

LEEUEU ACCESS

FALL 2024







LEE UNIVERSITY

Welcome from the President

Hello and an early welcome!

The Lee campus is a beautiful place right now – lots of spring blossoms and green grass. It will look even better next fall, when the autumn colors break out all around us.

When that time comes, we are so eager for you to be here with us! Hundreds of superb professionals are standing by to make your Lee journey the greatest ride of your life!

At high school graduation time, it seems to some seniors they are saying “goodbye” to the best years of their lives. But it’s not true – not even close. Your best years are just ahead. There is a word for it: COLLEGE!

If you are transferring to Lee, you already know what I mean about the college years, and I’m glad you’ve chosen to live out some of yours with us at Lee University.

As you prepare for the next step in becoming #leeuready, read carefully through your LeeU Access packet, as it contains important information for your arrival. Please complete and return the forms located in the back of this booklet to the Admissions Office.

If you should have any additional questions, please feel free to call upon the admissions team. They are ready and willing to help you and your family with any questions you may have.

So please enjoy the summer, then come join us as a Lee University student and prepare to “expect something great!”

I’m eager to meet you and make you a part of the LeeU family.

God bless!

A handwritten signature in black ink that reads "Paul Conn" followed by a horizontal flourish.

Paul Conn
President

NEW STUDENT AND PARENT ORIENTATION

Your #LeeUArrival will be here before you know it and we can't wait to welcome you to your new home. Your first stop during New Student Orientation is Check-In! We will have staff available to walk you through the weekend's schedule of events and help you understand what steps you need to complete.

Stay connected with us! For the latest updates follow **@LeeUArrival** on Instagram.

FALL 2024 NEW STUDENT ORIENTATION (NSO)

Your #LeeUArrival will be **August 16-20, 2024!**

We will email you a detailed schedule, but here's an overview of the weekend events:

Friday

- NSO Check-In
- Residence Hall Move-In
- Community Showcase
- Service of Dedication

Sunday

- U-Church Worship Service
- Ice Cream Sunday
- Community at Lee

Saturday

- Family Cookout
- LEEU-101 & Transfer Student Sessions
- Parent Sessions

Monday & Tuesday

- Advising & Registration
- Deke Day of Service
- Department Meetings

For more information, contact First-Year Programs at (423) 614-8623 or email arrival@leeuniversity.edu.





All new students living on campus will be able to move in on August 16, 2024. You will be notified of your move-in time via email in the weeks leading up to New Student Orientation. Residential Life and Housing staff will be ready to welcome you to your residence hall, direct you to your room, and answer any questions you may have.

H O U S I N G

We require all freshmen and sophomore students to live on-campus and engage in community by living with other students. To be assigned a residence hall, students must submit their residence hall application and \$200 housing deposit. Assignments are made on a first-come, first-served basis by the Residential Life and Housing Office.

- ❑ Complete Residence Hall Application and Submit \$200 Housing Deposit
 - Visit www.leeuniversity.edu/residential-life
 - Select “On Campus Housing Application” and then select “Apply for Housing”

Please note: You will receive your residence hall assignment before your roommate assignment. **You will be notified of your roommate assignment in July. Both assignments will be given to you via email.**

OFF-CAMPUS HOUSING

If you are a local student, you will have the option to live at home and commute to campus. To check eligibility requirements or apply for off-campus housing, visit www.leeuniversity.edu/residential-life and select “Off Campus Housing Application.”

PAYMENT AND FINANCIAL AID

EXPENSES FOR EACH SEMESTER

- Tuition (for full-time students who are taking 12-16 hours): **\$11,520**
This does not include student services fee, student teaching, private music fees, books and supplies, or certain other special fees.
- Student Services Fee: **\$375**
- Estimated cost per semester, including room and board: **\$17,224**
The actual cost is determined by the selected dorm and meal plan. This does not include personal expenses.

How much money do I need at Enrollment Confirmation?

Full-time, on-campus students must pay **\$8,612** on or before confirming enrollment; off-campus and part-time students must pay **50 percent** of total charges on or before confirming enrollment.

What are my payment options?

