

2018-2019

Lee College
STUDENT
Guide

Information for Students



WELCOME TO LEE COLLEGE



Lee College is here to serve you. One of the many qualities of a community college like Lee is that we try to find ways to help all of our students meet their individual goals. These goals may vary greatly from graduating with a certificate or degree, enrolling in a short-term work-related course, transferring to a university, or taking classes for the sheer pleasure of learning.

Our message to you is that when you register for classes, be committed to finish what you start. Students who register for more coursework than they can successfully complete become frustrated and disillusioned. They question if they are college-ready when, in fact, the course load they are trying to carry is too heavy given other responsibilities in their lives that cannot be ignored such as employment and family.

Successful students persist by planning a life schedule that takes into account all of their responsibilities and provides sufficient time for each, including their education. That's the kind of student we want you to be, and we have able and dedicated staff to help you plan such a schedule. Don't hesitate to ask for assistance.

Thank you for choosing Lee College. You made the right choice!



Dr. Dennis Brown
President

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Accreditation Statement

Lee College is accredited by the Southern Association of Colleges and Schools to award the Associate of Arts Degree, Associate of Arts in Teaching, Associate of Science Degree, and the Associate of Applied Science Degree. Questions or concerns regarding the accreditation may be addressed to the Commission on Colleges Office at 1866 Southern Lane, Decatur, Georgia 30033–4097, 404.679.4500. Lee College programs are approved by the Texas Higher Education Coordinating Board and the Texas Education Agency.

Equal Education Opportunity Statement

Lee College is an open enrollment institution and offers a variety of technical and academic programs. Lee College does not discriminate on the basis of gender, disability, race, ethnicity, age, religion, national origin or veteran status in its educational programs, activities, or employment practices as required by Title VII, Title IX, Section 504, ADA, or 34 C.F.R. Limited English proficiency is not a barrier for admission to the College.

Questions or complaints concerning a policy of nondiscrimination regarding campus activities and athletics based on gender can be directed to:

Amanda Summers

Human Resources Director
909 Decker Drive, Baytown TX 77520
summers@lee.edu • 281.425.6533

Questions or complaints concerning a policy on non-discrimination based on disability and accessibility may be directed to:

Rosemary Coffman, PhD, CRC

Associate Dean, Student Affairs
511 S. Whiting, Baytown TX 77520
rcoffman@lee.ed • 281.425.6384

Lee College will also take steps to assure that national origin minority persons who lack English language skills can participate in all education programs, services and activities.

Declaración: Igualdad de Oportunidades en la Educación

Lee college es una institución de inscripción abierta que ofrece una variedad de programas profesionales y académicos. Lee college no discrimina en forma de género, discapacidad, raza, edad, color, religión, nacionalidad, condición veterana en programas educacionales, actividades o practicas de empleo como requeridas por el titulo VII, titulo IX, sección 504, ADA, o 34 C.F.R. Ingles limitado no es una barrera para la admisión al colegio.

Preguntas o quejas relativas a la póliza basada en no discriminación sobre actividades del colegio y de atletismo por razón de sexo pueden ser dirigidas a:

Amanda Summers

Human Resources Director
909 Decker Drive, Baytown TX 77520
summers@lee.edu • 281.425.6533

Preguntas o quejas relativas a la póliza basada en no discriminación sobre discapacidad y accesibilidad pueden ser dirigidas a:

Rosemary Coffman, PhD, CRC

Associate Dean, Student Affairs
511 S. Whiting, Baytown TX 77520
rcoffman@lee.edu • 281.425.6384

Lee College también tomara los pasos para asegurarse que la persona de origen nacional quien carecen de el lenguaje ingles pueda participar en todos los programas educacionales, servicios y actividades.



New Students

New student orientation/registration helps students maneuver in Lee College's cyber world, as well as learn more about college activities and opportunities. They will learn how to access their myLC account, so they can plan course sequences, look at financial aid requests, register for classes, and pay for tuition and fees. All first-time-in-college and former dual credit or co-enrolled high school students are required to attend. Students should be prepared for orientation by:

- (1) completing a Lee College admissions application at www.applytexas.org
- (2) having transcripts sent to Lee College
- (3) taking applicable placements tests (see section on Testing Requirements)
- (4) seeing an advisor or counselor about test score information
- (5) working with an advisor or counselor to sign-up for an orientation date. To complete enrollment, students need to provide shot records if the information is not available on their high school transcript.

When weather permits a tour of campus happens during orientation, so wear comfortable clothing and shoes. Also, be prepared to take a photo for your Lee College I.D. card.

Students Receiving Federal Financial Aid

Financial aid seminars are recommended for all federal recipients receiving PELL grants and student loans. The federal government is changing the rules to keep students on track for certificate and degree completion. Good grades with continuous progress in a specific discipline are expected. June 30 is the last day to submit a FAFSA for the previous year. Students taking classes Summer II must have a 2017-2018 application completed to be considered for aid. The federal government requires students to take only courses that are in their degree plan.

Register by May 15 for summer and July 31 for fall to ensure review of courses for financial purposes prior to the first day of class. Financial aid for May Mini, Cosmetology, and Summer I sessions is based on the amount students received in the fall and spring. Students should check with the financial aid office regarding their individual award before registering.

