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CONTACT LIST FOR LEE

Below is an abbreviated contact list for the university. If you cannot find the number you are looking for, visit Lee University’s website or call the switchboard at 423-614-8000. All Lee phone numbers can be reached by dialing the area code (423) and the prefix (614) before the number in the table except for Campus Safety. Their number is 423-303-4444.

<table>
<thead>
<tr>
<th>Office</th>
<th>Contact</th>
<th>Email</th>
<th>Phone Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Darren Echols</td>
<td><a href="mailto:dechols@leeuniversity.edu">dechols@leeuniversity.edu</a></td>
<td>8500</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>Matthew Brinkman</td>
<td><a href="mailto:amew@leeuniversity.edu">amew@leeuniversity.edu</a></td>
<td>4444</td>
</tr>
<tr>
<td>Diversity Council</td>
<td>Jill Welborn</td>
<td><a href="mailto:jwelborn@leeuniversity.edu">jwelborn@leeuniversity.edu</a></td>
<td>8405</td>
</tr>
<tr>
<td>Enrollment</td>
<td>Phil Cook</td>
<td><a href="mailto:pcook@leeuniversity.edu">pcook@leeuniversity.edu</a></td>
<td>8505</td>
</tr>
<tr>
<td>First-Year Programs</td>
<td>Rochelle Mayberry</td>
<td><a href="mailto:rmayberry@leeuniversity.edu">rmayberry@leeuniversity.edu</a></td>
<td>8671</td>
</tr>
<tr>
<td>Health Clinic</td>
<td>Mickey Moore</td>
<td><a href="mailto:mmoore@leeuniversity.edu">mmoore@leeuniversity.edu</a></td>
<td>8430</td>
</tr>
<tr>
<td>Residential Life and Housing</td>
<td>Tracey Carlson</td>
<td><a href="mailto:tcarlson@leeuniversity.edu">tcarlson@leeuniversity.edu</a></td>
<td>6000</td>
</tr>
<tr>
<td>International Student Advisor</td>
<td>Renée Williams</td>
<td><a href="mailto:rwilliams@leeuniversity.edu">rwilliams@leeuniversity.edu</a></td>
<td>8500</td>
</tr>
<tr>
<td>Student Development</td>
<td>Mike Hayes</td>
<td><a href="mailto:mhayes@leeuniversity.edu">mhayes@leeuniversity.edu</a></td>
<td>8406</td>
</tr>
</tbody>
</table>
Our mission is to help the students of Lee University appreciate the unique aspects of all cultures so that we may recognize, respect, and revel in our diverse heritages while sharing Lee’s campus as our home.

**Diversity Clubs**

- Leetinos (Latinos Association)
- Asian Council
- IMAGE Step Team
- UMOJA (African American Students Association)
- W.A.S.A. (World African Students Association)
- ISF (International Student Fellowship)

The Diversity Council Office is located in the Mayfield Annex (entrance on Magnolia Ave.).

*For more information on the Diversity Council, please contact Jill Welborn or find us on Facebook at Lee University Diversity Council.*
## COMMUNITY INFORMATION

### Area Banks (not an exhaustive list)

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regions</td>
<td>20 N. Ocoee St. Cleveland, TN 37311</td>
<td>800-734-4667</td>
</tr>
<tr>
<td>First Tennessee</td>
<td>85 25th St. NW Cleveland, TN 37311</td>
<td>423-559-1083</td>
</tr>
<tr>
<td>BB&amp;T</td>
<td>2305 Keith St. NW Cleveland, TN 37311</td>
<td>423-478-8628</td>
</tr>
<tr>
<td>SunTrust</td>
<td>1432 25th St. NW Cleveland, TN 37311</td>
<td>423-559-7502</td>
</tr>
<tr>
<td>Bank of Cleveland</td>
<td>1400 25th St. NW Cleveland, TN 37311</td>
<td>423-478-8453</td>
</tr>
<tr>
<td>Southern Heritage</td>
<td>3020 Keith St. NW Cleveland, TN 37312</td>
<td>423-473-7980</td>
</tr>
</tbody>
</table>

