REGISTRATION FOR FALL 2012

CLASS SEARCH: This provides a real-time listing of courses.
- For current students:
  - Use your Portico login at this link [http://portico.leeuniversity.edu/Pages/default.aspx](http://portico.leeuniversity.edu/Pages/default.aspx), then click on WebAdvisor “Search for Sections” (scroll down, right, bottom) under “Student Academic Planning”.
  - Need help? Use Portico tutorials at this link: [http://portico.leeuniversity.edu/Pages/Tutorials.aspx](http://portico.leeuniversity.edu/Pages/Tutorials.aspx).
  - Current students will be able to see class occupancy/vacancy.
- For guests:
  - Use the guest 5-minute login in at this link: [https://portico.leeuniversity.edu:8443/coursecatalog/Pages/SectionsHome.aspx](https://portico.leeuniversity.edu:8443/coursecatalog/Pages/SectionsHome.aspx).
  - This version does NOT show class occupancy/vacancy.

PRINTABLE CLASS SCHEDULE
For current students and guests: There is a printable version available at this link: [http://leeuniversity.edu/publications/schedule.aspx](http://leeuniversity.edu/publications/schedule.aspx). This version is updated with course deletions, additions, instructor changes, etc each time the link is accessed. Therefore, it is critical to use a refreshed version for each class search on a different date. Seat availability is not provided in this publication; current students will need to login to Portico for that information.

REGISTRATION FOR FIRST-TIME STUDENTS
a. Your registration information will be provided during New Student Orientation (NSO) in August 2012. For additional information, go to First Year Programs at this link: [http://www.leeuniversity.edu/first-year/](http://www.leeuniversity.edu/first-year/).
b. Refer to the appointment card that will be given to you at the Saturday New Student Orientation lunch for your registration appointment for Monday or Tuesday.

MAIN REGISTRATION

**DATES:** Mon – Tues, August 20-21, 2012  
**STUDENTS:** Freshmen & new transfer students (by appointment)  
Returning students (see schedule below)  
**LOCATION:** Science/Math Complex (SMC)  
**TIME:** 8:15 am – 10:00 am – Returning students  
10:00 am -11:15 am or 1:15 pm – 4:00 pm – All students (freshmen & new transfer students—by appointment)

Returning students:
- You may register either Monday or Tuesday, Aug 20-21, between 8:15-11:15 am or 1:15-4:00 pm.
- You may add/drop classes in the Sci/Math Complex, even if you have already confirmed your enrollment using Portico. Pick up your schedule at the registration front table in Great Room of Sci/Math Complex and get instructions how to proceed.

Make sure you take care of these additional items:
- Campus Post Office Box (Post Office in basement of Paul Conn Student Union)
b. Computer login/reset (Help Desk in basement of Library)
c. Student ID and vehicle registration with Campus Safety (See times/locations below)

**STUDENT ID AND VEHICLE REGISTRATION**

<table>
<thead>
<tr>
<th>DATES:</th>
<th>TIMES:</th>
<th>LOCATIONS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Friday, Aug 17, 2012</td>
<td>8:00am-5:00pm</td>
<td>Campus Safety Office, 520 Church Street</td>
</tr>
<tr>
<td>b. Saturday, Aug 18, 2012</td>
<td>1:00pm-5:00pm</td>
<td>Rose Lecture Hall</td>
</tr>
<tr>
<td>c. Sunday, Aug 19, 2012</td>
<td>12:00pm-5:00pm</td>
<td>Rose Lecture Hall</td>
</tr>
<tr>
<td>d. Monday, Aug 20, 2012</td>
<td>8:00pm-5:00pm</td>
<td>Rose Lecture Hall</td>
</tr>
<tr>
<td>e. Tuesday, Aug 21, 2012</td>
<td>8:00am-5:00pm</td>
<td>Rose Lecture Hall</td>
</tr>
<tr>
<td>f. Wednesday, Aug 22 &amp; on</td>
<td>8:00am-5:00pm</td>
<td>Campus Safety Office, 520 Church St NE</td>
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**CLASSES BEGIN - WEDNESDAY, AUG 22, 2012**

**LATE REGISTRATION – ALL LATE FEES APPLY!**

<table>
<thead>
<tr>
<th>DATES:</th>
<th>STUDEHNTS:</th>
<th>LOCATION:</th>
<th>TIME:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed - Fri, Aug 22-24, 2012</td>
<td>All students</td>
<td>Centenary Room, Administration Building (front of campus @ fountain &amp; circular drive)</td>
<td>9 am – 4 pm daily</td>
</tr>
</tbody>
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Registration services provided in the Centenary Room include data entry of schedule, financial aid assistance, and payment services (Student Financial Services). Meal plans/housing services (Residential Life) will be provided either in Centenary Room or Residential Life Office, PCSU, 3rd floor.

