FALL 2015 Registration Info

CONFIRM ENROLLMENT AVAILABLE:
Wednesday, July 15

REGISTRATION:
Science & Math Complex
Monday, August 17
8:15AM-11:15AM or 1:15PM-4:00PM
Tuesday, August 18
8:15AM-11:15AM or 1:15PM-3:00PM

CLASSES BEGIN: Wednesday, August 19

LATE REGISTRATION: (all late fees apply)
Wednesday -> Friday (August 19-21)
Centenary Room, Higginbotham Admin Bldg (HAB)
9:00 AM – 4:00PM
(Closed for chapel 10:30-11:30AM on Thursday)

LATE REGISTRATION CONTINUES: (all late fees apply)
August 24 – September 1
Start in Records Office (HAB 124)
(Closed for chapel 10:30-11:30AM on Tues. and Thurs.)

LAST DAY TO WITHDRAW W/ GRADE OF “W”:
Monday, Nov. 2

LAST DAY OF CLASSES: Tuesday, Dec., 1

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.
- **Financial aid** - Financial Aid at 423.614.8300 or email FinAid@leeuniversity.edu.
- **Login/password** - HelpDesk at 423.614.8027 or email HelpDesk@leeuniversity.edu.
- **Meal plan or housing** - Residential Life at 423.614.6000 or email Housing@leeuniversity.edu.
- **Registration concerns** - Records Office at 423.614.8200 or email Records@leeuniversity.edu.

Quick Links

Check out these quick links to move through the document:

- Searching for Classes
- First-time Students
- Adding, Dropping, and Withdrawing
- Confirming Enrollment and Purging Courses
- Graduate Students
- Registration FAQ
Searching for Classes

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

For current students:
- Login to Portico, click on Menu at the top left, then “Students”, then “Express Registration”, then “Academic Planning”, then “Search for Sections”.
- This version provides class occupancy/vacancy.
- Need help? Very short tutorials showing how to use Portico:
  - [Click here](#) for a short tutorial on "Search for Sections".
  - [Click here](#) for the link to an electronic Scheduling Worksheet - an excel spreadsheet that you can use to plan your day (work schedule, classes, chapel, etc.).
  - [Click here](#) for a short tutorial on "Express Registration".
  - Other tutorials are available at this link: [Click here](#).
  - At Portico login, at Menu at top left, click on “University Services”, then “Tutorial Videos”, and choose the one(s) you need.

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](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 Department Chair of that course.

ONLINE CLASSES

Because of financial aid regulations, campus students are not allowed to enroll in summer online classes through DAL, Division of Adult Learning. Some academic departments on campus will be creating online options to be offered in their respective department. If you have questions about course offerings, please contact the Department Chair of the course you are seeking.

Information for First-time Students

First-Year Programs is the office you may contact regarding any question as a first-time student.

Email: [firstyear@leeuniversity.edu](mailto:firstyear@leeuniversity.edu)

Phone: 423.614.8623

Website: [http://www.leeuniversity.edu/new-students/new-student-orientation.aspx](http://www.leeuniversity.edu/new-students/new-student-orientation.aspx)
Adding, Dropping, and Withdrawing

ADD/DROP (SCHEDULE CHANGES) DURING LATE REGISTRATION:

- You will not be able to change your class selections online on or after the 1st day of classes each term.
- On or after the 1st day of class, 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 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 to your student bill. This can be done 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 (separate, specific step).
- 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

1. Confirm Online
2. Confirm In Person

1. To confirm online:
   o Login to Portico.
   o Click on “Menu”
   o Click on “Students”.
   o Click on “Confirm Enrollment”.
   o Read any registration status messages on your screen and respond accordingly.
   o When all items have been taken care of, continue the Confirm Enrollment process by following the prompts.
   o You may do the online Confirm Enrollment process as often as you like, if you question if you are confirmed.
   o If you have billing issues, you will have to confirm in person by signing the registration papers with Student Financial Services.

2. To confirm in person:
   o 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 -

- If you have not “confirmed enrollment” by the first week of fall/spring registration, your classes for that respective term will be purged.
- 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. There is a set procedure (specific forms and required approvals) for registration of purged schedules.
- 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:

- **Education graduate students**: BethAnn Wiedenbenner 423.614.8193 bwiedenbenner@leeuniversity.edu
- **Music graduate students**: Linda Bryant 423.614.8245 lbryant@leeuniversity.edu
- **Psychology graduate students**: Beth Bulow 423.614.8124 bbulow@leeuniversity.edu
- **Religion graduate students**: Laurie Hensley 423.614.5133 lhensley@leeuniversity.edu

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

Registration FAQ

**FREQUENTLY ASKED QUESTIONS** (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?
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 www.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 is either an intentional step 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, participating in classes. It is our official headcount. It prevents purge of your classes.

   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 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 Portico access): You may add/drop classes online using Portico/WebAdvisor 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).

   After the 1st 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, and students with other financial aid situations (check with the Financial Aid Department, 2nd floor, Administration Building) must remain full-time.

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, HAB109, to appeal.

13. When do classes begin?
    - Wed., August 19