REGISTRATION FOR FALL 2014

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

- For current students:
  - At this link http://portico.leeuniversity.edu/Pages/default.aspx, click on “Portico Login”, then after logging in, scroll down at the bottom right and click on “WebAdvisor for Students”, “Academic Planning”, then “Search for Sections”.
  - Need help?
    - Narrative instructions with screen shots are found here: Login to Portico, click on “University Services” at top of page, click on “Help and Support”, click on “How To Guides”, click on “Category: Portico”.
    - Short how-to videos are at this link: http://portico.leeuniversity.edu/Pages/Tutorials.aspx.
  - Current students will be able to see class occupancy/vacancy.

- For guests:
  - Use the guest 5-minute login in at this link: http://www.leeuniversity.edu/publications/schedule.aspx.
  - This version does NOT show class occupancy/vacancy.

PRINTABLE CLASS SCHEDULE
For current students and guests: There is a printable version available at this link: http://www.leeuniversity.edu/publications/schedule.aspx. Print a new copy each time you do a class search. If you print and use the same copy later, there could be changes (instructor, location, meeting times, etc.). Also, be aware that seat availability is not provided in this publication; current students will need to login to Portico for that information as shown above.

REGISTRATION FOR FIRST-TIME STUDENTS
a. Your registration information, including registration appointment for Monday or Tuesday, will be provided during New Student Orientation (NSO).
b. For additional information, go to First Year Programs at this link: http://www.leeuniversity.edu/new-students/new-student-orientation.aspx.

MAIN REGISTRATION

<table>
<thead>
<tr>
<th>DATES</th>
<th>Mon – Tues, August 18 &amp; 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>Science/Math Complex (SMC), Great Room (top floor)</td>
</tr>
<tr>
<td>TIME</td>
<td>Monday:</td>
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<tr>
<td></td>
<td>Returning students (@ Lee for spring term): 8:15 – 11:15 am, or 1:15 – 4:00 pm</td>
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<tr>
<td></td>
<td>New students (freshmen &amp; transfers): 9:00 – 11:15 am, or 1:15 – 4:00 pm (by appointment)</td>
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<td></td>
<td>Tuesday:</td>
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<tr>
<td></td>
<td>All students: 8:15 – 11:15 am, or 1:15 – 3:00 pm</td>
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Add-Drop:
a. You may add/drop classes in the Science/Math Complex, even if you have already confirmed your enrollment. Pick up your schedule at registration check-in in Great Room of Sci/Math Complex and get instructions how to proceed.

Make sure you take care of these additional items:
a. Campus Post Office Box (Post Office in basement of Paul Conn Student Union)
b. Computer login/reset (Help Desk in basement of Library)
c. Student ID and vehicle registration with Campus Safety (College of Education building/Rose Lecture Hall, Aug 15-19; Campus Safety Office, Church Street beginning Aug 20)

CLASSES BEGIN - WEDNESDAY, AUGUST 20

LATE REGISTRATION – BEGINS ON 1ST DAY OF CLASS - ALL LATE FEES APPLY!

DATES: Wed - Fri, Aug 20-22
STUDENTS: All students
LOCATION: Centenary Room, Administration Building (Ocoee Street, @ front of campus with fountain & circular drive)
TIME: 9 am – 4 pm daily

Begin registration in Centenary Room for forms and instructions. Registration services provided in the Centenary Room include data entry of schedule, financial aid assistance, and payment services (Student Financial Services). Meal plans/housing services (Residential Life) will be provided either in Centenary Room or Residential Life Office, PCSU, 3rd floor.

LATE REGISTRATION (continues) – ALL LATE FEES APPLY!

DATES: Aug 20 – Sept 2
LOCATION: Begin registration process in Records Office (Admin Bldg, Rm 124). All other registration services will be provided in the respective offices across campus.
TIME: Offices open @ 9 a.m. Student Financial Services and Financial Aid Offices close @ 4 pm. Records Office closes @ 5 pm.

CONFIRMING ENROLLMENT – Confirm Enrollment in person by Friday Aug 22 at 4pm in Centenary Room or online by Sunday night, Aug 24! This will prevent purge of your schedule !!! There are lots of interpretations and misinformation regarding “confirming enrollment”. Please read the following carefully.

- Every student must “confirm enrollment.”
- You may confirm online or in person.
  - To confirm online, login to Portico, click on the “Student” tab, then select “Confirm Enrollment” from the drop-down menu at the top. Select the semester you wish to confirm, and Submit.
  - If you confirm online, make sure you get the confirmation page, “Congratulations! Your registration is CONFIRMED.” Print this; it is your receipt of payment. If you do NOT get this confirmation, try again. (Also print a class schedule as proof of the classes you have chosen.)
  - For step-by-step instructions, login to Portico, click on “University Services”, click on “Help and Support”, click on “How To Guides”, click on “Category: Portico”, click on “How to Confirm Enrollment”.
If you get the confirmation page, you may skip the registration line and just show up for classes on the first day of class.

