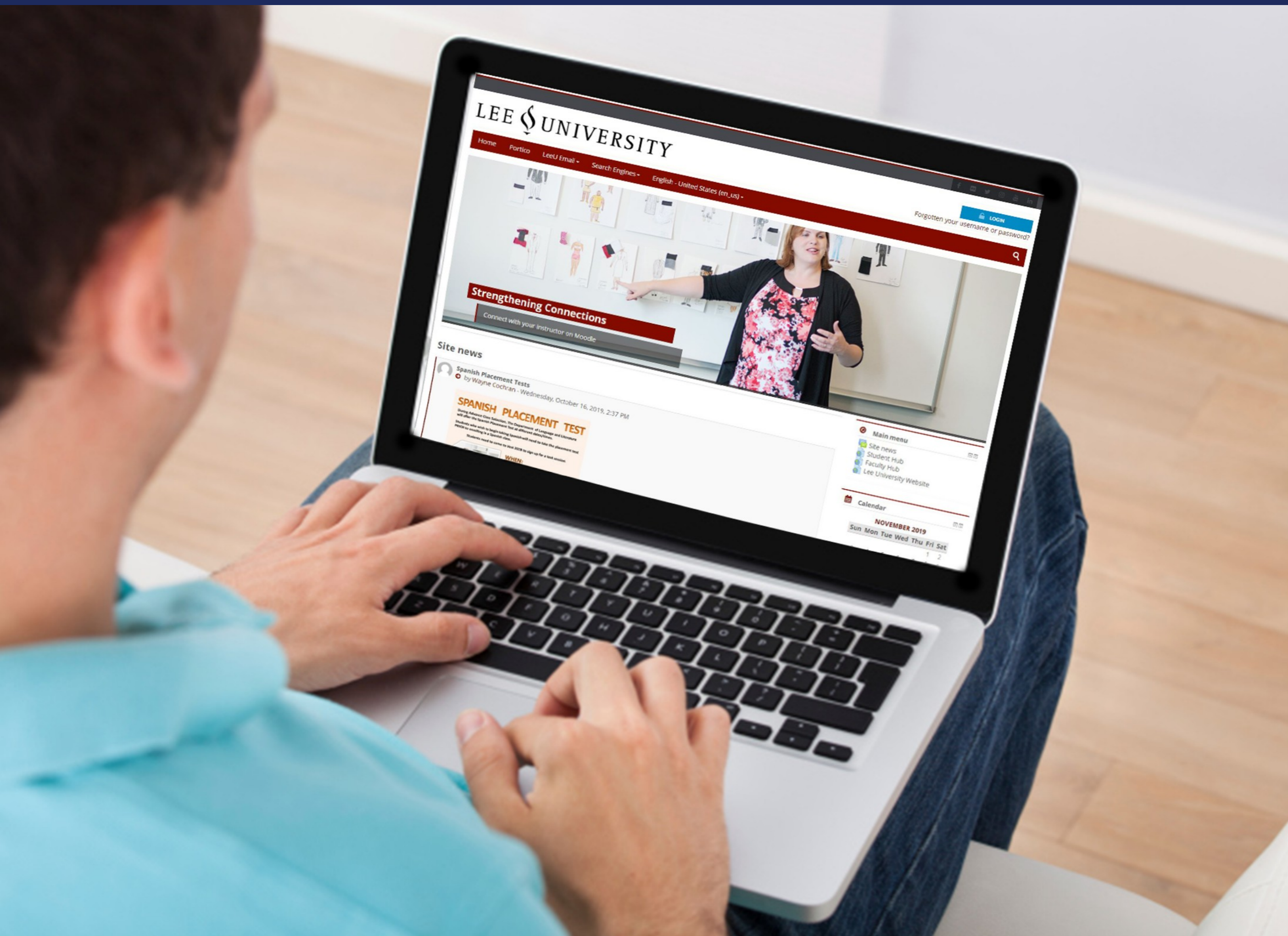


# STUDENT HANDBOOK

(LAST REVISED: MAY 2020)



ACADEMIC YEAR 2020-2021



# LEE UNIVERSITY

welcomes Dr. Mark L. Walker



\*Click on the image above to hear a message from Lee University's new President, Dr. Mark L. Walker.

