REGISTRATION INFO

Remote Registration Assistance

Click **here** to connect with the various office(s) involved in Registration and Confirm Enrollment.

Spring 2024 Registration Info

REGISTRATION: Monday, January 8
TIME: 8:15-11:15 AM; 1:15-5:00 PM
LOCATION: Centenary Room (Admin Bldg)
Serving:
AM: Incoming Freshman & Transfer Students
All Day: Returning Students
   Available Services – Campus Security, Financial Aid, Student Financial Services, Confirm Enrollment
   Advising – In Person in Faculty Offices / Faculty register students in Self Service
Returning Students can make changes to their schedule in Self-Service until the 1st day of classes and are encouraged to do so.

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LATE REGISTRATION: Tuesday-Friday**,** January 9 - 12
  LOCATION: Administration Bldg Lobby check-in
  TIME: 9:00 - 4:00 PM *Closed for Chapel*
  Serving: All Students

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   Late Confirm Enrollment & Add/Drop fees begin Jan. 9

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  CLASSES BEGIN: Tuesday, January 9

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  LAST DAY TO REG/ADD/DROP: Tuesday, January 23

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OTHER IMPORTANT DATES
CONFIRM ENROLLMENT: Begins Friday, November 10
LAST DAY TO WITHDRAW FROM A CLASS W/ GRADE OF "W": Monday, March 18
LAST DAY OF CLASSES: Tuesday, April 23
FINAL EXAMS: April 25 – April 30

Confirm Enrollment & Schedule Changes

Students should Confirm Enrollment online and make schedule changes in self-service prior to the start of classes if possible**.** Once classes begin, no schedule changes can be made online and must be submitted on a Change of Schedule Form to the Records Office.

Summer 2024 Registration Info

REGISTRATION: *Registration for Summer courses begins during Fall ACS and is open through the day before classes start in each session.*

  LOCATIONS:
  Records Office (HAB125) – Registration assistance, forms, etc.
  Financial Aid (CEN217) Scholarships, loans, FAFSA, etc.
   Residential Life (CEN316C) – Housing
   Student Financial Services (HAB109) – Pay for your classes & Confirm Enrollment
CONFIRM ENROLLMENT FOR ALL SUMMER SESSIONS: Begins April 5th

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SESSION I (May)
  REGISTRATION: Monday, May 6
  CLASSES BEGIN: Tuesday, May 7
  LATE REGISTRATION: May 7 – May 10
  LAST DAY REG/ADD/DROP: Friday, May 10
  LAST DAY TO WITHDRAW W/GRADE OF "W": Friday, May 17
  LAST DAY OF CLASSES: Friday, May 31 (Final Exams)

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SESSION II (June)
  CLASSES BEGIN: Monday, June 3
  LATE REGISTRATION: June 3-7
  LAST DAY REG/ADD/DROP: Friday, June 7
  LAST DAY TO WITHDRAW W/GRADE OF "W": Thursday, June 13
  LAST DAY OF CLASSES: Thursday, June 27 (Final Exams)

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SESSION III (July)
  CLASSES BEGIN: Friday, June 28
  LATE REGISTRATION: June 28 – July 5
  LAST DAY REG/ADD/DROP: Friday, July 5
  LAST DAY TO WITHDRAW W/GRADE OF "W": Thursday, July 11
  LAST DAY OF CLASSES: Thurs, July 25 (Final Exams)

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SUPER SESSION
  CLASSES BEGIN: Tuesday, May 7
  LATE REGISTRATION: May 7 – May 10
  LAST DAY REG/ADD/DROP: Friday, May 10
  LAST DAY TO WITHDRAW W/GRADE OF "W": Friday, May 17
  LAST DAY OF CLASSES: Thurs, July 25 (Final Exams)

Quick Links to:

- [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.
- Self-Service Menu under Campus Applications.
- Click "Student Planning".
- Click "Search for Courses" in the top right.
- Type in course code or title, and search.
- Click "View Available Sections" for more details.
- Use filters on left side to narrow the search.

PRINTABLE CLASS SCHEDULE: *This version does NOT provide class occupancy/vacancy.*
- **Current students & guests:** The printable version is available at this link:
  https://www.leeuniversity.edu/publications/schedule/
- 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 Department Chair of that course.

ONLINE CLASSES

There are two types of online classes: those offered by campus academic departments and those offered by Lee Online, (in mini-terms labeled Online A, B, C, D, E, or F). Campus students are not allowed to enroll in online classes through Lee Online unless approved via an Online Course Approval Form. Campus OL classes offered by academic departments in campus terms (Fall, Spring, Super Session, Session 1, Session 2, and Session 3) can be added without special approval.