Students Nearing Graduation

To ensure that degree requirements and core curriculum completion for university transfer are met, students should request a graduation check from the Admissions Office or meet with a counselor or advisor in the Counseling Center once students have completed 30 hours. All student loan borrowers preparing for graduation should see the Financial Aid Office for Exit Counseling information.

University Visits

Throughout the term transfer advisors from universities are on campus so students can learn more about the next step in college. Check for dates at the following sources:

- Facebook
- Twitter
- myLC Emails
- Plasma Screens Located around Campus
- Phone call to the Advising/Counseling Center

Additionally, University Transfer Trips are available through the STEM Grant. Contact for dates/times:

Michael Pounds

College Completion & Transfer Coach, H.S.I. STEM Grant
Molar Hall, STEM Center, 115B
mpounds@lee.edu • 832.556.5110



THE STUDENT SUCCESS & ADVISING CENTER

assists prospective and current students with accessing and navigating the computer processes necessary in the following areas: college application, career exploration, mandatory first-time-in-college activities, online registration, financial aid processes, payment plan set-up, and more.

The Center is an open lab where students can access computers and study individually or in groups. It is a hub for Lee College services that require a computer, so please let us know if we may assist you in any way.



SERVICES

- Admission Application (Apply Texas)
- Career Cruising
- Pre-Assessment Activity
- Registration Assistance
- Class Schedule Retrieval
- Scholarship Application for Lee College
- Financial Aid Document Submission
- Aid Acknowledgement
- Payment Plan Set-Up
- Major Change Requests
- And More!

LOCATION

Rundell Hall, Room 100

HOURS

Mon. & Tues. 7:30 am – 7:30 pm
Wed. & Thurs. 7:30 am – 5:15 pm
Fri. 7:30 am – 12:30 pm

August Friday Hours 7:30 am - 2:00 pm

CONTACT US

832.556.4578
www.lee.edu/ssac

LIVE CHAT

We're Online
Click to chat now

Select "Student Affairs"



Academic Calendar

SUMMER I — 2018

May Mini Session Begins (runs through June 1) May 14

Cosmetology Begins May 14

Memorial Day Holiday (college closed) May 28

Summer I Classes Begin (credit and CE) June 4

Independence Day Break (college closed) July 4

Final Exams for Summer I (5-week classes) July 5

Grades Due July 9

SUMMER II — 2018

Classes Begin July 9

Final Exams (5-Week and 10-Week) Aug. 9

Grades Due/Summer Diploma Date Aug. 10

FALL SEMESTER — 2018

August

Professional Development Activities Aug. 20-24

Classes Begin (credit and CE) Aug. 27

September

Labor Day (college closed) Sept. 3

Day of Record (16-week classes) Sept. 12

Flex Start (12-week) Classes Begin Sept. 17

October

Second 8-Week Classes Begin Oct. 22

Spring 2019 Registration Begins for 45 Credits Oct 30

November

Spring 2019 Registration

Begins for 30 Credits Nov 6

Holiday College Registration begins Nov. 13

Spring 2019 Registration Begins for All Students Nov 13

Last Day for Student Drops (16-week classes) Nov. 16

Thanksgiving Holidays (college closed) Nov. 21-25

December

Final Exams Dec. 10-13

Grades Due / Diploma Date Dec. 14

Fall Commencement Ceremonies Dec. 15

Holiday College Begins (Meeting times: Dec. 17-21, 26-28, and Jan. 2-4) Dec. 17

Last Day Offices Open (Until 12:30 pm) Dec. 21

Winter Break (college offices closed) Dec. 21-Jan. 6

SPRING SEMESTER – 2019

November

Holiday & Spring Registration Begins for All Students Nov. 13, 2018

January

Offices Open Jan. 7

Professional Development Jan. 7-11

Classes Begin Jan. 14

Martin Luther King Holiday (college closed) Jan. 21

Day of Record (16-week classes) Jan. 31

March

First 8-week Session Ends March 9

Spring Break (college closed) March 11-17

Second 8-week Session Begins March 19

April

Summer 2019 Registration Begins	April 2
Last Day for Student Drops (16-week classes)	April 9
Fall 2019 Registration Begins for 45 Credit Hours	Apr. 16
Good Friday Holiday	April 19
Fall 2019 Registration Begins for 30 Credit Hours	Apr 23
Fall 2019 Registration Begins for All Students	Apr. 30

May

Final exams	May 6-9
Grades Due/Spring Diploma Date	May 10
Spring Commencement Ceremonies	May 11

SUMMER SESSIONS — 2019

May

May Mini Session Begins (runs through May 31)	May 13
Cosmetology Begins	May 13
Memorial Day Holiday (college closed)	May 27

June

Summer I Classes Begin (credit and CE)	June 3
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July

Final Exams for Summer I (5-week classes)	July 3
Independence Day Break (college closed)	July 4-5
Grades Due	July 8
Classes Begin (Summer II Session)	July 8

August

Final Exams (5-Week and 10-Week)	Aug. 8
Grades Due/Summer Diploma Date	Aug. 12

FALL SEMESTER — 2019

August

Professional Development Activities	Aug. 19-23
Fall Kick Off	Aug. 21
Classes Begin (credit and CE)	Aug. 26

September

Labor Day (college closed)	Sept. 2
Day of Record (16-week classes)	Sept. 11
Flex Start (12-week) Classes Begin	Sept. 16