## **Lee University Student Handbook**

This handbook is intended to supplement the [Lee University Student Handbook](#) by providing additional information that is applicable only to Lee Online Students. We encourage all students to review the Student Handbook.

## **Lee University Mission Statement**

Lee University is a Christian institution which offers liberal arts and professional education on both the baccalaureate and graduate levels through residential and distance programs. It seeks to provide education that integrates biblical truth as revealed in the Holy Scriptures with truth discovered through the study of arts and sciences and in the practice of various professions. A personal commitment to Jesus Christ as Savior is the controlling perspective from which the educational enterprise is carried out. The foundational purpose of all educational programs is to develop within the students' knowledge, appreciation, understanding, ability and skills which will prepare them for responsible Christian living in a complex world.

## **Lee University Online Mission Statement**

Lee University Online's mission is to promote academic growth and a Christian world-view of vocation through online study. Academic excellence, professional experience, and spiritual engagement – of both faculty and students – intentionally combine to facilitate Christ-Centered learning experiences that affirm both abilities and calling.

## **Lee University Online Statement of Purpose**

Lee Online's non-traditional approach feeds qualified students' natural curiosity through online discussion, personal reflection, case studies, and text-driven contemplation. Highly qualified Lee University professors lead online courses that stimulate students' intellectual growth, promote their spiritual development and equip them for professional success.

# Getting Started

## How To Be a Successful Online Learner

The freedom and flexibility that makes online learning attractive to many learners also has the drawback of placing the onus on students to be self-motivated and disciplined. An online class is the same as a face-to-face class and should not be expected to be an “easier” course or take less time or energy. Lee Online recommends the following practices to help ensure your successful online academic experience.

- Log into your class at least two to three times per week—or as often as your instructor recommends, in a time frame that allows you to concentrate on the course.
- Time management is important. Schedule your time wisely.
- Most interaction in an online class is through writing, so you should be comfortable with communicating electronically, and you should know how to express yourself appropriately through writing.
- You should be familiar with using technology, the Internet and email, as well as downloading, uploading, and saving files.
- Know your instructors and how to contact them. It is important to contact your instructor, by whatever means the instructor has specified, if you begin to experience any difficulties.



### Your Student ID Number

This is a seven-digit number that uniquely identifies you in our student records system. Your ID number will be provided to you on your admission letter and is visible in your Portico Account. Whenever you correspond with the University, identify yourself by placing your name and student number in the subject line of your e-mail.

### 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 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](mailto:helpdesk@leeuniversity.edu).

### Lee Student E-mail Account

The University will communicate with you officially through your student e-mail account. Access your Lee student e-mail account by signing on via [www.leeu.edu](http://www.leeu.edu), then register your Outlook account using your User ID and password. It is important that you regularly check your student email account for communication from the University. To ensure 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 Lee email to any other working email account. View the [Lee Email Tutorial](#) to learn how to access your student email.

### 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 at <https://portico.leeuniversity.edu>.

### 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 at <http://moodle.leeuniversity.edu>. View the [Moodle Foundations Manual](#) and the [Navigating Moodle Tutorial](#).

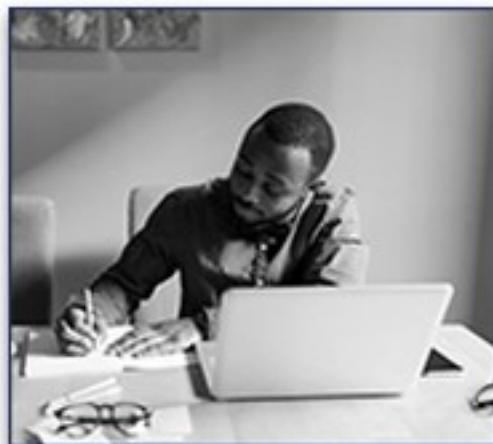
### Microsoft Office 365

Student status at Lee University grants access to Microsoft Office 365. View the tutorial to learn how to access your version of Office 365.

