

# Summer & Fall 2018 Advance Class Selection



Classes become visible Tuesday February 27<sup>th</sup>

ACS dates determined by completed hours

Opens  
March 15/16\*

Seniors:  
90+ hours\*\*

\* 1-day early activation  
if an Advisor  
Evaluation is  
completed.

Opens  
March 21/22\*

Juniors:  
60-89 hours\*\*

Opens  
March 26/27\*

Sophomores:  
30-59 hours\*\*

\*\*To identify completed hours:  
Portico->Student Planning->My  
Progress: See Total Credits (in  
dark green)  
Note: Completed hours does  
NOT include classes without  
final grades.

Opens  
April 1/2\*

Freshmen:  
0-29 hours\*\*



Missed the Advisor Evaluation email link?

Access it here:

Portico->Campus Applications->Advisor Eval



Online add-drop is available *only before classes begin*. (Once classes begin, the Change of Schedule form, with signatures, is required to change your schedule.)



When does confirm enrollment open?

✓ Summer: Tues, April 10<sup>th</sup>

✓ Fall: Tues, July 17<sup>th</sup>



Additional questions? Come to the Records Office. We are happy to help you figure it out!

✓ 9 am – 5 pm (closed for Chapel)

✓ Higginbotham Admin Building, Room 125

✓ 423-614-8200

✓ [records@leeuniversity.edu](mailto:records@leeuniversity.edu)

Flip page for ACS steps

# QUICK STEPS TO BUILD YOUR UPCOMING SCHEDULE

ONLINE @ <http://portico.leeuniversity.edu>



1

## Make an appointment with your Advisor

- Fastest path to graduation!
- Talk about career goals, life plan

### Additional Information:

1. ACS = Advantage of class availability over new students.
2. ACS = Saves time! Avoid last-minute planning for Fall!
3. Advisor can be found in Portico:

*Portico->Self-Service->Student Planning->View My Progress->Show Program Notes*

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## Plan & Build your schedule

- a. Log into Portico, and click Self Service.
- b. Select **Student Planning**, then choose **View Your Progress**, scroll to **Requirements**.
- c. Identify a course; click the link for a list of options.
- d. Ensure the term is correct: Summer 2018 or Fall 2018.
- e. Select **Add Course to Plan** to see course information (such as availability, requisites, & dates).
- f. When you've chosen the right course, click **Add Section to Schedule**. This course is added to your planned schedule after you select **Add Section**.
- g. Repeat until all your classes are added.

### Additional Information:

1. You may plan and build your schedule before you meet with your Advisor.
2. Online Classes – There are 2 types of online classes:
  - a. “OL” sections - you may add
  - b. “DOL” sections – require a petition from your academic dept for YOU to take to DAL Office for DAL to register you.

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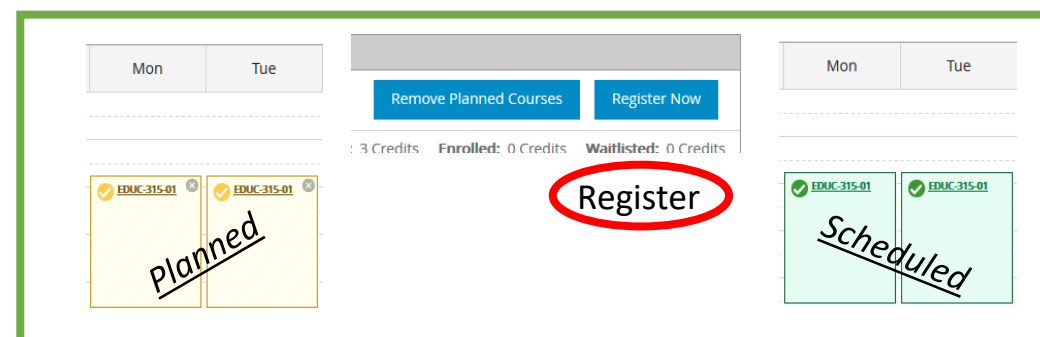
## Register Your Classes

When your ACS group activates (or one day earlier, if advisor evaluation is completed):

- a. Navigate to **Student Planning** in **Self Service**
- b. Review your planned schedule in “**Plan & Schedule**”.
- c. **Choose Register Now (near top right).** *(This step is critical; it saves your schedule.)*

### Additional Information:

1. Closed classes will require choosing another section.
2. Look for a confirmation that your registration was successful.



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## Confirm Enrollment

- a. **Confirm enrollment for Summer** opens April 10<sup>th</sup> in Portico.
- b. **Confirm enrollment for Fall** opens July 17<sup>th</sup> in Portico.
- c. Go ahead and attempt to confirm online; the system will inform you what is required to confirm.
- d. If you experience issues while confirming online, you may confirm in person with Student Financial Services during registration.

### Additional Information:

1. PDF of the steps can be found in Portico: Portico->Menu->University Services->Records->Forms and Documents, “How to Confirm Enrollment online”.
2. Making a payment is not the same as confirming enrollment.
3. Please contact Student Financial Services for payment questions.