October

Second 8-Week Classes Begin	Oct. 21
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November

Last Day for Student Drops (16-week classes)	Nov. 15
Thanksgiving Holidays (college closed)	Nov. 20-24

December

Final Exams	Dec. 9-12
Grades Due / Diploma Date	Dec. 13
Fall Commencement Ceremonies	Dec. 14
Holiday College Begins (Meeting times: Dec. 16-20, 26-27, 30-31, and Jan. 2-3)	Dec. 16
Last Day Offices Open	Dec. 20
Winter Break (college offices closed)	Dec. 20-Jan. 5

January 2020

Offices Open	Jan 6
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Important Dates & Information

SESSION DATES

SUMMER 2018 FOR SESSIONS BEGINNING May 14, JUNE 4, 25, & 27				
Session	Begin Date	End Date	Census Date	Last Day to Drop
MIN (May Mini)	5/14/2018	6/1/2018	6/15/2018	5/29/2018
13W	5/14/2018	8/09/2018	6/19/2018	7/19/2018
7WA	5/14/2018	6/26/2018	5/18/2018	6/14/2018
3W	6/4/2018	6/21/2018	6/5/2018	6/18/2018
5W1	6/4/2018	7/5/2018	6/7/2018	6/26/2017
10W	6/4/2018	8/08/2018	6/19/2018	7/24/2018
7W1	6/25/2018	8/9/2018	6/29/2018	7/31/2018
7WB	6/27/2018	8/9/2018	7/3/2018	7/30/2018
SUMMER 2018 FOR SESSIONS BEGINNING JULY 9				
Session	Begin Date	End Date	Census Date	Last Day to Drop
5W2	7/9/2018	8/9/2018	7/12/2018	8/1/2018
FALL 2018 SESSIONS				
Session	Begin Date	End Date	Census Date	Last Day to Drop
1 (16-week)	8/27/2018	12/13/2018	9/12/2018	11/13/2018
3W	8/27/2018	9/13/2018	8/28/2018	9/10/2018
8W1	8/27/2018	10/18/2018	9/4/2018	10/5/2018
YL	8/27/2018	5/16/2019	9/12/2018	3/2/2019
13W (Flex)	9/17/2018	12/13/2018	9/28/2018	11/13/2018
8W2	10/22/2018	12/13/2018	10/29/2018	11/30/2018
MIN (Holiday College)	12/17/2018	1/4/2018	12/18/2018	12/28/2018

Meningitis Vaccine Law

Students under the age of 22 prior to the start date of the term are required to comply with the state's meningitis vaccination law. Students should check their public school immunization records to see if the vaccine is still current.

Proof of vaccinations or other immunization forms are due in the Lee College Records office **10 days prior to the start of classes.**

Students who register without filing for vaccination records will be dropped from classes.

Please check with your physician, local health clinic, or retail pharmacy about costs for receiving the vaccination.

Or, check the Lee College Website, www.lee.edu, for the availability of on campus clinics.

For more information about the law, see www.lee.edu/admissions/meningitis-vaccine-requirement.



New First-Time-in-College Student Checklist

Step 1: Complete an Admission Application (required) & Financial Aid Application (optional)

- Complete the admissions process. Go to: www.lee.edu/apply-now.
- Apply for Scholarships & Financial Aid. Apply for financial aid online at www.fafsa.ed.gov
FAFSA priority deadlines:
Fall: April 15th
Spring: November 1st
Summer: March 1st
- Lee College Scholarship information can be found at www.lee.edu/foundation/scholarships-for-students

Step 2: Order Official Transcripts and Submit Immunization Information (if needed)

- You will need to have your high school or GED transcript sent to Lee College. For more information go to www.lee.edu/admissions/transcripts
- If you are under the age of 22 and need the bacterial meningitis vaccine, proof must be provided to the Admissions & Records Office. For more information, go to www.lee.edu/admissions/meningitisvaccine-requirement

Step 3: Pre-Advising Preparation

- Undecided on your major? If so, you must complete Career Cruising. Most students find the Career Matchmaker and Career Profile sections the most helpful. Be prepared to discuss potential careers/ majors and ask questions when you meet with your advisor. Get started at www.lee.edu/counseling/career-cruising

Step 4: Complete Required Testing and Advising Possible Testing Exemptions:

- ACT: Composite score of 23+ with a 19+ on both the English and Mathematics tests Scores may NOT be older than 5 years at the time of exemption.

- SAT: Combined Critical Reading and Math score of 1070+ with a 500+ on both the Critical Reading and Math sections Scores may NOT be older than 5 years at the time of exemption.
- TAKS: English/Language Arts (ELA) score of 2200+ and writing subscore of 3+, Math score of 2200+ Only EXIT level testing scores may be used. Scores are valid for 5 years from the date of testing.
 - If you think you are exempt from testing, send your official ACT, SAT, and/or TAKS scores to the Admissions & Records office. TAKS scores must be in a sealed official envelope from your high school.
 - Come to the Advising / Counseling Center to determine need for testing.
 - If testing is required, you must first complete the Pre-Assessment Activity (PAA). It can be done online from any computer and is available at www.lee.edu/counseling/paa
 - Complete placement testing, if needed.
 - Meet with your advisor to review test scores, create a degree plan, and prepare for orientation.