### Grocery Stores (not an exhaustive list)

<table>
<thead>
<tr>
<th>Grocery Store</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldi</td>
<td>315 Paul Huff Parkway Cleveland, TN 37312</td>
<td>855-955-2534</td>
<td><a href="http://www.aldi.us">www.aldi.us</a></td>
</tr>
<tr>
<td>Food Lion</td>
<td>125 Stuart Rd. NE Cleveland, TN 37312</td>
<td>423-476-2941</td>
<td><a href="http://www.foodlion.com">www.foodlion.com</a></td>
</tr>
<tr>
<td>Bi Lo</td>
<td>255 Ocoee Crossing NW Cleveland, TN 37312</td>
<td>423-473-2066</td>
<td><a href="http://www.bi-lo.com">www.bi-lo.com</a></td>
</tr>
<tr>
<td>Carniceria</td>
<td>203 Keith St. NW Cleveland, TN 37311</td>
<td>423-614-4241</td>
<td>Not Available</td>
</tr>
<tr>
<td>Cooke’s Food Store</td>
<td>3425 Keith St. NW Cleveland, TN 37312</td>
<td>423-472-2638</td>
<td><a href="http://www.cookeshometowngrocer.com">www.cookeshometowngrocer.com</a></td>
</tr>
<tr>
<td>Publix</td>
<td>635 Paul Huff Parkway Cleveland, TN 37312</td>
<td>423-476-4022</td>
<td><a href="http://www.publix.com">www.publix.com</a></td>
</tr>
<tr>
<td>Abundant Living</td>
<td>855 Keith St. NW Cleveland, TN 37311</td>
<td>423-614-7885</td>
<td><a href="http://www.abundantlivingorganic.com">www.abundantlivingorganic.com</a></td>
</tr>
<tr>
<td>Save-A-Lot</td>
<td>122 Keith St. SW Cleveland, TN 37311</td>
<td>423-476-8566</td>
<td><a href="http://www.save-a-lot.com">www.save-a-lot.com</a></td>
</tr>
<tr>
<td>Earth Fare</td>
<td>1814 Gunbarrel Rd. #100 Chattanooga, TN 37421</td>
<td>423-855-2511</td>
<td><a href="http://www.earthfare.com">www.earthfare.com</a></td>
</tr>
<tr>
<td>The Fresh Market</td>
<td>2288 Gunbarrel Rd. #124 Chattanooga, TN 37421</td>
<td>423-499-4223</td>
<td><a href="http://www.thefreshmarket.com">www.thefreshmarket.com</a></td>
</tr>
</tbody>
</table>
Public Transportation

SETHRA (Southeast Tennessee Human Resource Agency) Bus Transit
www.sethratransit.org

CUATS (Cleveland Urban Area Transit System)

*Free tickets for transportation to Walmart and Bradley Square Mall area are available from Campus Safety.

Cell Phone Service Providers (not an exhaustive list)

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verizon</td>
<td>560 Paul Huff Parkway Cleveland, TN 37312</td>
<td>423-559-1942</td>
</tr>
<tr>
<td>Sprint</td>
<td>400 Stuart Rd. NE #1 Cleveland, TN 37312</td>
<td>423-559-2757</td>
</tr>
<tr>
<td>AT&amp;T</td>
<td>4494 Frontage Rd. NW Cleveland, TN 37312</td>
<td>423-472-1502</td>
</tr>
<tr>
<td>T-Mobile</td>
<td>200 Paul Huff Parkway Cleveland, TN 37312</td>
<td>423-472-1436</td>
</tr>
</tbody>
</table>

*Walmart sells contract prepaid phones as well.

Nearby Churches (not an exhaustive list)

<table>
<thead>
<tr>
<th>Church</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mount Zion Prayer Center</td>
<td>340 Paul Huff Parkway Cleveland, TN 37312</td>
<td>423-478-5044</td>
</tr>
<tr>
<td>North Cleveland Church of God</td>
<td>335 11th St. NE Cleveland, TN 37311</td>
<td>423-476-5513</td>
</tr>
<tr>
<td>Broad Street United Methodist Church</td>
<td>155 Central Ave. NW Cleveland, TN 37311</td>
<td>423-476-5586</td>
</tr>
<tr>
<td>Saint Luke’s Episcopal Church</td>
<td>320 Broad St. NW Cleveland, TN 37311</td>
<td>423-476-5541</td>
</tr>
<tr>
<td>First Presbyterian Church</td>
<td>433 N. Ocoee St. Cleveland, TN 37311</td>
<td>423-476-5584</td>
</tr>
<tr>
<td>First Baptist Church</td>
<td>1275 Stuart Rd. NE Cleveland, TN 37312</td>
<td>423-709-9100</td>
</tr>
<tr>
<td>Living Word</td>
<td>930 25th St. NW Cleveland, TN 37311</td>
<td>423-339-3028</td>
</tr>
<tr>
<td>Westmore Church of God</td>
<td>2412 Wolfe Ave. NW Cleveland, TN 37311</td>
<td>423-479-3415</td>
</tr>
</tbody>
</table>
IMPORTANT DOCUMENTS

The United States Citizenship and Immigration Services (USCIS) is a part of the United States Department of Homeland Security. The USCIS is responsible for enforcing the U.S. immigration law and regulations. While you are in the U.S. as a nonimmigrant, there are certain regulations of which you must be aware. The information presented here will help you understand these regulations and enable you to maintain your legal status.