# Netiquette

Just like etiquette is a code of polite behavior in society, netiquette is a code of good behavior on the Internet. While there is no official list of netiquette rules or guidelines, below is a list of general netiquette expectations for online courses:

- Carefully read email that you receive to make sure that you understand the message.
- Carefully read and reread responses before you send them. Proofread for errors in grammar, punctuation and spelling as these kinds of mistakes can muddle your message and confuse the reader.
- If you use humor or sarcasm, clearly label it as such (i.e. :- ) or "ha ha").
- Know your audience. Make sure that the recipient(s) of your message are the appropriate one(s) with whom you need to communicate.
- Avoid cluttering your message with excessive emphases (such as stars, arrows and the like). They may make the message hard to follow. If you are responding to a message, either include the relevant part of the original message in your message, or make sure you refer to the contents of the original message.
- Be specific, especially when asking questions.
- Include your name at the end of your message, as well as other contact information, such as email address for a reply.
- When typing, use upper/lower cases appropriately. Utilizing ALL CAPS gives the appearance of shouting and can seem rude.
- Just as you should not drive when you are angry, you should not send email responses when you are angry. Type a response, but do not send it immediately. Chances are, when you reread it, you will be glad that you waited.



# Getting Help

## IT Help Desk

The IT Help Desk is available to assist you with log-in issues. They are available at (423) 614-8027 or [helpdesk@leeuniversity.edu](mailto:helpdesk@leeuniversity.edu) Monday - Friday, 8:00AM to 8:00PM during the fall and spring semesters or Monday - Friday, 8:00AM to 5:00PM during the summer sessions.

## Academic Advisor

You will be assigned an academic advisor based on your academic major or program. Academic Advisors work with students to align their educational plans with chosen life goals and calling. The Advisor serves as a "lifeline" between the student and the University. You may see your assigned academic advisor in Portico.

## William G. Squires Library

The Lee University Library is the central location for Lee University students, faculty and staff to find information sources for their assignments, research projects or personal study. Lee's faculty librarians, who are information specialists, collaborate with classroom faculty and assist library users in-person, by phone, and online. Online students can also visit the [Lee Online Off Campus Student Resources](#) Section.



### Available services include:

- Academic counseling
- Accommodations for disabilities
- Personal management skills

## Writing Lab

Lee University's Writing Center exists to help you improve as a writer. Our trained writing tutors accomplish this goal through collaboration and conversation, not through editing or "correcting" your papers for you. You may access this service through your Portico account. Watch the [online tutorial](#) for more information.

## Math Support ALEKS

Lee University utilizes an [ALEKS Placement](#), Preparation and Learning (ALEKS PPL) Assessment to determine readiness for mathematics courses. ALEKS PPL is a web-based program that uses artificial intelligence to map a student's strengths and weaknesses in mathematics. After the Placement Assessment, an individualized Prep and Learning Module is available for students to refresh their knowledge on forgotten topics. Please contact [itorrence@leeuniversity.edu](mailto:itorrence@leeuniversity.edu) to obtain ALEKS support.

If you have completed ALEKS and believe that you require the assistance of an individual math tutor, please contact [rustywienk@leeuniversity.edu](mailto:rustywienk@leeuniversity.edu).

## Accounting Lab

The School of Business Accounting Lab exists to help you accounting or finance questions and concepts. Our trained accounting tutors accomplish this goal through collaboration and conversation, not through editing or "correcting" your business assignments for you. You may access this service through your Portico account. Watch the online tutorial for more information.

## Academic Support

The Academic Support Office acts as a liaison between students with disabilities and the Lee University academic community. In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990, the Academic Support Office works to ensure that students with disabilities, (physical, sensory, learning, and/or emotional), have equal access to educational opportunities. Students who need accommodations based on a disability should visit the Academic Support Office, call (423) 614-8181, or email [academicsupport@leeuniversity.edu](mailto:academicsupport@leeuniversity.edu). It is the student's responsibility to share the Accommodations Form with the instructor at the beginning of each course in order to initiate the accommodations.

## Center for Calling and Career

The Center provides resources for students, faculty and staff to examine their strengths and discover a clearer sense of calling by understanding who they are as God's "work of art." The Center uses a strengths-based approach to advising that allows time for students to enter into dialogue with a Strengths/Vocational advisor to discuss their strengths themes, what they enjoy, what they do best and what they believe they are called to do with their life. Several career-related assessments and job search resources are available for students to access online. Lee Career Central provides an online Job Board, listing local part-time and full-time openings. Students may come to the Center for individual career counseling, job searching strategies, and for resume and job interview preparation.