Step 5: Schedule & Attend Orientation / Online Registration

- Reservations for orientation are made during initial advisement. Reschedules can be done by calling (281) 425-6384.
- Complete an orientation session.
- Need a refresher on the online registration process?

Step-by-step instructions are provided on the back of your Individualized Education Plan folder.

Step 6: Pay Tuition and Fees / Obtain Books

For registration to be complete, students must pay for their classes by the payment deadline. Students may be dropped from classes for non-payment.

- Deadline for payment: _____
- Information regarding the purchasing or rental of books can be found at www.leecollegebooks.com.

Enrolling for May Mini and Summer Cosmetology

Enrollment Begins April 3

May Mini (May 14 June 1)
Cosmetology (May 14 August 9)
Nursing (7WA) (May 14 June 26)

Apply for summer financial aid by March 1.

Advising begins in February with registration in April.

Pay for classes no later than the Tuesday before classes begin.

Important Dates, Registration, and Payment

Texas law requires payment before the first day of the semester. Online payment plans are available. See Fees & Payment Information for more details.

Bored On Campus? Join The Fun!

The mission of the Campus Activities Board (CAB) is to provide social, multicultural, recreational and education events for Lee College students, community supporters, faculty and staff. From movies to lectures, cultural celebrations to concerts, CAB provides cocurricular activities that enhance students' experience at Lee College. Students interested in learning more about CAB sponsored events, and viewing previous event photographs are encouraged to visit the organization's Facebook page. In addition, CAB posts information on its window in the Student Center. Information posted in this space is updated several times per month.

CAB books as many events as possible to keep our students busy on campus and provide entertainment between classes. Look for advertisements around campus as we have events every other week!

New Student Orientation (NSO) Dates

Location: TBA

MAY MINI 2018

- Monday, May 7 at 5:00 p.m. (Doors open for check-in at 4:30 p.m.)

SUMMER I AND SUMMER II 2018

- Friday, May 18 at 8:30 a.m. (Doors open for check-in at 8:00 a.m.)
- Friday, May 31 at 2:00 p.m. (Doors open for check-in at 1:30 p.m.)

FALL 2018

- Monday, July 30 at 5:00 p.m. (Doors open for check-in at 4:30 p.m.)
- Friday, August 3 at 8:30 a.m. (Doors open for check-in at 8:00 a.m.)
- Friday, August 10 at 8:30 a.m. (Doors open for check-in at 8:030 a.m.)
- Monday, August 13 at 5:00 a.m. (Doors open for check-in at 4:30 a.m.)
- Thursday, August 23 at 2:00 p.m. (Doors open for check-in at 1:30 p.m.)

FLEX START FALL 2018

- Monday, September 10 at 5:00 p.m. (Doors open for check-in at 4:30 p.m.)

The College may reschedule orientation sessions based upon enrollment.

Fall Kick-Off!

Fall 2018

Aug. 22nd, 4-6:30pm Main Campus

Fall Kick-off takes place the week before school begins, and gives new students a chance to come onto campus and get comfortable with locations before school starts. Students have the opportunity to be walked to where the classes are going to be, meet with faculty, and interact with student organizations. Students also get a taste of the fun things that await them from student activities, with events and giveaways.

Club Sports & Recreation

Schedules are available in the Student Center and Gymnasium and online at:

www.lee.edu/groups/rebel-recreation

Intramurals: Dates for Fall will be announced at the beginning of the term.

FALL 2018

First Day of Open Gym Activities Tues., Sept. 6

First Day of Weight Room Tues., Sept. 6

GCIC Fall 2018 Sports Day TBD

Lee College at the Lanes (Bowling) TBD

Lee College Outdoor Adventures TBD

Plan To Register Early!

First-time-in-college students will be required to meet application, testing, and orientation deadlines prior to registration. *See the enrollment calendars under new students.*

NO LATE REGISTRATIONS

No new registrations will be allowed for students once a semester or session begins.

COMPLETE AN ADMISSIONS APPLICATION

Tip: Apply early so you can apply for scholarships through Academic Works and track your enrollment progress through your myLC Campus account (see

Electronic Resources for more details).

New students and returning students who were not enrolled during the past year must complete an admissions application and provide proof of residency information, which determines their cost of tuition and fees. An admissions application may be completed at www.applytexas.org or in person at the Admissions and Records Office in Rundell Hall.

APPLY FOR FINANCIAL AID AND SCHOLARSHIPS

(optional but recommended)

Tip: Complete taxes at least two weeks prior to completing the FAFSA so the IRS retrieval process can be used.

To receive federal financial assistance for grants and loans, students must fill out the required Free Application for Federal Student Aid (FAFSA) available at www.lee.edu or <http://www.fafsa.ed.gov/>. Financial aid requests will only be processed if students have completed an admission application to Lee College.

For a list of Lee College Foundation Scholarships, go to <http://lee.academicworks.com>.

ORDER OFFICIAL TRANSCRIPTS AND SUBMIT IMMUNIZATION INFORMATION

New students should request official transcripts from their high school and have them sent directly to Lee College (or submit GED diploma) if they have never attended college previously. Students may submit sealed transcripts to the Admissions Office. The State of Texas requires meningitis immunization for all new students under the age of 22. Students must submit documentation prior to enrollment. See enrollment calendars for deadlines.

