@leeuniversity.edu](mailto:Housing@leeuniversity.edu).
- **Registration concerns** - Records Office at 423.614.8200 or email [Records@leeuniversity.edu](mailto:Records@leeuniversity.edu).

## Quick Links to:

- [Searching for Classes](#)
- [First-time Students](#)
- [Adding, Dropping, and Withdrawing](#)
- [Confirming Enrollment and Purging Courses](#)
- [Graduate Students](#)
- [Registration FAQ](#)

## Online Searching for Classes

**CLASS SEARCH:** *This provides a real-time listing of courses.*

For current students with full access to Portico/Student Planning:

- NOTE: If you are a new, incoming student, your Student Planning access is not yet activated. You will need to be advised face-to-face to plan your schedule.
- Login to Portico.
- Select “**Student Planning**” in the Self-Service options.
- Click #1 “**View Your Progress**”.
- Scroll down to see the “**Requirements**” displaying a list of required courses for your current major.
- Click the link for your desired course; you will be redirected to view a list of courses and sections (by term, day, time, instructor, etc.). **Be sure to select the correct term.**
- You can also search for selections by subject, course level, number, section, and instructor.
- Click “Add Section to Schedule” to see course information, such as availability, pre-requisites or co-requisites, dates, etc.
- If this is the section of your choice, click “**Add Section**” to add that course to your planned schedule.
- Go to “**Plan & Schedule**” to review your planned schedule.
- Click “**Register Now**” to actually add the class to your schedule.

**PRINTABLE CLASS SCHEDULE:** *This version does NOT provide class occupancy/vacancy.*

- **Current students & guests:** The printable version is available at this link:  
<http://leeuniversity.edu/publications/schedule.aspx> .
- If you use the printable version, *access a new copy each time you do a class search.* If you print a copy and use it later, you will miss class changes (i.e., instructor, location, meeting times, etc.).
- **Current students** will need to login to Portico for occupancy/vacancy information (steps provided above).

*Can't find the course you need?*

*Contact the Department Chair of that course.*

## ONLINE CLASSES

Some academic departments on campus will offer online options in their respective department. If you have questions about course offerings, please contact the Department Chair of the course you are seeking.

Campus students are allowed to request to take an online class via DAL, Division of Adult Learning, during fall, spring, or summer. However, it requires a Petition for Exception to University Policy, which can be obtained in the office of the Department Chair of your major. Follow the instructions on the form. The final step is for the student to personally take the form to the DAL Office in the Monument Building for review of your request. If approved, DAL staff will create an OL section of the class just for you and register you in that class. Students graduating in July are not allowed to take DAL classes in the final DAL summer term, IE, which extends beyond Commencement date.

## Information for First-time Students

First-Year Programs is the office you may contact regarding any question as a first-time student. You may email them @ [firstyear@leeuniversity.edu](mailto:firstyear@leeuniversity.edu), phone 423.614.8623, or go to First Year Programs at this link:

<http://www.leeuniversity.edu/new-students/new-student-orientation.aspx>

## Adding, Dropping, and Withdrawing

### ADD/DROP (SCHEDULE CHANGES) DURING LATE REGISTRATION:

- Before the 1<sup>st</sup> day of class, if you have full Student Planning access, you may change your schedule online.
- After the 1<sup>st</sup> day of classes, you will not be able to change your class selections online. You will need to use a Change of Schedule ("Add-Drop Form") to document your class changes and permission for the schedule changes. This can be picked up at the Records Office, Admin Building 124.

### CLASS WITHDRAWAL:

**Merely not attending a class does NOT withdraw you from the class.** If you fail to withdraw from a class and it remains on your schedule until final exams, your instructor will assign a grade of "F" for non-participation/non-completion of the class since you would still be registered for the class.

## Confirming Enrollment and Purging Courses

### CONFIRMING ENROLLMENT:

**Every student must "confirm enrollment" every term/semester enrolled.  
If you do NOT confirm enrollment, your schedule will be PURGED.**

There are lots of interpretations and misinformation regarding "confirming enrollment".

