Student Information Guide

4 THINGS YOU NEED TO KNOW:

1. New Student Orientation: Please visit the NSO pages below for important information, tutorials, videos and much more. Bookmark the page because the information there will be updated all the time.

Online students:
www.leeuniversity.edu/new-students/online.aspx
Charlotte students:
www.leeuniversity.edu/new-students/charlotte-center.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 memo 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.

4. Your Academic Advisor: As part of the admissions process, each student is assigned an academic advisor who will assist in the choosing of classes. Your advisor will be key to your selection of courses each semester.

3 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. 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. 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 use Portico to register for classes and to confirm enrollment each semester.

Access Portico
http://portico.leeuniversity.edu/Pages/default.aspx.

Online tutorial
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

Attached to this message is a guide to using Moodle.

DAL Calendar at Lee University

Session Calendar

Session A: 8/23/16 - 10/10/16
Session B: 10/18/16 – 12/12/16
Session C: 1/10/17 – 2/27/17
Session D: 2/28/17 – 5/1/17
Session E: 5/9/17 – 6/26/17
Session F: 6/27/17 – 8/14/17

Annual Calendar with Breaks

Session A: 8/23/16 - 10/10/16

- 10/11/16 to 10/17/16 — 1 week break (No Classes)

Session B: 10/18/16 – 12/12/16

- 11/22/16 to 11/28/16 — Thanksgiving Break (Classes Pause Units 5-6)
- 12/13/16 to 1/9/17 — Winter Break (No Classes)

Session C: 1/10/17 – 2/27/17

- No Breaks

Session D: 2/28/17 – 5/1/17

- 3/7/17 – 3/13/17 — Spring Break (Classes Pause Units 1 – 2)
- 4/11/17 – 4/17/17 — Easter Break (Classes Pause Units 5 – 6)
- 5/2/17 – 5/8/17 — Spring – Summer Break (No Classes)

Session E: 5/9/17 – 6/26/17

- No Breaks

Session F: 6/27/17 – 8/14/17

- 8/14/17 – 8/20/17 — Summer – Fall Break (No Classes)

Enrollment in Lee University Online and Charlotte Center

Lee University Online and Charlotte Center are a part of the Division of Adult Learning (DAL) and in the DAL there are six sessions each academic year. Each session is seven weeks in length.

Each course is built around a 7-week model that requires an average of 16-20 hours per week of academic work for students. With this in mind, the DAL has established a limit of 2 courses per session that students can register in through Portico. If there are extenuating circumstances that merit a DAL student taking more than 2 courses per session, the student must petition the DAL for permission to register above the 6 credit hours per session.

Annual Registration

DAL students will now annually *register* for Sessions A-F. DAL students will work with their academic advisors to select courses for all 6 sessions and then register in Portico for their full year schedule. New students will have an annual schedule provided for them by an initial academic advisor.

Registration Payment Policy

Every August, students will pay a $225 registration payment. If the student has sufficient financial aid funds to cover all charges for the semester, the $225 payment will not be required. Students paying the $225 may follow the semester payment schedule provided below. As long as the student's account in 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.

DAL Course Check-in

In order to stay compliant to changes in the U.S. Financial Aid system, we require students to check in to each of their courses in the first week of the class before they can proceed to Unit 1 in Moodle. The check-in process applies to both online and Charlotte Center students.

Confirmation of Enrollment

Students will be confirmed each session in which they 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).

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Monthly Payment Schedule

Date	Undergraduate Ministry*	Undergraduate*	Graduate Ministry*	Graduate **
24-Aug-16	225.00	225.00	225.00	225.00
30-Sep-16	657.00	1,318.09	1,501.36	1,030.09
31-Oct-16	657.00	1,318.09	1,501.36	1,030.09
30-Nov-16	657.00	1,318.09	1,501.36	1,030.09
12-Dec-16	657.00	1,318.09	1,501.36	1,030.09
31-Jan-17	657.00	1,318.09	1,501.36	1,030.09
28-Feb-17	657.00	1,318.09	1,501.36	1,030.09
31-Mar-17	657.00	1,318.09	1,501.36	1,030.09
30-Apr-17	657.00	1,318.09	1,501.36	1,030.09
31-May-17	657.00	1,318.09	1,501.36	1,030.09
30-Jun-17	657.00	1,318.09	1,501.36	1,030.09
31-Jul-17	657.00	1,318.09	1,501.36	1,030.09

*This is the projected payment schedule for those students taking two courses per session.

**This is the projected payment schedule for those students taking one course per session.

Book Voucher Schedule

Session A	**Aug 2 – Sept 6**
Session B	**Sept 27 – Nov 1**
Session C	**Dec 13 – Jan 24**
Session D	**Feb 7 – Mar 14**
Session E	**Apr 18 – May 23**
Session F	**June 6 – July 11**

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Student Quick Guide for Moodle

Logging In

To begin the Log in process, first navigate to the Lee University Moodle Site, moodle.leeuniversity.edu.

1. To proceed, click "Login" at the top right corner.
2. Type in your username. Your username will be the same username you use for your Portico-WebAdvisor/LeeU Email account without the "@leeu.edu". For example, if your email address is iflame00@leeu.edu, then your username is simply, "iflame00"
3. Type in your password. Your password will be the same your Portico-
4. Now, click the "Log in" button.

Accessing Your Course

Your courses are listed in **"my Menu"** section by clicking on **"my Courses"**.

Click on the course name to enter the course.

Note: *Most courses are not available to students until a few days before the start of the semester. If you don't see* ***your*** *course listed, check back later on that day. If the semester has already started and you still don't see your course listed, contact your instructor to verify that you are enrolled.*

Submitting Assignments

To open the assignment, click on the assignment title in the current module or from the Assignments link in the Activities block on the left side of the course page.

Submitting Online Text:

1. Click on the Edit my submission button at the bottom of the

Submitting a file:

1. Click on the Browse button at the bottom of the page.
2. Navigate to your file and double-click on it.
3. Click on Upload this file.
4. Look for a "File uploaded successfully" confirmation message.

Test Taking in Moodle

1. Click on the quiz title in the current module or from the Quizzes link in the Activities block on the left side of the course page.
2. Click on the Attempt quiz now button and then on OK.
3. Note any special instructions, including the time limit (if applicable).
4. Begin taking the quiz.
5. If there are a lot of questions, periodically click on the Save without submitting button. When finished, click on Submit all and finish and click on OK to confirm your submission.

IMPORTANT

Note the closing date and time as well as the time limit for the quiz. The test will automatically close at whichever time comes first, even if you have not reached the other time limit. For example, if your instructor has a test that closes at 10 PM, the test WILL CLOSE AND KICK YOU OUT AT 10 PM regardless of how much time you have left to complete your test. **UNLIKE ANGEL, MOODLE WILL NOT ALLOW YOU TO REMAIN IN THE TEST PAST THE CLOSING TIME.**

Checking Your Grades

To view your grades, click on the Grades link in the Administration block on the left side of the course.