Transfer students must have official, sealed high school and college transcripts sent directly to Lee College.

COMPLETE REQUIRED TESTING AND ADVISING

The State of Texas requires prospective students to demonstrate basic skills in reading, writing, and

mathematics. Test scores are used to place students in the appropriate level of instruction and do not affect admission. The Texas Success Initiative (TSI) lists scores which may exempt students from testing. See the section on Testing Requirements. Students who need to test should call the Testing Center at 281.425.6262 to schedule a testing appointment.

Students will meet with an advisor or counselor to review test scores prior to orientation and registration. For more information, contact the Testing Center at 281.425.6262. Students wishing to use SAT, ACT, or TAKS scores for exemption must provide an official score report or high school transcript that includes scores.

Schedule an Orientation/Registration Time (First-time-in-college students only)

All students attending college for the first time and high school students who were previously enrolled in dual credit are required to attend orientation. Students will learn about college policy and procedures and how to access myLC Campus, where students can register online, pay for courses, and check on grades. Students who need additional information can drop by the Student Success and Advising Center in Rundell Hall or call the Advising/Counseling Center for an appointment at 281.425.6384. A variety of services from academic advising and career counseling to special services for students with disabilities and veteran's affairs are provided.

Pay Tuition and Fees

For registration to be complete, students must pay for their classes by the payment deadline. Students will be dropped from classes for non-payment. See enrollment calendars for payment deadlines. Students may access payment information and set up a payment plan through their myLC account.

Purchase Books

Books are not part of the tuition and fees payment. See *Lee College Bookstore*.

General Admissions Policy

Lee College is an open admissions two-year, lower division undergraduate institution. All persons who have at least one of the qualifications listed below are welcome to enroll.

1. Persons with diplomas from accredited high schools, or
2. Persons with General Education Development (GED) certificates, or
3. Transfer students with college-level hours earned at other accredited colleges or universities, or
4. International students who meet college, state and federal requirements.

Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status in its admission policies or practices. Those who do not meet the qualifications listed above (including persons currently enrolled in accredited high schools) may apply for admission on an Individual Approval (IA) basis. (See "Individual Approval Admission" in the Lee College Catalog.)

Admission to the College does not imply admission to programs such as the nursing programs or the honors program, which employ special admission requirements. (See "Enrollment Into Special Programs" in the Lee College Catalog.) Lee College reserves the right to restrict or limit the enrollment of any instructional program.

RESIDENCY CLASSIFICATION

Texas Residency

In order to be classified as a Texas resident, students must be U.S. citizens or permanent residents and have resided in the state of Texas 12 months or more prior to registration. Residence in the state must be permanent, and not just for educational reasons.

The Office of Admissions and Records reserves the right to request documentation to prove Texas residency. Documents may include but are not limited to: Texas high school transcript, employment records, Texas driver's license (cannot be temporary), Texas voter registration, lease agreement from a rental complex, property tax statement, utility or bank account statements.

Some non-citizens may be eligible for Texas residency. These include Texas high school graduates, Texas GED earners, and persons with an approved application for permanent residency. See the Admissions Office for details.

Out-of-District Residency

Students classified as Texas residents are charged out-of-district tuition rates unless they live within the college's tax district.

In-District Residency

In-state residents of the Lee College tax district qualify for in-district tuition. Geographically, the tax district is found in those portions of Harris and Chambers counties served by the Goose Creek Consolidated Independent School District. Persons who live in this district, whether they own and/or lease property, are eligible. The documents described above for use in establishing Texas residency may also be requested to document residence in the tax district.

Ad Valorem – For Tax District Property Owners Residing Elsewhere in Texas

Texas residents who own property in the tax district, but live in Texas outside the district, can qualify for reduction of tuition to in-district rates. The property owner will be classified as out-of-district, but upon receipt of a paid tax bill for the prior year, tuition will be recalculated at the in-district rate. Dependents of property owners may also qualify. Status must be renewed annually. Inquire at the **business office** for more details.

Service Area

Community colleges in Texas are assigned service areas by the state legislature. The intent is to give each community college district a "territory" to serve. The service area of Lee College extends from extreme eastern Harris County to most of Chambers County, and much of lower Liberty County. The cities of Baytown, Highlands, Mont Belvieu, Crosby, Huffman, Anahuac, Dayton, Liberty, Daisetta, Hardin and Winnie are included in the Lee College service area. There is not a special tuition rate for service area residents. Only in-district residents, as defined above, qualify for in-district tuition. Other residents of Texas are considered out-of-district for tuition purposes.

Non-residents

U.S. citizens and approved foreign nationals who moved to Texas less than 12 months prior to enrollment and who are taking steps to make Texas their permanent home will be subject to the non-resident rate until they have resided and can prove residence in Texas for a full 12 months prior to day of record in a term. Foreign nationals not permitted to establish domicile or residence in Texas will be charged the nonresident rate indefinitely.

Testing Requirements

Texas Success Initiative

The Texas Success Initiative (TSI) is a state-mandated program designed to improve students' success rates in college. TSI includes testing, advising, and, if necessary, developmental coursework. These elements of the plan help ensure that all students who register for college level courses at public colleges and universities are College Ready – that is, they have the necessary skills to succeed.