**CONFIRMING ENROLLMENT – Confirm Enrollment for Fall 2012 by Sunday night, Aug 19 so your fall schedule will not be purged!!!**

There are lots of interpretations and misinformation regarding “confirming enrollment”. *Please read the following carefully.*

- **Every student must “confirm enrollment.”**
- This communicates that you are enrolled as a student for the current term. (A few students *intend* to come and *intend* to use their financial aid @ Lee, but end up not coming. We cannot *assume* that you are here and apply government funds to your account without knowing for sure that you are enrolled.)
- Even if you have enough financial aid (loans, scholarships, etc) to cover your down payment, and even if your parents left money at Student Financial Services, every student must “confirm enrollment”.
- You may confirm online or in person.
  - To confirm online, login to Portico, click on the “Student” tab, then select “Enrollment Confirmation” from the drop-down menu at the top. Select the semester you wish to confirm and Submit.
    - If you confirm online, make sure you get the confirmation page, “Congratulations! Your registration is CONFIRMED.” Print this; it is your receipt of payment. If you do NOT get this confirmation, try again. (Also print a class schedule as proof of the classes you have chosen.)
If you get the confirmation page, you may skip the registration line on Aug 20 & 21 and just show up for classes on the first day of class (Wed, Aug 22, 2012).
  
  - To confirm in person, you must sign the registration papers (“pink sheets”) with Student Financial Services staff. If there are problems with your bill, you will be required to confirm in person.

- “Making a payment” (either online using Portico/WebAdvisor or your parents leaving their credit card # with Student Financial Services staff) is NOT confirming enrollment. Making a down payment or applying your approved financial aid is part of the payment process, but you still must either click on “confirm enrollment” or sign the registration papers to let us know you are truly enrolled as a student for each term.

- Confirming enrollment will prevent your schedule from being purged. If purged, you will have to get the special “purged” registration form from the Records Office and go through the registration process again.

- Advance Class Selection (ACS) is merely choosing your courses/selecting a schedule; it is not registering or confirming. ACS occurs in Oct/Nov, March/Apr, but this is merely the first step of registration.

- If you need to change your schedule after the 2nd day of on-site registration (Aug 21, 2012), you must process this change with a Change of Schedule form to document your permission for your schedule to be changed. This can be picked up from the Records Office, Admin Bldg, Rm 124.

- Merely not attending a class does NOT withdraw you from the class. If you fail to withdraw from a class and it remains on your schedule until final exams, your instructor will assign a grade of “F” for non-participation/non-completion of the class since you would still be registered for the class.

- If you need to change your meal plan after confirming, you must process this change with the Residential Life Office, PCSU, 3rd floor. (Last day to change a meal plan is the last day to register, or Sept 4, 2012.)

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

PURGE OF SCHEDULES - If you have not “confirmed enrollment” (either online or in person) by Sunday, Aug 26, your classes will be purged early Monday morning.

Please be aware of the following reminders re: Purging of Schedules:

- Please refer to the notes above if you have questions about how to confirm/if you have confirmed.

- Some students who chose courses during ACS change their plans and do not return to Lee. Purging is necessary to make these classes available for current students.

- After a schedule is purged, if the student intends to complete registration and get credit/grades for courses, the student must begin the registration process at the Records Office. There is a set procedure with specific registration form and required approvals for registration for purged schedules.

LATE REGISTRATION (continues) – All late fees apply!
DATES: Aug 27 – Sept 4, 2012 (Monday thru Tuesday of the following week)
STUDENTS: All students
LOCATION: Begin registration process in Records Office (Admin Bldg, Rm 124). All other registration services will be provided in the respective offices across campus.
TIME: Offices open @ 9 a.m. Student Financial Services and Financial Aid Offices close @ 4 pm. Records Office closes @ 5 pm.