- Payment in full
 - Commit Financial Aid: Use my financial aid to make down payment and defer any remaining balance using the deferred payment plan (see Deferred Payment Plan below).
 - Deferred Payment Plan: Pay the down payment amount and use the deferred payment plan to pay for the remainder of my bill.
- **Students enrolling in the deferred payment plan will be charged a fee of \$100 for this service. This fee will apply to all students owing a balance in excess of \$500 at the time of confirming enrollment.**

Fall 2024

First Payment Due: **September 30**

Final Payment Due: **October 31**

Spring 2025

First Payment Due: **February 28**

Final Payment Due: **March 31**





APPLYING FOR FINANCIAL AID

In order to ensure a smooth process at registration and to avoid any unnecessary delays, students are encouraged to complete their financial aid file early. The basic steps to apply for aid are:

- ❑ Complete the 2024-2025 FAFSA at **fafsa.gov**
- ❑ Submit any requested documents within 10 days of request
- ❑ Student loans require two additional steps. These can be completed by the student online at **studentloans.gov**
 - Direct Subsidized / Unsubsidized Loan Master Promissory Note (MPN)
 - Entrance Counseling

For more information, contact the Financial Aid Office at (423) 614-8300.



ADVISING & REGISTRATION

As a new student, you will be paired with an academic advisor in your area of interest to assist with selecting your classes. Once classes have started, an official advisor will be assigned to you and will help you with all future class selection and academic planning.

Throughout the summer, we will provide opportunities for Early Class Selection prior to on-campus registration in August. During Early Class Selection, you will meet with an academic advisor in person or via Zoom who will help you select classes for the upcoming semester.

More details regarding registration for these dates will be emailed to you as they become available. If you are unable to participate in Early Class Selection, you will select your classes through on-campus registration during New Student Orientation in August.

For more information, call Academic Services at (423) 614-8121.

ADDITIONAL HELPFUL INFORMATION

- **Transfer and Dual Enrollment Credits:** Please send your college transcripts to Lee University prior to class selection. Once we receive your transcript, we will send you a transfer equivalency report showing the equivalent Lee courses for which you will be receiving credit.
- **AP Scores:** Please request to send your AP scores from the College Board to Lee University prior to class selection so you can be placed in the appropriate courses.
- **Calling & Career:** The Center for Calling & Career is available to assist you with finding your strengths, choosing a major, and preparing you for your future career.
- **Success Coaches:** Success Coaches are here to partner with you to clarify a vision for your time at Lee and develop the skills, motivation, and focus needed to achieve it.
- **Academic Support:** If you received academic accommodations in high school (example: IEP or 504 Plan), we encourage you to connect with Academic Support. Some accommodations can transfer from high school to college. For more information, please connect via email academicsupport@leeuniversity.edu to make an appointment in person or over the phone.

EMAIL & PORTICO

STUDENT EMAIL

Students are assigned a Lee University email address upon being accepted. This email address will be sent to your personal email address along with instructions on how to log in to your Lee email account. You can access your email at **mail.leeu.edu**.

PORTICO

Portico is an online student portal that connects you to professors and information across the university. You will use Portico throughout your time at Lee to confirm enrollment, register for classes, access grades, make tuition payments, learn about campus events, and communicate with your academic advisor. To access Portico, visit **portico.leeuniversity.edu**. Your login for Portico will be the same login as your LeeU email.

*** If you need help accessing your email or Portico account, contact the Lee University Help Desk at helpdesk@leeuniversity.edu or call (423) 614-8027.**



CONFIRM ENROLLMENT

Beginning **August 1, 2024**, fall students who have participated in Early Class Selection will have the opportunity to confirm enrollment before arriving to campus for New Student Orientation. Students must either make a payment or have enough financial aid to cover their down payment to confirm enrollment.

To confirm enrollment use the instructions below:

1. Login to Portico using the same login information as your email at **portico.leeuniversity.edu**
2. Under Campus Applications, click on "Confirm Enrollment."
 - Read any registration status messages on your screen and respond accordingly.
3. When all items have been completed, continue the Confirm Enrollment process by following the prompts.
 - If you have financial aid questions, contact Financial Aid at (423) 614-8300 or **finaid@leeuniversity.edu**
 - If you have payment questions, contact Student Financial Services at (423) 614-8100 or **sfs@leeuniversity.edu**
4. Once you have completed each step successfully you will see this message:

**Congratulations! Your enrollment is confirmed.
We look forward to seeing you in class this semester.**





LEEU ACCESS PACKET CHECKLIST

The following forms must be completed and returned as soon as possible. These forms will provide additional information Lee University requires prior to the beginning of the semester.

Download and complete the forms below, scan and return via email to access@leeuniversity.edu.

- Commitment to Attend
- Consent to Release Confidential Information
- Release of Student Life Information
- Parental/Student Permission for Release of Emergency Information
- Financial Aid Release

Complete these forms on the Student Health Portal (leeuniversity.studenthealthportal.com):

- Release of Medical Information and Privacy Notice for Protected Health Information
- Treatment Authorization
- Certificate of Immunization or Immunization Records

Please direct all questions regarding any of the forms to their respective offices. Contact names and telephone numbers are located at the top of each form.

Visit leeuniversity.edu/new-students for more information.