The USCIS office having jurisdiction over the Cleveland area is located in Memphis, Tennessee; however, it is usually unnecessary for a student to personally visit the USCIS office. The International Admissions Counselor does not work for the USCIS; she works for the university. As a university employee, she will be your liaison with USCIS.

Travel Documents

**Passport**
Passports should be kept valid for at least six months into the future. Your passport can be renewed by an official of your home country consulate in the United States.

**U.S. Visa**
Stamped in the passport booklet by a U.S. Consular officer abroad, the visa indicates the period during which a visitor may enter the U.S. and the number of entries permitted. The stamp may only be obtained outside the U.S. The date on the visa stamp does not govern the length of time the visitor may remain in the U.S. after entering.

**Form I-94**
Upon admission to the U.S., the immigration official issues each visitor an I-94 Arrival/Departure Record. The I-94 card may be printed through the following link: https://i94.cbp.dhs.gov/I94

**Form I-20**
When a student has been admitted to a college or university in the U.S., a form I-20 (Certificate of Eligibility) is issued. The student presents the Form I-20 to the U.S. Consular Office to obtain an F-1 visa. Page 3 of the I-20 must be signed once per year. Failure to obtain a signature could delay reentry to the U.S. This form should not be surrendered when leaving the U.S. for a temporary absence.

**Upon Arrival to the U.S.**
You must bring all of your travel documents to the Admissions Office when you arrive on campus. Copies will be made of all this information in case they are lost or damaged.

**Full Course of Study**
Immigration regulations require students in F-1 status to complete a full course of study during each fall and spring semester. Students are not required to register for classes during the summer session. A full course of study for an undergraduate student is at least 12 semester hours. All students must complete General Education core classes including a minor in Religion.
**Employment**

Immigration regulations prohibit off-campus employment of any kind. There are certain occasions when this work may be authorized. Students should communicate with the Admissions Office if interested. F-1 students are allowed to work up to 20 hours per week in an on-campus job.

An International Student is in violation of status if she or he is not enrolled full time each semester, if she or he fails to obtain an extension of stay (if required), if she or he does not receive permission to transfer schools, or if she or he works off campus without authorization.

If you have questions, contact Renée Williams, International Admissions Counselor at rwilliams@leeuniversity.edu or 423-614-8500.
GENERAL INFORMATION

The Student Employment Office

The Student Employment Office (SEO) provides employment resources to all Lee University students who desire to work to meet university expenses or to gain professional work experience for their future. The objectives of the SEO are to: provide students with a centralized information system of employment opportunities around campus, provide standardized procedures for student employment, provide career building skills, and enhance the university experience for students.

The SEO is committed to promoting employment opportunities for students on campus. Currently, students are employed in offices/areas such as Business and Finance, Communication and the Arts, Athletics, Science, and Education. The SEO is open Monday through Friday from 8am-5pm. The office is closed during chapel and all regular university holidays.

Students who are interested in applying for on-campus positions can visit the SEO located in Lower Simmons. Employment opportunities can be found on the Online Job Board: https://portico.leeuniversity.edu/universityservices/Resources/StudentEmployment/Pages/OnlineJobBoard.aspx.

For more information, please contact the SEO:

- Phone: 423-614-8699
- Fax: 423-614-8078
- Email: employment@leeuniversity.edu

Driver License

While there are a few public transportation options in Cleveland, it can be difficult to get around Cleveland and Southeast Tennessee without a car. In order to legally operate a car, you will need a Tennessee driver license. Even if you don’t plan to operate a car, it is still advisable to get a license as it can be used as an official identification card. To get a driver license, you will need to pass a written examination and a behind-the-wheel driving test.

For more information on the licensing test in Tennessee, visit the Department of Motor Vehicles (DMV) website: www.tn.gov under the “Services” tab and then “Driver Services.”

