

# REGISTRATION INFO

## SUMMER 2018 Registration Info

**REGISTRATION:** Mon, May 7

**LOCATIONS:**

**Records Office (HAB 124)** – have classes entered, get forms

**Financial Aid (CEN 217 – back of Admin Bldg)** – check financial aid pkg., loans, FAFSA, etc.

**Residential Life (CEN120)** – secure housing

**Student Financial Services (HAB 109)** – pay for your classes & confirm enrollment

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**SESSION I (May)**

**REGISTRATION:** Mon, May 7

**CLASSES BEGIN:** Tues, May 8

**LATE REGISTRATION:** May 8 – May 11

**LAST DAY REG/ADD/DROP:** Fri, May 11

**CONFIRM ENROLLMENT:** Begins April 10, 2018

**LAST DAY TO WITHDRAW W/GRADE OF "W":**  
Fri, May 18

**LAST DAY OF CLASSES:** Fri, June 1 (Final Exams)

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**SESSION II (June)**

**CLASSES BEGIN:** Mon, June 4

**LATE REGISTRATION:** June 4 – 7

**LAST DAY REG/ADD/DROP:** Thurs, June 7

**CONFIRM ENROLLMENT:** Begins April 10, 2018

**LAST DAY TO WITHDRAW W/GRADE OF "W":**  
Thurs, June 14

**LAST DAY OF CLASSES:** Thurs, June 28 (Final Exams)

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**SESSION III (July)**

**LATE REGISTRATION:** June 29 – July 5

**CLASSES BEGIN:** Fri, June 29

**LAST DAY REG/ADD/DROP:** Fri, July 5

**CONFIRM ENROLLMENT:** Begins April 10, 2018

**LAST DAY TO WITHDRAW W/GRADE OF "W":**  
Thurs, July 12

**LAST DAY OF CLASSES:** Thurs, July 26 (Final Exams)

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**SUPER SESSION**

**REGISTRATION:** Mon, May 7

**CLASSES BEGIN:** Tues, May 8

**LATE REGISTRATION:** May 8 – May 11

**LAST DAY REG/ADD/DROP:** Fri, May 11

**CONFIRM ENROLLMENT:** Begins April 10

**LAST DAY TO WITHDRAW W/GRADE OF "W":**  
Fri, May 18

**LAST DAY OF CLASSES:** Thurs, July 26 (Final Exams)

## FALL 2018 Registration Info

**STUDENT REGISTRATION:**

**Mon, Aug 20**

**TIME:** 8:15-11:15 AM; 1:15-5:00 PM

**LOCATION:** Science/Math Complex (SMC)

**SERVING:** **Students enrolled @ Lee for Spring/Summer '18 & transfer students**

**Tues, Aug 21**

**TIME:** 8:15 AM – 1:00 PM

**LOCATION:** Science/Math Complex

**SERVING:** **New incoming freshmen**

**PURGE OF CLASSES:** See details below

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**LATE REGISTRATION: Aug 22 – Aug 24**

**All late fees apply!**

**LOCATION:** Centenary Room (Admin Bldg)

**CLASSES BEGIN:** Wed, Aug 22

**CONFIRM ENROLLMENT:** Begins Tues, July 17

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**LATE REGISTRATION continues** in respective offices:

Aug 27-Sept 4 (Begin in Records Offc, HAB124)

**LAST DAY TO REG/ADD/DROP:** Sept 4

**LAST DAY TO WITHDRAW W/GRADE OF "W":**  
Oct 29

**EVERY STUDENT MUST CONFIRM ENROLLMENT EVERY TERM, OR YOUR SCHEDULE IS PURGED!**

## 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.
- More detailed instructions can be found on Portico: University Services, Records, Forms and Documents.

**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, there could be changes (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 Academic Dean, Assoc Dean, or Chair of that course.*

## ONLINE CLASSES

There are two types of online courses that campus students can take. (1) Courses with sections “**OL**” are offered by the respective academic department. They can be added to the student’s schedule just like any other campus course. (If you have questions about course offerings, please contact the Department Chair of the course you are seeking.)

(2) The other type of online class has sections “**DAL**”, offered by the Div of Adult Learning, or Lee Online. These classes require a Petition for Exception to University Policy. This form can be obtained in the office of the Dean or Chair of your major. Follow the instructions on the form. The final step requires the student to personally take the form to the DAL Office, Monument Building, for review. If approved, DAL staff will create a 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, IF, 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 in Portico, 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, Rm 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 grades are assigned, 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 communicates that you are an official student for that term. This process can be done either online or in person (see below for instructions) and should be done before classes begin for each term.
- If your schedule is purged because of not confirming enrollment, you will need the special "purged" registration form from the Records Office in order to get your schedule re-instated.
- **If you do not Confirm Enrollment by the last day of registration, then 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 each term.
- 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> or [click here](#) (if you are viewing this online).

#### 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, at the windows on 1st Floor.

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

- The 1<sup>st</sup> purge is on the 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>   | Diane Thisell  | 423.614.5104 | <a href="mailto:dthisell@leeuniversity.edu">dthisell@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 SPRING 2018 (Ctrl + click question)

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) classes. It prevents purge of your schedule. It is our official headcount for federal reporting. **Every student must confirm enrollment for each term enrolled.**

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. (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.

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 online without confirming enrollment. It is also possible for your parents to make a payment for you either online or in person, but if you never sign the registration papers or confirm enrollment online, you are not yet confirmed.

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

To prevent late fees, you will need to confirm enrollment before classes begin.

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. However, a grade of "W" is critical for students who 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" has neither a positive or negative impact.

**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 and future financial aid.**

8. How do I change my schedule?

1. Online (for returning students with Portico 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 while you wait.
  - 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 a grade of "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 a grade of "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?

1. International students (for your I-20/SEVIS agreement to study in the states)
2. Student-athletes (to avoid NCAA violations)
3. Those who qualify for HOPE scholarship and HONOR scholarship (to prevent losing your qualification)
4. Students who participate in a traveling ensemble/band/choir (to be covered by insurance)
5. Students who live on campus
6. 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, May 8 (Summer 2018 Sessions)
- Wednesday, August 22 (Fall 2018)
- Tuesday, January 8, 2019 (Spring 2019)
- Tuesday, May 7, 2019 (Summer 2019)