#### *Please read carefully:*

- Confirming enrollment is applying money and/or financial aid as the down payment to your student bill. This can be done either online or in person (see below for instructions) and should be done before classes begin.
- If your schedule is purged because of not confirming enrollment, you will need the special "purged" registration form from the Records Office.
- **If you fail to Confirm Enrollment by the last day of registration, you are not considered a student and cannot attend classes.**
- Advance Class Selection (ACS) occurs in Oct/Nov, March/Apr; this is merely the first step of registration - choosing your courses/selecting a schedule. You will also need to confirm your enrollment.
- Study Abroad students on a Lee-sponsored trip or at a CCCU institution must also confirm enrollment.

### **“Confirm Enrollment” is NOT the same as “Make a Payment”:**

- Your parents may make a payment, but that does not confirm your enrollment.
- You may make a payment at any time, whether confirmed or not.
- You may have sufficient financial aid (loans, scholarships, etc.) to cover your down payment, but you must still “confirm enrollment” by applying the payment to your account.
- Note: Late fees (registration and add-drop fees) begin on the 1st day of class.
- If you Confirm Enrollment before the 1st day of class, you will avoid late fees.

### **HOW TO CONFIRM ENROLLMENT**

You can choose to either “Confirm Online” or “Confirm in Person”.

#### **1. To confirm online:**

Refer to the PDF “How to Confirm Enrollment Online in Portico” at this link:

<https://portico.leeuniversity.edu/universityservices/support/HowToGuides/General/How%20to%20Confirm%20Enrollment%20Online%20in%20Portico.pdf>.

#### **2. To confirm in person:**

- Visit Student Financial Services in person to sign the registration papers. Their office is in the Administration Building, on front of campus with fountain, at the windows on 1st Floor.

### **PURGE OF SCHEDULES:** *Please read carefully*

- **Fall Term** – The 1<sup>st</sup> purge is on Monday morning after the 1<sup>st</sup> week of registration.
- If purged, you will need to obtain a registration form from the Records Office, Administration Building, 124, for late registration.
- All late fees will apply
- Please refer to the notes above if you have questions about how to confirm/if you have confirmed.

## **Graduate Students**

For registration information, please contact the secretary of the program for which you are applying or have been accepted:

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|--|----------------|--------------|--|
| • <b>Education graduate students:</b>  | Crystal Keeter | 423.614.8544 | <a href="mailto:ckeeter@leeuniversity.edu">ckeeter@leeuniversity.edu</a>   |
| • <b>Music graduate students:</b>      | Emilei Disbrow | 423.614.8245 | <a href="mailto:edisbrow@leeuniversity.edu">edisbrow@leeuniversity.edu</a> |
| • <b>Psychology graduate students:</b> | Beth Bulow     | 423.614.8124 | <a href="mailto:bbulow@leeuniversity.edu">bbulow@leeuniversity.edu</a>     |
| • <b>Religion graduate students:</b>   | Faith Giguere  | 423.614.5104 | <a href="mailto:fgiguere@leeuniversity.edu">fgiguere@leeuniversity.edu</a> |
| • <b>MBA students:</b>                 | Holly Aly      | 423.614.8694 | <a href="mailto:mba@leeuniversity.edu">mba@leeuniversity.edu</a>           |

You must “confirm enrollment” (either online or in person) to prevent your schedule being purged. (See instructions and information above.)

## Registration FAQs

### FREQUENTLY ASKED QUESTIONS FOR FALL 2017 (click on the question for the answer)

1. How much will I have to pay toward my bill when I register for classes?
  2. If I drop a class, how much will I be refunded?
  3. What happens the day AFTER the last day to add/drop, if I decide to “drop” a class?
  4. What do you mean by “*confirm enrollment*”?
  5. Have I “confirmed” my enrollment if I click on “make a payment”?
  6. When is the last day I can confirm my enrollment?
  7. What is the first day that I will get a “W” on my transcript if I quit a class?
  8. How do I change my schedule?
  9. Which signatures are required to change my schedule?
  10. What happens if I decide to attend a different section of a class instead of the one on my schedule and not have Records change my schedule in the computer?
  11. Which students must remain full-time status? Why?
  12. If I don’t have immediate funds to confirm enrollment before the purge, what should I do?
  13. When do classes begin?
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1. How much will I have to pay toward my bill when I register for classes?