On this site, you will find the Tennessee Driver Handbook. It is worthwhile to spend some time studying that handbook as all the questions on the exam will come from it. There are also sample tests on this site that you can take as practice, and many of those questions show up on the actual exam.
Social Security Number or Application
- A Social Security number (SSN) is a 9-digit number issued to U.S. citizens, permanent residents (Green Card holders), and people with permission to work in the United States. Students working on campus also need to obtain an SSN.
- You can receive an SSN only if you have a job offer in the U.S.
- New international students cannot apply for a SSN until they have been in the U.S. for 14 days. This is the time needed for legal entry in the U.S. to be recorded, allowing the Social Security Administration (SSA) to know a student is legally in the U.S. Continuing students can apply for their SSN as soon as they come to Student Employment Office and complete Form I-9. Once an application is in progress, you can begin working.
- NOTE: You cannot be paid until you have applied for the SSN. You must have a job offer to apply for and receive an SSN.

To apply for a SSN, follow these steps:
Step 1: Obtain a signed job offer letter from your supervisor.
   NOTE: The SSA cannot accept an emailed job offer. You must present a Letter of Intent or a signed job-offer letter on Lee University letterhead.
Step 2: Bring your job-offer letter to the Admissions Office to get a second letter addressed to the local SSA Office. This letter must be issued by a designated school official.
Step 3: Take the following to the local SSA Office (address and hours are below):
   - Lee University letter addressed to the SSA office
   - Job-offer letter from your supervisor
   - Passport
   - I-94 Card or electronic form I-94*
   - I-20 or DS-2019

*Visit www.cbp.gov/I94 to print out a copy of your I-94. The switch to electronic I-94 forms occurred across the U.S. from April 30, 2013, to May 15, 2013. Most students and scholars entering after April 30, 2013, and everyone who enters after May 15, 2013, will no longer receive a paper I-94 form. However, if you have a paper Form I-94 or receive one upon reentry (for example by driving across the border with Canada or Mexico), you must keep it until you leave the U.S.

The local SSA Office is at:
529 Inman St. W
Cleveland, TN 37311
Telephone: 1-855-207-4867

Hours:
Monday: 9:00 am - 3:00 pm
Tuesday: 9:00 am - 3:00 pm
Wednesday: 9:00 am - 12:00 pm
Thursday: 9:00 am - 3:00 pm
Friday: 9:00 am - 3:00 pm
Saturday: Closed
Sunday: Closed
Tax Information

Overview: Taxes and the IRS
The Internal Revenue Service (IRS) is the U.S. government agency that collects federal taxes. As a nonresident F-1 or J-1 student, you may need to file forms each year with the IRS even if you earned no income. It is your individual responsibility to understand and meet your tax obligations. Generally, tax returns are due every April 15 based on earnings from the previous year, though there are exceptions to this deadline.

While employers do deduct money from your paycheck throughout the year and send it to the IRS, it may not equal the exact amount owed at the end of the year. If too much was deducted, you may be eligible for a refund. If not enough was deducted, you will owe more. Salary from a job is not the only kind of earning taxed; many types of income are taxable. Even if you did not work and do not owe any taxes, you may need to submit an informational form (form 8843) to the IRS (http://www.irs.gov/pub/irs-pdf/f8843.pdf).

U.S. tax laws can be complex and confusing. The laws that apply to internationals are not the same as those that apply to U.S. citizens. You are advised to review the information from the IRS specifically addressed to foreign students  

United States Currency

Paper Money: All U.S. paper money is the same size and color. Denominations include $1 (fairly commonly called a “buck”), $2, $5, $10, $20, $50, and $100.

Coins: U.S. coins come in two colors and six sizes. Unfortunately smaller-size coins are not always lower in value than larger coins.

- The penny, worth 1 cent, is the only copper-colored coin.
- The nickel, worth 5 cents, is silver-colored and larger than the penny.
- The dime, worth 10 cents, is silver-colored and is smaller than any other U.S. coin.
- The quarter, worth 25 cents, is silver in color and is larger than the nickel.
- The half-dollar, or 50-cent piece, silver in color and larger than the quarter, is not in common use.
- The silver dollar comes in two forms, neither of which is very often seen in circulation. The Susan B. Anthony silver dollar is about the size of a quarter; the older silver dollar is the largest U.S. coin.
LEE UNIVERSITY PAYMENT INFORMATION

Settlement of Accounts: Students should be prepared to pay full semester charges on or before registration. This payment will facilitate registration. Students who are unable to pay their accounts in full must either borrow the necessary funds or enroll in the university’s deferred payment plan. Any full-time, on-campus student desiring to participate in the university’s deferred payment plan is required to pay $5,535 down at registration and the balance of the semester charges in two equal payments on the dates mentioned below. Any part-time student or off-campus student desiring to participate in the deferred payment plan is required to pay 50% of the total charges at registration and the balance of semester charges in two equal monthly payments on the dates mentioned below. Students enrolling in the deferred payment plan will be charged a $100 fee for this service per semester. This fee will apply to all students owing a balance in excess of $500 at the completion of registration.