LAST DAY TO REGISTER OR ADD/DROP CLASSES - Tuesday, Sept 4, 2012
• The “add-drop/registration” period is Aug 20 – Sept 4.
• A “drop” has no record of the course on your transcript.
• Class “withdrawals” begin Wednesday, Sept 5, 2012.
• All class “withdrawals” will be given a grade of “W”.

LAST DAY TO WITHDRAW WITH A GRADE OF “W” - Nov 5, 2012

GRADUATE STUDENTS
You must “confirm enrollment” (either online or in person) to prevent your schedule being purged.

For registration information, please contact the secretary of the program in which you are applying or have been accepted:

Education graduate students: BethAnn Lay 423.614.8193 blay@leeuniversity.edu
Music graduate students: Linda Guisinger 423.614.8245 lguisinger@leeuniversity.edu
Psychology graduate students: Rosie Adams 423.614.8124 radams@leeuniversity.edu
Religion graduate students: Jill Tyson 423.614.5133 jtyson@leeuniversity.edu

FREQUENTLY ASKED REGISTRATION QUESTIONS

1. **When is the last day I can register?**
   
   ANSWER: Tuesday, Sept 4, 2012 is the final day of registration for fall term. This allows 12 days of registration in which a student may move in and out of classes in order to correct their schedule. During these 12 days, dropped classes do not show up on your transcript.

2. **What happens on Wednesday, Sept 5, 2012, if I decide to quit a class?**
   
   ANSWER: If you decide to “drop” a class after the 12 days 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.

3. **What do you mean by “confirm enrollment“?**
   
   ANSWER: Confirming your enrollment communicates to us that you are an enrolled student for the current term. There are 2 ways you can “confirm”:

   (1) If you have a computer login/password, you may confirm online via Portico/WebAdvisor between July 13 and Sept 4, 2012. For step-by-step instructions, click here: http://oldsite.leeuniversity.edu/studentlife/info/tech/webadvisor-instructions.aspx#Confirm.
(2) If you are a first-time student or returning student and did not confirm online, you will need to confirm enrollment in person by signing registration papers and applying your financial aid or personal funding as downpayment. Please talk with Student Financial Services staff person during the 12 days of registration (Aug 20 – Sept 4). Also, if there are problems with your bill, you must confirm in person.

4. Have I “confirmed” my enrollment if I click on “make a payment”?

   ANSWER: No. “Making a payment” is not the same as “confirming enrollment”. It is possible to make a payment and never click on “confirm enrollment” (online confirming), and it is possible for your parents or you to make a payment for you with Student Financial Services staff but you never sign the papers that confirms your enrollment. If not confirmed, your schedule will be purged.

   **Every student must “confirm enrollment” either online or in person each term.**

5. When is the last day I can confirm my enrollment?

   ANSWER: To prevent your schedule from being purged, you will need to “confirm enrollment” by Sunday, Aug 26. There will be a second purge after the 12 days of registration; schedules will be purged for students who did not confirm their enrollment. The absolute final day to confirm is Tuesday, Sept 4, which is the last day to register. **TO PREVENT PURGE OF YOUR SCHEDULE, PLEASE DISCUSS YOUR FINANCIAL SITUATION WITH STUDENT FINANCIAL SERVICES (BUSINESS OFFICE).**

6. What is the first day that I will get a “W” on my transcript if I quit a class?

   ANSWER: If you decide to quit a class on Wed, Sept 5, 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 some reason, you terminated your participation in the class. Having a grade of “W” is critical for students who plan to pursue a career in medicine or law in that it may delay acceptance into programs in which census is limited or highly competitive. For all other students, a grade of “W” is neither a positive nor negative mark.