Testing

The TSI Assessment (TSIA) is the sole assessment in the state for students who are degree seeking. All first-time-in-college, degree seeking students

needing initial assessment and those students needing to retest are now required to test on the new TSIA or be exempt. For more information on the changes, contact the Counseling Center (counselor@lee.edu).

TSI Assessment (TSIA)

The TSIA is a computer adaptive test measuring the student's strengths and weaknesses in reading, writing, and math. The majority of the test is in a multiple choice format. An essay will also be required for most students.

All sections of the TSIA are untimed. Since the test is adaptive, the length of the test will vary. Students should allow about 60 minutes for each section. If all parts are needed, it is highly recommended that the test is taken over several days.

Who is exempt from the TSI requirements and how do I know if I am College Ready?

There are several ways a student can be exempt from the TSIA.

1. Passing all parts of an approved TSI Assessment (such as the TSIA).
2. Having prior college courses in areas of reading, writing, and/or math.
3. Being classified College Ready by another Texas college or university.
4. Completion of a degree from a regionally accredited college or university.
5. Veterans who are members of the military or have had recent military experience. Veterans with this exemption are encouraged to speak to the counselor in the Veterans Center for more information on placement into classes.
6. Enrollment in courses for personal enrichment. Personal Enrichment enrollment is limited, and students who enroll for Personal Enrichment are not eligible for state or federal financial aid.
7. Students with high scores on the SAT, ACT, or TAKS test are TSI-Exempt. To achieve this status,

the scores must meet or exceed the following scores:

- a. SAT
 - Combined 1070
 - Verbal 500
 - Math 500
- b. ACT
 - Composite 23
 - English 19
 - Math 19
- c. TAKS
 - Math 2200
 - English/Language 2200
 - Writing Sub-score 3

(Exemption scores are established by the state and are subject to change. Scores are effective for five years from the date of testing.)

Certificate Students

Students pursuing most Lee College Certificates of Completion are waived from TSI requirements. (Students who are in doubt about their certificate programs should check with a counselor or advisor.) While exempt from TSI, Lee College suggests placement testing to assure readiness for coursework within the certificate.

Students wishing to enroll in a certificate program in the following areas are eligible to take a placement test and will not need to take the TSIA. These areas include (but are not limited to):

- Cosmetology
- Child Development
- Welding
- Industrial Systems (machine shop)
- Electrical Technology
- Drafting
- Pipefitting

Pre-Assessment Activity (lee.edu/counseling/paa)

For any student taking the TSIA, the state requires that the Pre-Assessment Activity be completed prior to testing. This online module provides information

to the student on the importance of the testing, the testing process, options for developmental coursework, and campus and community resources. Students will not be allowed to take the TSIA without proof of completing this Pre-Assessment Activity.

A FEW MORE THINGS TO KNOW AND REMEMBER

Are any deadlines associated with TSI requirements?

TSI-responsible students must take initial testing before they begin their first college-level courses.

What if a student does not pass TSI initial testing?

Failure to pass a section of TSI testing does not prevent students from enrolling in college-level courses, provided students meet the prerequisites for the courses they plan to take.

What does testing cost?

The new TSIA costs \$10 per section (\$30 for all sections) for the initial testing. For any retesting, the charge is \$15 per section. All testing charges must be paid prior to taking the test.

Where are tests given?

Tests are administered in the Testing Center located in Rundell Hall. Call 281.425.6262 to make an appointment.

When are tests given?

Testing is offered whenever the Testing Center is opened and includes evening hours. Students must bring a picture ID (for example, driver's license) when coming to test. Since the total time to complete all sections of the TSIA can be 3 - 5 hours, it is recommended that the test be taken over several test sessions.

Financial Aid

Don't Forget

To receive any refunds from your financial aid awards, you must sign up for a debit card or automatic deposit by going to www.bankmobile.com Visit the Student Success and Advising Center

for more details.

Application

The fastest way to apply for financial aid is online at www.fafsa.ed.gov. Students can log on directly to the Department of Education website for simple instructions in completing the Free Application for Federal Student Aid (FAFSA). The school code for Lee College is 003583.

Workshops

To ensure accurate completion of the FAFSA, be sure to attend a financial aid workshop and ask questions about the required responses. The Financial Aid Office conducts these workshops for students who do not have access to computers or who wish to have assistance in completing the FAFSA on the Web. A schedule of workshops is online at www.lee.edu/financialaid/fafsa-sessions or call 281.425.6389. Dates are updated yearly.

Process

Students will receive a Student Aid Report (SAR) from the Department of Education. The schools listed on the application will receive the information electronically. To be considered for aid, new students must complete a Lee College admissions application, available at www.applytexas.org. Students may be required to submit tax returns and other documents to the Financial Aid Office before the process is complete.

Lee College collects required documentation through a software portal called Campus Logic. This portal enables students to complete e-forms, sign electronically and upload documents from a computer or mobile device. Students are able to use their myLC Log in credentials to access the software.

Financial Aid Seminar and Awards

Financial aid seminars are recommended of all federal recipients receiving PELL grants and student loans.

Students who qualify for financial aid may use the funds for tuition and fees and bookstore expenses for education-related items. If eligible, students will be able to view their award electronically through their account on myLC.

Your awards are all considered accepted by Lee College, to complete the award process when reviewing your awards on MYLC Campus, you may reduce or decline any awards. Please notify us in writing if you attended any other colleges in the same award year.

