

# Student Information Guide

## 4 THINGS TO GET YOU STARTED:

1. **New Student Orientation:** Please visit the NSO page below for important information, tutorials, videos and much more. This is the one-stop shop for all your student questions. Bookmark the page because the information there will be updated all the time.

**<http://leeuniversity.edu/new-students/online.aspx>**

2. **Your Student Number:** This is a seven-digit number that uniquely identifies you in our student records system. Whenever you correspond with the University, identify yourself by placing your name and student number in the subject line of your e-mail.

3. **Your User ID and Password:** Your user ID is composed of the first initial of your first name, the first four letters of your last name and two randomly assigned numerals. The ID, along with its associated password, will allow access to your student records and your coursework. Both the ID and password will be communicated to you by the University IT department. Assistance with the ID or password can be obtained by contacting the Help Desk by telephone at 423-614-8027 or email at [helpdesk@leeuniversity.edu](mailto:helpdesk@leeuniversity.edu).

4. **Your Academic Advisor:** As part of the admissions process, you will be scheduled for your first classes by an initial advisor. During each your first semester, you will be assigned a discipline-specific advisor who will assist you in the choosing of future classes. Your advisor will be key to your selection of courses each year.

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## ACCOUNTS YOU WILL USE:

*Access the following accounts with your User ID and password*

1. **LeeU Student E-mail Account:** The University will communicate with you officially through your student e-mail account. Access your LeeU student e-mail account by signing on via [www.leeu.edu](http://www.leeu.edu). Then register your Outlook account using your User Name and password. It is important that you regularly check your student e-mail account for communication from the University. **To insure your privacy, all enrollment and academic correspondence will be sent to and must be received from your student email account.** Using the options menu, you can forward your LeeU email to any other working e-mail account.

2. **Portico:** Portico serves as the access point to your academic records and student account. You will also use Portico to register for classes.

Access Portico

**<https://portico.leeuniversity.edu>**

Online Tutorials

**<http://portico.leeuniversity.edu/pages/tutorials.aspx>**

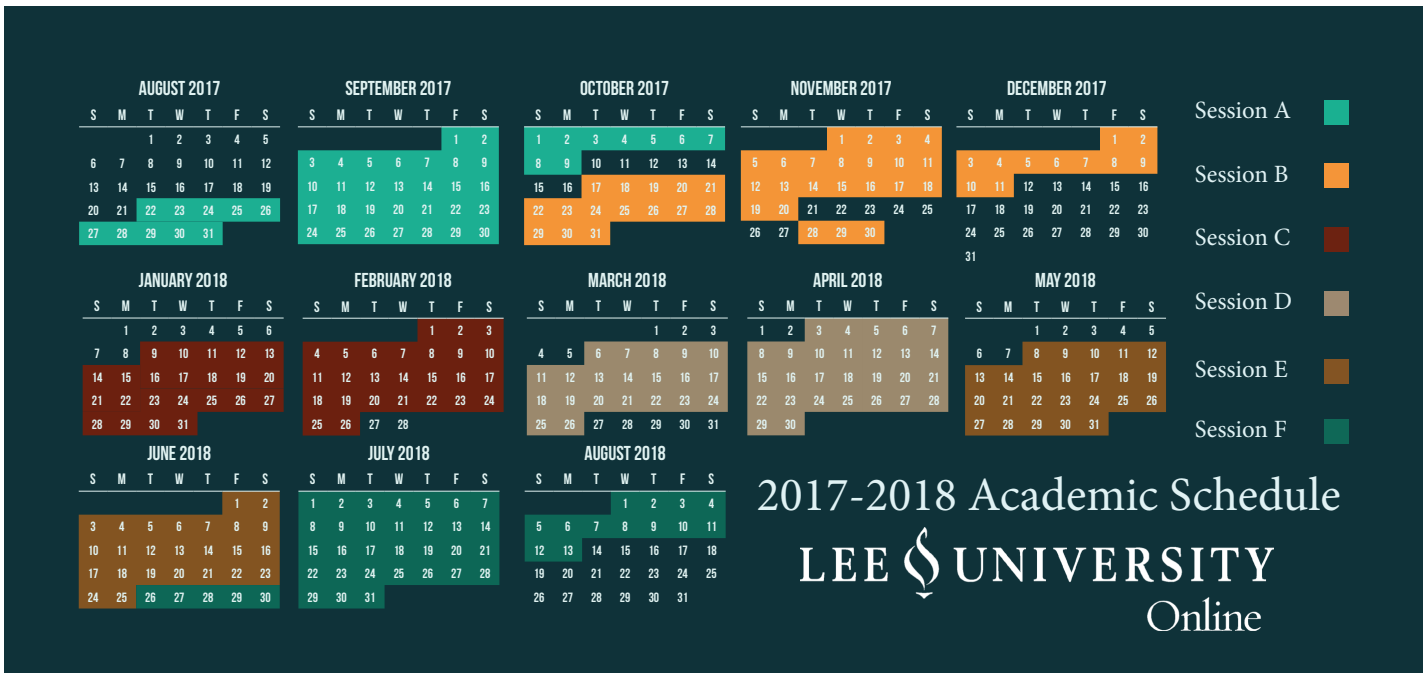
3. **Moodle:** Moodle is the online learning platform through which you will access your coursework. Once you have registered for classes and confirmed enrollment each semester, your courses will appear at your Moodle homepage the day classes begin.