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COMMITMENT TO ATTEND

(Questions regarding this form should be directed to the Admissions Office at 423-614-8500.)

NAME: _____

BIRTHDATE: _____

SOCIAL SECURITY # _____ - _____ - _____

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSN's to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for universities to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College for this purpose, but the IRS is then authorized to fine the student in the amount of \$50.00.

Yes, I will attend Lee in Fall 2024.

No, I will not attend Lee. Please cancel my application for this semester.
Reason for not attending:

Student Signature

Date

LEE UNIVERSITY

(04/23)

Consent to Release Confidential Information

THIS FORM is a consent document that releases confidential information to parents/designees and must be on file in the Records Office in order to discuss the student's academic progress, billing, and financial aid information. Academic progress may include class attendance, course participation, completion of assignments, and final grades. Confidential information will be released to the parent/designee **only if** the parent knows the 7-digit student ID# and other personal identification information. Academic, billing, and financial aid information can also be viewed online through a student's Portico account. This form can also be used to allow a parent/guardian or third parties to be notified if a student is on the **Dean's List** or is recognized for other awards or achievements.

Printed full legal name of student: _____

Social Security # of student: _____ - _____ - _____ Student ID # _____

Note: This information must be filled out clearly identifying release of academic and/or directory information

PLEASE COMPLETE BOTH SECTIONS BELOW AND SIGN AT THE BOTTOM

SECTION I: Release of Academic, Billing, and Financial Aid Information to Parents/Designees:

Initials

I **AUTHORIZE** release of Academic, Billing, and Financial Aid Information to the person(s) below:
(Highly recommended for students whose parents/guardians are paying their bills)

1	Full Legal Name: _____ <i>(parent/guardian/other)</i>	Maiden Name: _____ <i>(If Applicable)</i>
	Address: _____ _____	Married to Person 2? _____
	Phone #: _____ Email: _____	Date of Birth: _____
		Relationship to Student: _____
2	Full Legal Name: _____ <i>(parent/guardian/other)</i>	Maiden Name: _____ <i>(If Applicable)</i>
	Address: _____ _____	Date of Birth: _____
	Phone #: _____ Email: _____	Relationship to Student: _____

Initials

I **DO NOT AUTHORIZE** release of Academic, Billing, and Financial Aid Information to anyone.

SECTION II: Release of Personal Directory Information:

Directory information includes but is not limited to name, address, phone, age, classification, and/or academic major. It is generally the practice of Lee University not to release contact information when requested from outside Lee in order to protect its students. However, there are isolated occasions when this information is requested, such as a potential employer (especially the U.S. Government) requesting a background check. This will also allow third parties to be notified if the student received **Dean's List** honors or other awards/achievements.

Initials

I **AUTHORIZE** release of my personal directory information.

Initials

I **DO NOT AUTHORIZE** release of my personal directory information to anyone or any service, including all employers. I understand that if I choose this option, it remains valid until I change it with a written request, even after I am no longer a student. This option is recommended only if there is a reason not to be identified as a student at Lee for safety reasons.

*Student Signature _____ Date _____

The document must be signed and dated. Please return to the Records Office:

Mail Lee University, Records Office, P.O. Box 3450 Cleveland, TN 37320 3450

Fax 423.614.8204

For Office Use Only: Updated: _____ Date: _____

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RELEASE OF STUDENT LIFE INFORMATION

(Questions regarding this form should be directed to the Office of Student Life at 423-614-8406.)

Student's Full Name (Print)

Student ID #

It is the policy of Lee University to maintain confidential Student Life records regarding student discipline. In order to properly administer university policy, this consent form is provided for you to indicate your willingness to allow disciplinary information to be released to your parents. Students who are over the age of 21, as of the first day of class, are not required to identify whether or not they choose to release information to their parents.

_____ I **authorize** Lee University to release disciplinary information to my parents.
Initials

_____ I **do not authorize** Lee University to release disciplinary information to my parents.
Initials

_____ Fall 2024: I will be 21 years of age as of August 21, 2024.
Initials

_____ Spring 2025: I will be 21 years of age as of January 14, 2025.
Initials

This form will need to be completed regardless of whether or not you are independent of your parents. Please understand, however, that information may be released to parents of dependent students regardless of the student's preference.

Student Signature

Date

LEE UNIVERSITY

PARENTAL/STUDENT PERMISSION FOR RELEASE OF EMERGENCY INFORMATION

(Questions regarding this form should be directed to Campus Ministries at 423-614-8420.)

To the Health Care Provider:

Your patient is a student at Lee University. Circumstances are such that a responsible family member cannot be present immediately to support the emergency treatment of the student named below. It is the undersigned's desire that pertinent information associated with this emergency treatment be released to a representative from the University. This release is provided to encourage communication between the treating medical provider and the University's designated representative.