# Enrollment Information

## Enrollment in Lee University Online

Each course is built around a 7-week model that requires an average of 16 hours per week of academic work for students. Lee Online has established a limit of 2 courses per session that students can register in through Portico. If there are extenuating circumstances that merit a Lee Online student taking more than 2 courses per session, the student must petition Lee Online for permission to register above the 6 credit hours per session.

## Lee University Online Calendar

The following session dates for the 2020-2021 academic year are listed below. Please see the [academic calendar](#) for session breaks and holidays.

SESSION A:	08/18/20 - 10/05/20
SESSION B:	10/13/20 - 12/07/19
SESSION C:	01/12/21 - 03/01/21
SESSION D:	03/09/21 - 05/03/21
SESSION E:	05/11/21 - 06/28/21
SESSION F:	06/29/21 - 08/16/21

## Annual Registration

New Lee Online students will be registered through Session F of the current academic year. Continuing Lee Online students with work with their academic advisor to register for Sessions A through Session F on an annual basis. There is no need to register again in January or May, as long as the student is successfully completing their courses throughout the year. Students may view their [degree audit](#) and check the [course schedule](#) in Portico.

## Post-Enrollment Checklist

- Pay for your course(s).
  - Find out which textbooks are required and purchase them.
  - Familiarize yourself with Moodle and Portico.
  - Read the syllabus and the course schedule.
  - Log into Moodle at least twice a week to stay updated on announcements and assignments.

Questions regarding course content, assignments, and grades should be directed to your professor. Questions regarding technical issues or general online questions should be directed to Lee Online Office of Enrollment at 1-800-533-9930, (423) 614-8370, or [online@leeuniversity.edu](mailto:online@leeuniversity.edu).

## Course Resources and Textbook Fees

Lee University Online is committed to accessible and affordable course resources with Day 1 access for all students. Whenever available, Lee University Online utilizes resources delivered electronically within our courses, billed directly to students via the "Lee University Book Bundle." Students may not opt out of these course resource fees, so students are encouraged to review the textbook requirements for each course before they check in to courses. Required course resources can be reviewed on the [Lee University Bookstore](#). For courses using traditional print or other web resources, students may choose purchase options that best meet their needs. 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 Process

You are required to make a \$225 registration payment to confirm enrollment in the first semester of the academic year unless your financial aid will cover all your semester charges. Students paying the \$225 may follow the semester payment schedule 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. You will not be required to make a confirmation payments in subsequent semesters of the academic year unless you are delinquent on your payments.

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

For specific financial questions about billing, please contact our dedicated team member in the Lee University Student Financial Services Office – Taylor Blanchett. She can be reached at 423-614-8106 or [tblanchett@leeuniversity.edu](mailto:tblanchett@leeuniversity.edu).

## Monthly Payment Plan

### DAL Payment Schedule 2020-2021

Date	Undergraduate Ministry Students*.	Undergraduate Non-Ministry Students*.	Graduate Ministry Students**.	Graduate Non-Ministry Students***
18-Aug-20	\$225.00	\$225.00	\$225.00	\$225.00
30-Sep-20	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91
31-Oct-20	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91
30-Nov-20	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91
<b>7-Dec-20</b>	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91
31-Jan-21	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91
28-Feb-21	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91
31-Mar-21	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91
<b>29-Apr-21</b>	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91
31-May-21	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91
30-Jun-21	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91
<b>31-Jul-21</b>	\$858.82	\$1,287.55	\$1,405.36	\$1,285.91

\*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.



## Drop/Add Procedure

Adding or dropping courses may be accomplished only during the registration (add/drop) period at the beginning of each term. Change of schedule requests must be submitted in writing or via e-mail to the student's academic advisor. The request must include the student's name, ID number, the name of the course(s) and any other essential information. The official date of the changed schedule will be the date the request is received.