- To confirm in person, you must sign registration papers with Student Financial Services staff. If there are problems with your bill, you will be required to confirm in person.

Confirming your enrollment communicates that you are enrolled as an official student for the current term. (We cannot assume that you arrived and are attending classes!)

Even if you have enough financial aid (loans, scholarships, etc) to cover your down payment, and even if your parents left money at Student Financial Services, every student must “confirm enrollment”.

“Making a payment” (either online using Portico/WebAdvisor or your parents leaving their credit card # with Student Financial Services staff) is NOT confirming enrollment. You must confirm enrollment.

Confirming enrollment prevents your schedule from being purged. If purged, you will need the special “purged” registration form from the Records Office and go through the registration process again.

Advance Class Selection (ACS) occurs in Oct/Nov, March/Apr; this is merely the first step of registration - choosing your courses/selecting a schedule; it is not registering or confirming.

If you need to change your schedule beginning on the 1st day of class (Aug 20), you must use a Change of Schedule form to document your class changes and your permission for the schedule changes. This can be picked up from the Records Office, Admin Bldg, Rm 124.

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.

If you need to change your meal plan after confirming, you can process this change with the Residential Life Office, PCSU, 3rd floor. (Last day to change a meal plan is the last day to register, or Sept 2.)

Study Abroad students on a Lee-sponsored trip or at a CCCU institution must also confirm their enrollment.

PURGE OF SCHEDULES – Please read carefully:

- If you have not “confirmed enrollment” (either online or in person) by Sunday, Aug 24, your classes will be purged before business hours on Monday morning.
  - Please refer to the notes above if you have questions about how to confirm/if you have confirmed.

- Some students who chose courses during Advance Class Selection do not return to Lee. Purging is necessary to make these classes available for current students.

- After a schedule is purged, if the student intends to earn credit/grades for courses, the student must begin the registration process at the Records Office. There is a set procedure with specific registration form and required approvals for registration for purged schedules.

LAST DAY TO REGISTER OR ADD/DROP CLASSES – Tuesday, Sept 2

- The 12-day “add-drop/registration” period is Aug 18 – Sept 2.
- A “drop” has no record of the course on your transcript.
- The class “withdrawal” period is Sept 3 – Nov 4. Class withdrawals are assigned a grade of “W” on the transcript. As of Nov 4, you are committed to complete the class.

LAST DAY TO WITHDRAW FROM CLASS WITH A GRADE OF “W” – Nov 4.

GRADUATE STUDENTS
You must “confirm enrollment” (either online or in person) to prevent your schedule being purged.

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

- Education graduate students: BethAnn Lay 423.614.8193 blay@leeuniversity.edu
- Music graduate students: Linda Guisinger 423.614.8245 lguisinger@leeuniversity.edu
- Psychology graduate students: Beth Bulow 423.614.8124 bbulow@leeuniversity.edu
- Religion graduate students: Laurie Hensley 423.614.5133 jtyson@leeuniversity.edu

FREQUENTLY ASKED REGISTRATION QUESTIONS

1. When is the last day I can register?
   ANSWER: Tuesday, Sept 2 is the final day of registration. This allows 12 days of registration in which a student may move in and out of classes in order to correct their schedule. During these 12 days, dropped classes do not show up on your transcript.

2. What happens on Wednesday, Sept 3, if I decide to drop a class?
   ANSWER: If you decide to “drop” a class after the 12 days 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.

3. What do you mean by “confirm enrollment”?
   ANSWER:
   - Confirming enrollment is either an extra click on the computer or signing the registration papers with Student Financial Services.
   - It communicates to us that you are an official student for the current term.
   - It is our official headcount.
   - It prevents purge of your classes.

There are 2 ways you can ”confirm enrollment”:

(1) Online - If you have a computer login/password, you may confirm online via Portico/WebAdvisor through Sept 2. (Step-by-step instructions are provided above.)

(2) In person - If you are a first-time student or returning student who did not confirm online, or in there are 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 about your bill, please talk with Student Financial Services staff person during the 12 days of registration.
4. **Have I “confirmed” my enrollment if I click on “make a payment”?**

**ANSWER:** No! “Making a payment” is not the same as “confirming enrollment”. It is possible to make a payment and never click on “confirm enrollment” (online confirming), and it is possible for your parents to make a payment for you with Student Financial Services staff but you never sign the papers that confirms your enrollment.  

*Every student must “confirm enrollment” either online or in person each term.*

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

**ANSWER:** To prevent your schedule from being purged, you will need to “confirm enrollment” online by Sunday, Aug 24. To prevent purge of your schedule, please discuss your financial situation with Student Financial Services by Friday, Aug 22.