RELEASE
(Please Print)

First Name _____ MI _____ Last Name _____

Date of Birth _____

I.D. # or Social Security # _____ is a student at Lee University.

Expiration date for the expressed authorization is _____
(Recommendation: 1 year after you plan to graduate so that this form will stay active during your entire stay).

If the patient does not express a desire for a specific date or condition to revoke their authorization, this authorization will expire ninety days from the date signed by the patient or legal authorized agent. I understand that I may revoke this authorization at any time, except to the extent that action has already been taken in accord with this authorization. Revocation by the patient or legal representation is allowable only in the event that release of information has not already occurred. I understand that treatment, payment, enrollment, or eligibility for benefits may not be conditioned on obtaining this authorization.

.....
 I grant permission for any physician, dentist, chiropractor, therapist, clinic, hospital or other health care provider or administrative staff to release information pertinent to the emergency health care treatment of my student son/daughter/ward to a representative of Lee University.

Parent/Guardian Signature _____ Date _____
(Signature of Parent or Guardian required for students under the age of 18.)

I am a student at Lee University. I grant permission for any physician, dentist, chiropractor, therapist, clinic, hospital or other health care provider or administrative staff to release information pertinent to my emergency health care treatment to a representative of Lee University.

Student Signature _____ Date _____

A photocopy of the signed original of this "Parental/Student Permission for Release of Emergency Information" shall have the same force and effect as the original and shall be sufficient for the same purposes.

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FINANCIAL AID RELEASE

(Questions regarding this form should be directed to Financial Aid at 423-614-8300.)

**This form grants access to financial aid records including FAFSA data.
The authorized individual must provide the 7-digit student ID number and other
personal identification information to be granted access to financial aid information.**

Student Name: _____ Lee ID or last 4 of SSN: _____

This form is your signed consent for Lee University to release your financial aid information to the individual(s) identified. In signing this form, I knowingly and willingly waive all privacy and confidentiality rights under the Family Education and Privacy Act (FERPA) and Higher Education Act (HEA) Section 483(a)(3)(E) to which I am entitled. This release will remain valid unless revoked. If you wish to revoke this authorization, you must provide written notification to the Financial Aid Office.

Access to student financial aid records will be granted to the individual(s) listed below when they are properly identified and provide your student identification (ID) number. Be sure to provide your ID number to the person(s) identified below. **The University will not release any financial aid information unless the authorized individual provides your student ID number.**

Designated Individual(s):

Parent(s) on the FAFSA

OR if someone other than parents on the FAFSA, please fill in information below.

Other

Name: _____

Address: _____

Phone: _____

Email: _____

Relationship to you: _____

A photocopy or electronic submission of this authorization shall be considered as valid as the originally signed document.

By signing this authorization, I am waiving my rights of nondisclosure of my student financial aid records under FERPA and HEA to the person(s) specifically listed herein. I hereby release and hold harmless Lee University from any and all claims and liabilities that may arise from my instructions.

Student Signature: _____ Date: _____



LEE
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Health Services
Improving Lives Together

Student Health Portal


How to access 

Scan the QR code or navigate to
leeuniversity.studenthealthportal.com



Directions

On mobile

1. Tap on the 3 white lines in the top right corner 
2. Tap on "My Forms"

On desktop

1. Click on the "My Forms" tab in the top banner

Contact us!

1700 Parker Street NE
Cleveland, TN 37311

Phone 423-614-8430
Fax 423-464-4452



KEY CONTACTS QUICK REFERENCE LIST

Lee University	(423) 614-8000
Academic Services	(423) 614-8121 advising@leeuniversity.edu
Academic Support	(423) 614-8181 academicsupport@leeuniversity.edu
Admissions	(423) 614-8500 Fax: (423) 614-8533 admissions@leeuniversity.edu
Athletic Office	(423) 614-8440 athletics@leeuniversity.edu
Campus Security	(423) 303-4444 security@leeuniversity.edu
Financial Aid	(423) 614-8300 Fax: (423) 614-8308 finaid@leeuniversity.edu
First-Year Programs	(423) 614-8623 firstyear@leeuniversity.edu
Food Services – Sodexo	(423) 614-8582 dining@leeuniversity.edu
Health Clinic	(423) 614-8430 health@leeuniversity.edu
Records Office	(423) 614-8200 records@leeuniversity.edu
Residential Life and Housing Office	(423) 614-6000 housing@leeuniversity.edu
Student Financial Services	(423) 614-8100 sfs@leeuniversity.edu
The Hub - Student Success Center	(423) 614-3761 thehub@leeuniversity.edu