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](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.

4. **Your Academic Advisor:**

   As part of the admissions process, you will be scheduled for your first classes by an initial advisor. During 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.


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](https://portico.leeuniversity.edu)

   Online Tutorials
   
   [http://portico.leeuniversity.edu/pages/tutorials.aspx](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 one week prior to the beginning of each session.

   Access Moodle
   
   [http://moodle.leeuniversity.edu](http://moodle.leeuniversity.edu)

*Your Moodle Guide is included in another attachment to your Welcome email.*
## 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 funds from financial aid to cover all semester charges, the $225 payment is not required. Students paying the $225 may follow the semester payment schedule provided below and will be enrolled in the university’s deferred payment plan. Students enrolling in the deferred payment plan will be charged a $100 fee for this service. This fee will apply to all students owing a balance in excess of $500 at the time of confirming enrollment. If the balance of semester charges is not paid in full by the end of the term, a $35 late fee will be assessed. 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.

Additionally, the student will be charged a $50 late registration fee if the student fails to make the registration payment and subsequently confirm enrollment before the start date of the first session of each semester.

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 you can proceed to Unit 1 in Moodle. Please note that it is a two-step check-in process. You must complete both steps and receive two green checkmarks to be considered registered in each course.

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).
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.

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session A</strong></td>
<td>Jul 31 – Sept 4</td>
</tr>
<tr>
<td><strong>Session B</strong></td>
<td>Sep 25 – Oct 30</td>
</tr>
<tr>
<td><strong>Session C</strong></td>
<td>Dec 11 – Jan 22</td>
</tr>
<tr>
<td><strong>Session D</strong></td>
<td>Feb 5 – Mar 12</td>
</tr>
<tr>
<td><strong>Session E</strong></td>
<td>Apr 16 – May 21</td>
</tr>
<tr>
<td><strong>Session F</strong></td>
<td>June 4 – July 9</td>
</tr>
</tbody>
</table>

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

- If you have not already done so, please complete your *Free Application for Federal Student Aid* (FAFSA) **TODAY**!

- 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.

- For specific Financial Aid questions, please contact our dedicated team member in the Lee University Financial Aid Office – **CAM ROOS**. She can be reached at **423-614-8327** or croos@leeuniversity.edu.
### Monthly Payment Schedule

Lee University Online Payment Schedule 2018-2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Undergraduate Ministry Students*</th>
<th>Undergraduate Non-Ministry Students*</th>
<th>Graduate Ministry Students**</th>
<th>Graduate Non-Ministry Students***</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-Aug-18</td>
<td>225.00</td>
<td>225.00</td>
<td>225.00</td>
<td>225.00</td>
</tr>
<tr>
<td>30-Sep-18</td>
<td>744.27</td>
<td>1,487.18</td>
<td>1,270.36</td>
<td>1,163.18</td>
</tr>
<tr>
<td>31-Oct-18</td>
<td>744.27</td>
<td>1,487.18</td>
<td>1,270.36</td>
<td>1,163.18</td>
</tr>
<tr>
<td>30-Nov-18</td>
<td>744.27</td>
<td>1,487.18</td>
<td>1,270.36</td>
<td>1,163.18</td>
</tr>
<tr>
<td><strong>10-Dec-18</strong></td>
<td><strong>744.27</strong></td>
<td><strong>1,487.18</strong></td>
<td><strong>1,270.36</strong></td>
<td><strong>1,163.18</strong></td>
</tr>
<tr>
<td>31-Jan-19</td>
<td>744.27</td>
<td>1,487.18</td>
<td>1,270.36</td>
<td>1,163.18</td>
</tr>
<tr>
<td>28-Feb-19</td>
<td>744.27</td>
<td>1,487.18</td>
<td>1,270.36</td>
<td>1,163.18</td>
</tr>
<tr>
<td>31-Mar-19</td>
<td>744.27</td>
<td>1,487.18</td>
<td>1,270.36</td>
<td>1,163.18</td>
</tr>
<tr>
<td><strong>29-Apr-19</strong></td>
<td><strong>744.27</strong></td>
<td><strong>1,487.18</strong></td>
<td><strong>1,270.36</strong></td>
<td><strong>1,163.18</strong></td>
</tr>
<tr>
<td>31-May-19</td>
<td>744.27</td>
<td>1,487.18</td>
<td>1,270.36</td>
<td>1,163.18</td>
</tr>
<tr>
<td>30-Jun-19</td>
<td>744.27</td>
<td>1,487.18</td>
<td>1,270.36</td>
<td>1,163.18</td>
</tr>
<tr>
<td><strong>31-Jul-19</strong></td>
<td><strong>744.27</strong></td>
<td><strong>1,487.18</strong></td>
<td><strong>1,270.36</strong></td>
<td><strong>1,163.18</strong></td>
</tr>
</tbody>
</table>

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

**This is the projected payment schedule for those students taking three courses per semester.

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

**Student Services**

If you have any questions about anything in this *Student Information Guide*, or general questions about Lee University Online, our programs or our policies, please contact:

**Lee Seals**  
Coordinator of Student Services  
423-614-8370  
lseals@leeuniversity.edu