6. **What is the first day that I will get a “W” on my transcript if I quit a class?**

**ANSWER:** If you decide to “drop” a class on Wed, Sept 3, 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 (Admin Bldg, 2nd Fl) to determine the impact of your reduced credit hours on your current financial aid and future aid.*

7. **How do I change my schedule?**

**ANSWER:**

a. **Returning student (who was enrolled at Lee for Spring 2014) and has access to Portico:** You may add/drop classes online using Portico/WebAdvisor through the 2nd day of registration, Aug 19. If you still need an advising session with your advisor to grant permission to choose classes, you will need to wait until campus registration. (Faculty are on break and will check their email sporadically. If you email your advisor, please be patient if it takes a few days to get a response.)

b. **First two days of registration (Aug 18 & 19)** - In Science/Math Complex, 3rd floor, Great Room:
   a. **First-time students:** You will receive an appointment card during New Student Orientation (NSO) which tells you what time to come to the Science/Math Complex on either Monday/Tuesday, Aug 18 & 19, to complete registration.
   b. **Returning students:** Pick up your schedule at registration check-in between 8:15-11:15 am or 1:15-4:00 pm (**3:00 pm on Tuesday**). Advisors will be at registration to assist you with planning your classes. After meeting with an advisor, go to Data Entry in SMC200 to change your schedule in the computer, and then complete registration as instructed.
   c. **Students who have already confirmed enrollment:** You may still make schedule changes. Join us in the SMC Great Room.
c. For the remainder of the registration period (Aug 20-Sept 2), add/drop is a manual process.
   a. You will need to get an add/drop form (Records Office, HAB), fill it out, get signatures as
      instructed, then bring the form to the Records Office for staff to change your schedule in the
      computer.
   b. This final step (return 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.

8. Which signatures are required for changing my schedule?
   a. Two main days of registration in SMC: Only the signature of the advisor who helped you with your
      schedule changes.
   b. First 3 days of class (Aug 20 – 22):
      a. Returning students - Your advisor’s signature
      b. First-time students (without an assigned advisor yet) – Signature of staff in Academic
         Services staff, HAB 316B. They will be your advisor until one is assigned later in the semester.
      a. To add a class: Your instructor’s and advisor’s signatures are required. Your instructor has
         the option to refuse entry into the class in that it would penalize your success in the class to
         have missed so much.
      b. To drop a class: Your advisor’s signature is required.

9. 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?
   ANSWER: 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/grade for
   your class.

10. Which students must remain full-time status? Why?
   ANSWER: International students (for your I-20/SEVIS agreement to study in the states), 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, and other financial aid situations (check with the Financial Aid Dept, 2nd fl,
    Admin Bldg) must remain full-time.

11. If my schedule gets purged but I am arriving later in the registration period, what can I do to keep my
    classes?
    ANSWER: If your arrival is delayed beyond Friday, Aug 22, you will need to contact the Records Office
    (Records@leeuniversity.edu or call us at 423.614.8200) to request your schedule to be held. After the
    12th day of registration (Sept 2), you will be purged and must get permission from Student Financial
    Services and the Vice President of Academic Affairs to register using a special registration form from the
    Records Office.

12. What is the difference between “registration” and “late registration”?
    ANSWER: Late fees.
a. “Registration” – During the 2 days of registration in the Science/Math Complex, Aug 18 & 19, there are no late fees. For your convenience, all offices relocate to this one building, including academic advisors. It is a one-stop-shop for these 2 days.

b. “Late registration” - On the 1st day of class, Aug 20, “late fees” are applied. There are two types of fees: (1) a late registration fee and (2) a transaction fee for each change to your schedule. For example, if you drop a class and add a replacement class, the total fee will be $20 ($10 per change). Check the online University Catalog or ask a Student Financial Services staff member for current fees.

13. When do classes begin?

ANSWER: Classes begin on Wed, Aug 20. It is highly recommended that you register on either Aug 18-19, in order to stay current in your classes. Studies show that class attendance is directly linked to student success. We want you to be successful!

MORE QUESTIONS?

If you have billing questions, please call Student Financial Services, 423.614.8100 or email SFS@leeuniversity.edu.
If you have financial aid questions, please call the Financial Aid Office, 423.614.8300 or email FinAid@leeuniversity.edu.
If you have application questions, please call the Admissions Office, 423.614.8500 or email Admissions@leeuniversity.edu.
If you have residence halls/housing questions, please call Residential Life, 423.614.6000 or email Housing@leeuniversity.edu.
If you have other registration concerns, please contact the Records Office, 423.614.8200 or email Records@leeuniversity.edu.

Have a great semester!