Fall Semester

- Full-time, on-campus students must pay $5,535 at registration; off-campus and part-time students must pay 50% of their total charges. The balance must be paid as follows:
  - First payment by September 30
  - Final payment by October 31

Spring Semester

- The same down payment ($5,535) is required at registration; off-campus and part-time students must pay 50% of their total charges. The balance must be paid as follows:
  - First payment by February 28
  - Final payment by March 31

A bill will be sent to the student’s permanent address, unless otherwise indicated, each month. However, the student is still responsible for timely payments, even if a bill is not received. If payment is not made on the due date, a $35 late fee will be assessed.
LEE UNIVERSITY POLICIES

Community Covenant: The policy by which all Lee University undergraduate students agree to abide by while enrolled at the institution (including breaks and holidays). This requirement sets a standard of holistic communal living while at Lee. See LeeU Access Packet pg. 12 for more information.

Dorm Off-Campus Policy: Freshman and sophomore students are required to live on campus. However, a student is eligible to live off campus if she or he has a minimum 2.0 cumulative GPA and no outstanding accountability hours. Also, one of the following must apply:

- Local student (student who is living with immediate relatives in the Cleveland or immediate surrounding area)
- Student who is married, widowed, or divorced
- Student enrolled in a graduate school program
- Student who is 21 years of age or older on or before the first day of classes
- Student who is enrolled for less than 12 credit hours
- Student who has lived on campus for at least four semesters (not including summer school)
- Student who successfully completed a total of 60 credit hours (not including Summer Honors, dual enrollment, or AP credit).

Service-Learning: Students are required to complete 80 hours of service during their time at Lee. Transfer students are required to complete 10 hours of service per semester enrolled. The Leonard Center oversees this program and can be reached at 423-614-8614 for more information.

Chapel Policy: Chapel is a required part of the Lee University experience. There are chapel services offered each week on Tuesday and Thursday from 10:40-11:30 am. The services typically take place in Conn Center, Dixon Center, and The Chapel. Students are required to attend 70% of the services offered each month. You can contact Campus Ministries at 423-614-8420 with any questions.

Food Bank Usage: The Lee University Food Bank is available to all current students who do not have a meal plan. The Food Bank is located in the back of the Leonard Center.
ACADEMIC TERMS

**Academic advisor:** a faculty member appointed to assist a student in the planning of her or his academic career

**Add a course:** to enter a course that you were not previously enrolled in

**Assignment:** out-of-class work required by a professor, due by a certain time

**Blue books:** a small booklet of paper with a blue cover usually used for essay-type examinations

**Clarion:** campus newspaper of Lee University

**Confirm enrollment:** the final step that must be completed in order to officially be registered as a student

**Cut class:** to be absent from a class

**Dissertation:** a scholarly independent research study required to obtain a doctoral degree

**Drop a course:** to withdraw from a course

**Finals:** last exam of a semester

**Flunk:** to fail to achieve a passing grade

**Freshman:** a student in her or his first year of study at a university

**GPA:** grade point average

**Graduate or grad student:** a student who has earned a baccalaureate degree and is pursuing a higher degree like a master’s or doctoral degree

**Honor system:** the practice of trusting students not to cheat in any academic matter

**Junior:** a student in her or his third year at a university

**Major:** a student’s primary field of study

**Matriculate:** to be formally enrolled in the university

**Minor:** a student’s secondary field of study

**Mid-term:** exams in the middle of a semester generally over half of the course content

**Quiz:** short test, usually given without warning

**RA:** resident assistant in the residence halls
**Registrar**: official recorder of students’ academic information, such as courses taken and grades received

**Registration**: procedure of selecting classes and building your schedule at the beginning of each semester

**Semester**: one academic term, this is half of the academic year

**Senior**: a student in her or his fourth year of study at a university

**Skim**: to quickly read something to get a general idea of its contents

**Skipped, skip out**: to fail to attend class, meeting, etc.

**Sophomore**: a student in her or his second year of study at a university

**Thesis**: a scholarly research paper required to obtain a master’s degree

**Transcript**: official record of past grades and courses taken by a student; available at the Registrar’s office

**Undergraduate**: a student in the first four years of study at a university