Access Moodle

**<http://moodle.leeuniversity.edu>**

*Your Moodle Guide is included in another attachment to your Welcome email*

## Lee University Online Calendar



## Enrollment in Lee University Online

Lee University Online offers six sessions each academic year. Each session is seven weeks in length, and each course is built around a 7-week model that requires an average of 16-20 hours per week of academic work. With this in mind, we have established a limit of 2 courses per session that students can register in through Portico. If there are extenuating circumstances that merit an online student taking more than 2 courses per session, the student must petition for permission to register above the 6 credit hours per session.

## Annual Registration

You can now annually *register* for Sessions A-F. You will work with your academic advisor to select courses for all 6 sessions and then register in Portico for your annual schedule. New students will have an annual schedule provided for you by an initial advisor.

# Registration Payment Policy

Each semester, you are required to pay a \$225 registration payment. If you have sufficient financial aid funds to cover all charges for the semester, the \$225 payment will be covered. Students paying the \$225 may follow the semester payment schedule provided below. As long as the student's account is paid in full at the completion of the Fall and Spring semesters, the student will not be required to pay another \$225 payment in the Spring and Summer semesters, respectively.

## Course Check-in

In order to stay compliant with changes in the U.S. Financial Aid system, we require you to check in to each of your courses in the first week of the class before they can proceed to Unit 1 in Moodle.

## Confirmation of Enrollment

You will be confirmed for each session in which you enroll after **both** checking into class via Moodle **and** making a \$225 registration payment (Financial aid can be used for registration payment **only** if aid exceeds total costs of attendance for the current semester).

## Monthly Payment Schedule

Lee University Online Payment Schedule  
2017-2018

Date	Undergraduate Ministry Programs *	Undergraduate Non-Ministry Programs*	Graduate Ministry Programs**	Graduate Non-Ministry Programs***
22-Aug-17	225.00	225.00	225.00	225.00
30-Sep-17	701.73	1,402.09	1,199.18	1,097.73
31-Oct-17	701.73	1,402.09	1,199.18	1,097.73
30-Nov-17	701.73	1,402.09	1,199.18	1,097.73
<b>11-Dec-17</b>	701.73	1,402.09	1,199.18	1,097.73
31-Jan-18	701.73	1,402.09	1,199.18	1,097.73
28-Feb-18	701.73	1,402.09	1,199.18	1,097.73
31-Mar-18	701.73	1,402.09	1,199.18	1,097.73
<b>30-Apr-18</b>	701.73	1,402.09	1,199.18	1,097.73
31-May-18	701.73	1,402.09	1,199.18	1,097.73
30-Jun-18	701.73	1,402.09	1,199.18	1,097.73
31-Jul-18	701.73	1,402.09	1,199.18	1,097.73

\*This is the projected payment schedule for students taking 2 courses per session.

\*\*This is the projected payment schedule for students taking 3 courses per semester.

\*\*\*This is the projected payment schedule for students taking 1 course per session.

## Book Voucher Schedule

Book vouchers are available each semester (see dates below) if you have excess Financial Aid. However, **you are only issued one voucher per semester, regardless of start date.** You must order from the Lee University Bookstore and enter your Student ID Number (with any preceding zeroes) as the account for payment.

Session A	Aug 1 - Sept 5
Session B	Sep 26 - Oct 31
Session C	Dec 12 - Jan 23
Session D	Feb 13 - Mar 20
Session E	Apr 17 - May 22
Session F	June 5 - July 10

Ordering Your Books Online Tutorial

<https://vimeopro.com/user13308368/student-tutorial/video/151920196>

Textbook Rental Tutorial

<https://vimeopro.com/user13308368/student-tutorial/video/156720308>

Using Your Book Voucher Tutorial

<https://vimeopro.com/user13308368/student-tutorial/video/160148661>

## Financial Aid Points of Interest

1. If you have not already done so, please complete your ***Free Application for Federal Student Aid*** (FAFSA) **TODAY!**
2. For general Financial Aid questions, we have provided a PDF attachment with your Welcome email – ***Federal Student Aid for Adult Students***. This document explains the different types of Aid available and some helpful tips about borrowing, repayment and other options available to students.
3. For specific Financial Aid questions, please contact our dedicated team member in the Lee University Financial Aid Office – ***CAM BECHT***. She can be reached at **423-614-8327** or [cbecht@leeuniversity.edu](mailto:cbecht@leeuniversity.edu).