7. How do I change my schedule?

   ANSWER:
   a. **Between now and Tuesday, Aug 21, 2011** - If you are a returning student, you may add/drop classes online using Portico/WebAdvisor. If you still need an advising session with your advisor to grant permission to choose classes, allow me to mention that many faculty will be out-of-town through the summer months and will check their email sporadically during breaks. Please be patient if it takes a few days to get an email response.

   b. **First two days of registration (Aug 20-21)** -
      a. **Returning students**: In the Science/Math Complex: Pick up your schedule at the front table in the upstairs Great Room between 8:15-11:15 am or 1:15-4:00 pm. Advisors will also be in the SMC ready to assist you with planning schedule changes. After meeting with an advisor, go to Data Entry in the SMC Great Room to change your schedule in the computer, and then complete registration.
b. **First-time students:** You will receive an appointment card on Saturday during New Student Orientation (NSO) which tells you what time to come to the Science/Math Complex on either Monday/Tuesday, Aug 20 or 21, to complete registration.

c. **Returning students who have already confirmed enrollment:** You may still make schedule changes. Join us in the SMC on either Aug 20 or 21 before late fees begin on Aug 22 (Wednesday, 1\textsuperscript{st} day of class).

c. For the remainder of the registration period (Aug 22 – Sept 4), you will need to get an add/drop form (Records Office, HAB), fill it out, get signatures as needed, then bring the form to the Records Office to change your schedule in the computer. This final step (return form to Records Office) is critical—if you do not bring the signed paper to Records, no one is aware that you have ceased attending or began attending a class. At the end of the term when grades are assigned, your name will be on the incorrect class roster, and your instructor will assign an “F” for lack of participation in his/her class.

8. **When are all those signatures required for changing my schedule?**

a. **Two main days of registration in SMC:** Only the signature of the advisor who helped you with your schedule changes.

b. **First week of registration (Aug 22-24):** Only your advisor’s signature is required. If you are a first-time freshman or transfer student, you will need the signature of someone in Academic Services, HAB 316B, who will be your advisor until one is assigned.

c. **Monday, Aug 27 – Sept 4:** Your advisor’s and instructor’s signatures are required to add a class.

9. **What happens if I decide to attend a different section of a class instead of the one on my schedule?**

ANSWER: At the end of the term when grades are being assigned, your instructor will assign you 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/grade for your class.

10. **Which students must remain full-time status? Why?**

ANSWER: International students (for your I-20/SEVIS agreement to study in the states), athletes (to avoid forfeiting a game), those who qualify for HOPE scholarship and HONOR scholarship (to prevent losing your qualification), students who participate in a traveling ensemble/band/choir (to be covered by insurance), students who are on campus or have a meal plan, and other financial aid situations (check with the Financial Aid Dept, 2\textsuperscript{nd} fl, Admin Bldg) must remain full-time.

11. **If my schedule gets purged but I am arriving later in the registration period, what can I do to keep my classes?**

ANSWER: If you know you are arriving after Friday, Aug 24, you will need to contact the Records Office (Records@leeuniversity.edu or call us at 423.614.8200) to let us know your arrival date and to request your schedule to be held. After the 12\textsuperscript{th} day of registration (Sept 4), you must get permission from Student Financial Services and the Vice President of Academic Affairs to register.

12. **What is the difference between “registration” and “late registration”?**

ANSWER:
a. “Registration” - The 2-day period, Monday-Tuesday, Aug 20 & 21, when registration is held in the Science/Math Complex. For your convenience, all offices relocate to this one building, including academic advisors. It is a one-stop-shop for these 2 days, and there are no late fees.

b. “Late registration” - On Wednesday, Aug 22, “late fees” are applied. There are two types of fees: (1) a late registration fee and (2) a transaction fee for each change you make to your schedule. Check the online University Catalog (http://catalog.leeuniversity.acalog.com/content.php?catoid=5&navoid=501) or ask a Student Financial Services staff member for current fees.

13. When do classes begin?

ANSWER: Classes begin on Wednesday, Aug 22. It is much preferred that you register on either Monday or Tuesday, Aug 20 - 21, in order to stay current in your classes. Studies show that class attendance is directly linked to student success. We want you to be successful!

MORE QUESTIONS?

If you have other registration concerns, please contact the Records Office, 423.614.8200 or email Records@leeuniversity.edu.

If you have billing questions, please call Student Financial Services, 423.614.8100 or email SFS@leeuniversity.edu.

If you have financial aid questions, please call the Financial Aid Office, 423.614.8300 or email FinAid@leeuniversity.edu.

If you have application questions, please call the Admissions Office, 423.614.8500 or email Admissions@leeuniversity.edu.

If you have residence halls/housing questions, please call Residential Life, 423.614.6000 or email Housing@leeuniversity.edu.

Enjoy your time at Lee!