After the registration (add/drop) period at the beginning of the term, the student may wish to withdraw from class in order to avoid negatively impacting his/her GPA or to reduce a heavy academic course load. To withdraw from a class, the student must complete and submit the course drop / withdrawal form. The last day to withdraw from a course with a grade of "W" is the final day of each session. Dates are published in Lee Online Academic Calendar. A student who never attended or stops attending a class for which he or she has checked-in to and confirmed enrollment for will receive an "F" in that course if accepted procedures for withdrawal outlined above are not followed.

There is a fee applied for each change beginning with the first day of classes. Withdrawal from a course(s) does not exempt a student from payment of tuition, registration fee, and book fees. The tuition refund policy for dropping courses after classes have begun is explained in the section titled Refund Policy (Tuition Only). Registration and book fees are non-refundable.

## Withdrawing from the University

If a student withdraws from all courses of study, the student is withdrawing from the university. Students may withdraw from the university at any time beginning the first day of classes until the final day of classes for the session. Students who withdraw will be assigned the grade of "W" for all courses. To withdraw from a class, the student must complete and submit the course drop / withdrawal form.

## Refund Policy

Based on enrollment in seven-week courses, the percentage of tuition to be refunded is as follows:

During the first week of class	80%
During the second week	40%
During the third week	20%
After the third week	0%

Withdrawal from classes does not exempt a student from payment of tuition and fees. Upon registration, the student is responsible for tuition, application fee, registration fee, and textbook costs. Textbook costs and fees will not be refunded.





## Lee University Online Staff

Dr. Jayson VanHook	Vice President of Information and Marketing
Dr. Joshua Black	Executive Director, Division of Adult Learning
Catherine Yaun	Director of Online Academic Services
Rusty Wienk	Director of Enrollment and Students Services
Dr. Robert Debelak	Associate Professor of Bible
Sheri Dellinger	Admissions Coordinator
Chad Dixon	Enrollment Representative
Miranda Loret	Enrollment Representative
Michael McCant	Enrollment Representative
Matt Baker	Instructional Design and Technology Specialist
Melissa England	Instructional Design and Technology Specialist
Kim Roebuck	Curriculum Development Specialist
Drew Banacos	Faculty Services Specialist
Davonna Parker	Assistant to the Executive Director, DAL

## Office Contacts

Academic Supplies / Textbooks	Campus Bookstore	0289mgr@follett.com	423.614.8095
Academic Support Office	La-Juan Bradford	lbradford@leeuniversity.edu	423.614.8181
Address/Name Changes	Enrollment Services	online@leeuniversity.edu	423.614.8370
Alumni Relations	Alumni Office	alumni@leeuniversity.edu	423.614.8316
Bursar	Kristy Harner	kharnar@leeuniversity.edu	423.614.8100
Business and Finance	Chris Conine	cconine@leeuniversity.edu	423.614.8102
Campus Security	Campus Security	security@leeuniversity.edu	423.303.4444
Center for Calling and Career	Sheila Cornea	ccc@leeuniversity.edu	423.614.8630
Chapel Programs	Rob Fultz	campusministries@leeuniversity.edu	423.614.8420
Class Absences	Instructors		
Class Change - Drop/Add	Enrollment Services	online@leeuniversity.edu	423.614.8370
Financial Aid	Cam Roos	croos@leeuniversity.edu	423.614.8300
Grades / Transcripts	Records Office	records@leeuniversity.edu	423.614.8200
Graduation Requirements	Davonna Parker	dpaker@leeuniversity.edu	423.614.8370
Help Desk	IT	helpdesk@leeuniversity.edu	423.614.8027
Library	Julie Burchfield	library@leeuniversity.edu	423.614.8562
Public Relations	Brian Conn	pr@leeuniversity.edu	423.614.8621
Student Financial Services	Taylor Blanchett	tblanchett@leeuniversity.edu	423.614.8106
Transfer Credit	Enrollment Services	online@leeuniversity.edu	423.614.8370
Veterans Affairs	Veterans Office	veterans@leeuniversity.edu	423.614.8514

Lee University Online  
PO Box 3450  
781 North Ocoee Street  
Cleveland, TN 37320-3450  
423.614.8370  
1.800.533.9930  
Email: [online@leeuniversity.edu](mailto:online@leeuniversity.edu)