All new students and those who have not attended Lee College for at least a year should attend a face to face seminar. Please click on the following link to reserve a seat: lee.edu/financialaid/seminars-reservations

Priority Deadlines

Students are encouraged to submit their financial aid application as early as possible in order to have funds available prior to their class registration. Financial aid applications are completed when the FAFSA is submitted with Lee College listed on the application and all documents requested are submitted to the Lee College Financial Aid Office. The new FAFSA year begins July 1.

Eligible students who meet the following priority deadlines will be able to use funds for registration:

- Fall April 15
- Spring November 1 and 2
- Summer I March 1

Students who apply or submit documents after these dates must pay their expenses (tuition, fees and supplies) and may be reimbursed later if funds are granted.

Retroactive funds – Some forms of financial aid, such as the Pell Grant, are retroactive if students apply after the priority deadlines and meet requirements. June 30 is the last day to submit the FAFSA for the previous academic year.

Year Round Pell

Additional funds are available through Year Round Pell for students who meet certain criteria. Meet with a financial aid staff member to see if you qualify.

Resignation

Students who drop all their classes prior to the 60% point in the semester and resign from school will be required to repay financial aid monies.

Please see the financial aid office prior to resigning from all classes. All loan borrowers who drop to less than 6 credit hours should complete exit counseling at www.nsls.ed.gov

Scholarships

Scholarship applications for Spring and Fall 2019 open November 15. For a list, see: www.lee.academicworks.com.

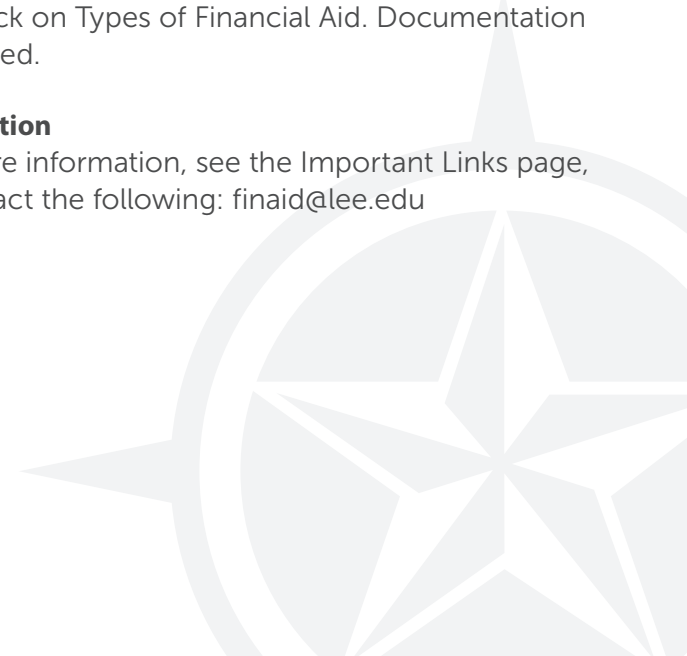
New students who have applied will receive a username and password to access the scholarship application. Returning students may access the link at www.lee.edu/foundation/scholarships-for-students/.

Exemptions and Waivers

For some individuals, the State of Texas offers exemptions and waivers for tuition and/or fees. For a complete list of available programs, go to www.collegeforalltexas.com and access Financial Aid and then click on Types of Financial Aid. Documentation is required.

Information

For more information, see the Important Links page, or contact the following: finaid@lee.edu



Earn as You Learn Disbursement Plan

So Lee College may better help you manage your funds to extend through the semester, payments are made via the Earn As You Learn disbursement approach. Funds will be released in two batches. This means as you near the end of the semester and complete more class time you will receive a second disbursement to help with end of the term costs. This will enable you to budget for the semester better. If you have to leave school, this will mean owing the college and your lenders less money.

Book Allowances

Receipt of your book allowance depends on the date of your completed financial aid application and registration for classes. Disbursement of book funds will begin no sooner than ten days prior to the first day of the term and be disbursed to your preferred account or Lee College debit card.

Disbursements

The 2018-19 Financial Aid Disbursement Schedule outlines the dates the financial aid office processes book releases and standard disbursements of financial aid to student accounts. Also provided is the projected time frame students may expect their refunds. Go to www.lee.edu/financialaid/forms/disbursement-and-refund-date for details.

2018-2019 Financial Aid Seminars

Seminars are recommended for new students and those who have been gone from Lee College at least a year. You can find the dates at www.lee.edu/financialaid/seminar-reservation

Summer 2018–Spring 2019 FINANCIAL AID REFUND RELEASE

- Students with payment plans from Touchnet may still have payments taken until all financial aid has been posted and you have a zero or negative balance. Please review your payment agreements to determine when payments will be applied.
- Book Refunds are released to students who are fully processed, and you may use these funds to pay for your books and supplies at the Campus Store. Students awarded after this time or with non-refundable scholarships may request a book voucher by emailing finaid@lee.edu.
- All registered students ages 16 and older will receive a BankMobiledebit card from BankMobile. You must activate your BankMobile account online; you will still have the option to choose direct deposit or use the debit card to receive refunds. All Cards will be mailed to the address on file with the Admissions Office. Please remember that if your current mailing address is not on file with the Admissions Office, your debit card will be returned to BankMobile which will cause a delay in you receiving your funds. All refundable aid (grants, loans and scholarships) will be released to you via the method you choose with BankMobile. The ATM is located in the Student Center.
- You must be enrolled in or have completed 6 hours during the term at the time the loan funds are posted to receive your student loan. If you are a new borrower there will be a 30-day delay on loan funds.
- Final disbursement amounts will be based on the Credit Hours in your degree plan as listed in the Admissions Office as of the census date for each session. If due to drop/add activity your award changes after the book charges are applied and a balance is due to Lee College, you will be responsible for that balance.