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. You may email them @ firstyear@leeuniversity.edu, phone 423.614.8623, or go to First Year Programs at this link:
www.leeuniversity.edu/new-students/

Adding, Dropping, and Withdrawing

ADD/DROP (SCHEDULE CHANGES):
- Online "add" and "drop" is available through Portico **before classes begin**.
- 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. An editable PDF of the change of schedule form is at this location: https://portico.leeuniversity.edu/universityservices/Resources/Records/Forms/Change%20of%20Schedule_Editable_Sept2019.pdf or you can pick one up at the Records Office, Admin Building 125.
- Please fill out the form, obtain signatures/electronic approvals, return the form to the Records Office in HAB/125 or email to records@leeuniversity.edu. Records staff will update you on the status.

CLASS WITHDRAWAL:
Merely not attending a class does NOT withdraw you from the class. If you fail to withdraw from a class that you have stopped attending and it remains on your schedule until final exams, your instructor will be forced to 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:

There are lots of interpretations and misinformation regarding confirming enrollment. Please be informed!

Read carefully:
- Confirming enrollment is your declaration that you are an official student. This involves clicking a Confirm Enrollment button online or signing the registration papers at Student Financial Services to apply money and/or financial aid as the down payment to your student bill. To avoid late confirm enrollment fees, this **must 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 Enrollment when it opens, April for Summer, and July for Fall, and November for Spring.

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

CONFIRMING ENROLLMENT – Additional Info

"Confirm Enrollment" is NOT the same as "Make a Payment":
- Your parents may make a payment on your account, *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, <u>but you must still "confirm enrollment" by applying the payment to your account.</u>
- Note: Late fees (confirm enrollment 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

You can choose to either "Confirm Online" or "Confirm In-Person".

1. **To confirm online:**
   - To Confirm online, you may use this link:
     https://portico.leeuniversity.edu/universityservices/confirmenrollment/Pages/default.aspx
   - Detailed instructions to make sure you include all steps can be found at this link:
     https://portico.leeuniversity.edu/universityservices/Resources/Records/Forms/How%20to%20Confirm%20Enrollment%20Online%20in%20Portico.pdf

2. **To confirm in person:**
   - Place a phone call to Student Financial Services at 423.614-8100 to see if you need to visit Student Financial Services in person to sign the registration papers.
   - The SFS Office is in the Administration Building (on front of campus with fountain) at the windows on 1st Floor, Room 109.

PURGE OF SCHEDULES: *Please read carefully*
   - The 1st purge is on the Monday morning after the 1st week of registration.
   - If purged, you will need to obtain a registration form from the Records Office, Administration Building, 125, for late registration.
   - All late fees will apply
   - 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 Graduate Secretary of the program for which you are applying or have been accepted:
- **Education:**   Ashley Swartzentruber   423.614.8544   aswartzentruber@leeuniversity.edu
- **Music:**   Sarah Philpott   423.614.8256   sphilpott@leeuniversity.edu
- **Psychology:**   Grad Admissions Coordinator   423.614.8124   gradcounseling@leeuniversity.edu
- **Theology & Ministry:**   Dr. Daniela Augustine   423.303.5101   daugustine@leeuniversity.edu
- **Business:**   Cassidy Robinson   423.614.8694   crobinson@leeuniversity.edu
- **Nursing:**   Dana Wallin   423.473.3755   dwallin@leeuniversity.edu

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

Registration FAQs

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?

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 http://catalog.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 staff 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 member 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 to Student Financial Services without confirming enrollment (online).
> - Making a Payment adds money to your account.
> - Confirm Enrollment authorizes us to APPLY the money sitting in your account to pay for the classes on your current active schedule.
> - ***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 in spring and fall terms. For summer, you will need to confirm by the end of the registration period for each term.

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 whatever reason, you terminated your participation in the class. Having a grade of "W" can be detrimental for students who plan to pursue a career in medicine or law in that it may delay acceptance into graduate 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 (i.e., add or drop a class)?
    1. Online (for returning students with Portico access): You may add/drop classes online using Portico/Self-Service before the 1st day of class for each term, if you have had your advising session.
    2. Remotely you may fill out the Change of Schedule Form located at this address: https://portico.leeuniversity.edu/universityservices/Resources/Records/Forms/Change%20of%20Schedule_Editable_Sept2019.pdf.
        a. In person – Bring your Change of Schedule form to the Records Office (HAB 125). Remain while the change is input in case issues arise.
        b. Scan and send the Change of Schedule form to Records@leeuniversity.edu. The Records office will email back any questions/further actions required, or notify you that the action is completed.

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 violations)
    - Those who qualify for HOPE 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
    - Students with other financial aid situations (check with the Financial Aid Department, 2nd floor, Administration Building)

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 discuss your personal situation.