You will need to pay 50% of your bill at registration.

2. If I drop a class, how much will I be refunded?

For Lee's refund policy, please refer to the online University Catalog at <http://catalog.leeuniversity.edu/> or talk with a staff member in Student Financial Services.

3. What happens the day AFTER the last day to add/drop, if I decide to "drop" a class?

If you decide to "drop" a class after the end of registration, it is actually a "class withdrawal". On this date, a grade of "W" is assigned to your transcript to show that you ended your participation in the class.

4. What do you mean by "confirm enrollment"?

Confirming enrollment communicates that a student intends to attend (or is already attending) class. It prevents purge of your schedule. It is our official headcount for federal reporting.

There are 2 ways to "confirm enrollment":

1. Online - If you have a computer login/password, you may confirm online via Portico through the last day to add/drop. (The link to step-by-step instructions are provided above.)
2. In person - If you are a first-time student without Portico access or a returning student experiencing problems with your bill, you will need to confirm enrollment in person. This is done by signing registration papers with someone in Student Financial Services. If you have any concerns or questions about your bill or down payment, please talk with a Student Financial Services staff person during the registration period.

5. Have I "confirmed" my enrollment if I click on "make a payment"?

No! "Making a Payment" is not the same as "Confirming Enrollment". It is possible to make a payment without confirming enrollment (online); it is possible for your parents to make a payment for you at Student Financial Services but you never sign the papers that confirm your enrollment.

**Every student must "confirm enrollment" either online or in person, each term.**

6. When is the last day I can confirm my enrollment?

To prevent your schedule from being purged, you will need to "confirm enrollment" by the end of the first week of registration.

7. What is the first day that I will get a "W" on my transcript if I quit a class?

If you decide to "drop" a class beyond the last day to add/drop, it is a "class withdrawal". On this date, a grade of "W" is assigned to your transcript to show that you ended your participation in the class. A grade of "W" does not impact your GPA; it merely communicates that for some reason, you terminated your participation in the class. Having a grade of "W" is critical for students who plan to pursue a career in medicine or law in that it may delay acceptance into programs in which census is limited or highly competitive. For all other students, a grade of "W" is neither a positive nor negative mark.

**Before you withdraw from a class, you will want to speak with a Financial Aid counselor (Administration Building, 2nd Floor) to determine the impact of your reduced credit hours on your current financial aid and future aid.**

8. How do I change my schedule?

1. Online (for returning students with full Student Planning access): You may add/drop classes online using Portico before the 1st day of class for each term, if you have had your advising session.
2. In person - In the Records Office (HAB 124).
3. After the 1<sup>st</sup> day of class:
  - Get an add/drop form (Records Office, HAB 124), fill it out, get signatures as instructed, then bring the form to the Records Office for staff to change your schedule in the computer.
  - This final step (returning the form to Records Office) is critical—if you do not bring the signed paper to Records, no one is aware of your schedule change. At the end of the term when grades are assigned, your name will be on the incorrect class roster, and your instructor will assign an “F” for lack of participation in his/her class.

9. Which signatures are required to change my schedule?

Discuss required signatures with a Records Office staff member.

10. What happens if I decide to attend a different section of a class instead of the one on my schedule and not have Records change my schedule in the computer?

At the end of the term when grades are being assigned, your instructor will assign an “F” for non-participation/non-completion of the class that is on your schedule. You must follow the steps above in order to change your schedule using the proper paperwork and process in order to get credit for your class.

11. Which students must remain full-time status? Why?

- International students (for your I-20/SEVIS agreement to study in the states)
- Student-athletes (to avoid NCAA infractions)
- Those who qualify for HOPE scholarship and HONOR scholarship (to prevent losing your qualification)
- Students who participate in a traveling ensemble/band/choir (to be covered by insurance)
- Students who live on campus
- Students with other financial aid situations (check with the Financial Aid Department, 2nd floor, Administration Building, regarding your particular situation)

12. If I don't have immediate funds to confirm enrollment before the purge, what should I do?

Contact Student Financial Services, [sfs@leeuniversity.edu](mailto:sfs@leeuniversity.edu), HAB109, to discuss your financial situation.

13. When do classes begin?

- Tuesday, August 22