Disbursement Schedule

Also see online <http://www.lee.edu/financialaid/forms/disbursement-and-refund-dates>

MAY MINI/SUMMER I 2018

Financial Aid Process Completed Summer 2018	Your financial aid will be applied to your account	Your refund will be available no later than	
2/3 rd of term amount of Pell Grant and full term award of Scholarships	May 4	May 11	First Disbursement May classes
	May 11	May 18	Second Disbursement for May Classes
May 15- Remaining aid including loans	May 18	June 1	May Mini Only
May 24- Remaining aid including loans	May 25	June 8	All May classes
Grant and full term award of Scholarships	May 25	June 8	First Disbursement of Pell and Scholarships for June Classes
June 18	June 22	July 6	1st refund June classes
July 2	July 6	July 20	2nd refund June classes (30 day delay loans)

SUMMER II 2018

Financial Aid Process Completed Summer II 2018	Your financial aid will be applied to your account	Your refund will be available no later than	
2/3 rd of term amount of Pell Grant and full term award of Scholarships	June 29	July 13	First Book Release
July 9-All aid	July 13	July 27	First disbursement
July 26 All Aid except 30 day loans	July 27	August 11	Second Disbursement
August 9	August 10	August 24	30 day loans

FALL 2018

Financial Aid Process Completed Fall 2018	Your financial aid will be applied to your account	Your refund will be available no later than	
2/3 rd of term amount of Pell Grant and full term award of Scholarships and other grants	August 17	August 31	First Release
	August 24	September 7	Second Release
September 21- All Aid , including 30-day loans	September 28	October 12	1st disbursement
November 1	November 2	November 16	2nd disbursement
Clean Up	November 30	December 14	
Holiday College	December 21	January 4	Refund

SPRING 2019

Financial Aid Process Completed Spring 2019	Your financial aid will be applied to your account	Your refund will be available no later than	
2/3 rd of term amount of Pell Grant and full term award of Scholarships	January 8	January 20	First Release
	January 11	January 25	Second Release
February 8- All Aid All Aid, including 30-day loans	February 15	March 1	1st disbursement
	March 29	April 12	2nd disbursement
Clean Up	April 26	May 10	

Emergency Alert System (Rebel Alerts)

Take this link to learn about and sign up for Rebel Alerts: <http://www.lee.edu/alerts/>

Lee College has a state-of-the-art notification system that is capable of sending you alerts instantly. You may choose to receive notifications on several different channels, including:

- Mobile phone (via text message)
- Email address
- Facebook
- Twitter
- Lee College website's home page

Sign Up Today! It only takes a minute to register, and you will receive:

- Weather cancellations and delays
- Emergency conditions

myLC Campus

Continuing students and new students who have been admitted to the college can access myLC Campus to access financial aid awards, registration information, payments due, course grades, unofficial transcripts, and the like. It also provides a checklist of your progress in completing admissions and financial aid processes.

@ myLC

Continuing students and new students who have registered for classes have access to free e-mail by clicking on @ myLC logo. This e-mail address is used to send important information, and is the official college correspondence with students, so check it (and clean it out) frequently. You may also forward your myLC e-mail account to another e-mail address; instructions are in the section entitled "Forwarding myLC E-mails." There will be a 24- to 36- hour initial wait time for new my LC accounts.

Rebel Job Link

Rebel Job Link (www.lee.edu/hirearebel) is a state-of-the-art career management tool for Lee College students and graduates. It allows them to access

online job postings for internships and full- and part-time job opportunities, set up job agents to alert them about specific job openings, receive e-mail updates on new job leads, as well as view a calendar of upcoming career-related events, such as workshops, guest speakers, job fairs, on-campus interviews, and much more.

In addition, the Student Career & Employment Office has a number of other online resources available to Lee College students and Alumni, including VAULT Career Library, Apojigo (Electronic Portfolios) and more! To learn more, contact 281.425.6572 or stop by the office in the Student Center.

Video Tutorials

Video tutorials are available on the Lee College website at www.lee.edu to assist you with logging in and enrolling.

Enroll and Search for Classes:

<http://www.youtube.com/watch?v=q54sPM0XIZs>

Viewing Your Tuition and Account Balance Online:

http://www.youtube.com/watch?v=7u2INghG_88

Dropping Classes and Viewing Class Schedules:

<http://www.youtube.com/watch?v=NdXxBzLKxYg>

In addition to registration screens, logins can connect you to your admissions and enrollment information, campus e-mail, course information on Blackboard, campus labs, and social media sites. If you have forgotten your username and/or password, login support is available online.

Blackboard



Blackboard provides online access to hybrid and distance education courses or web-assisted instruction for face-to-face sections. Click on the icon for Logins to use the system.

WiFi Access

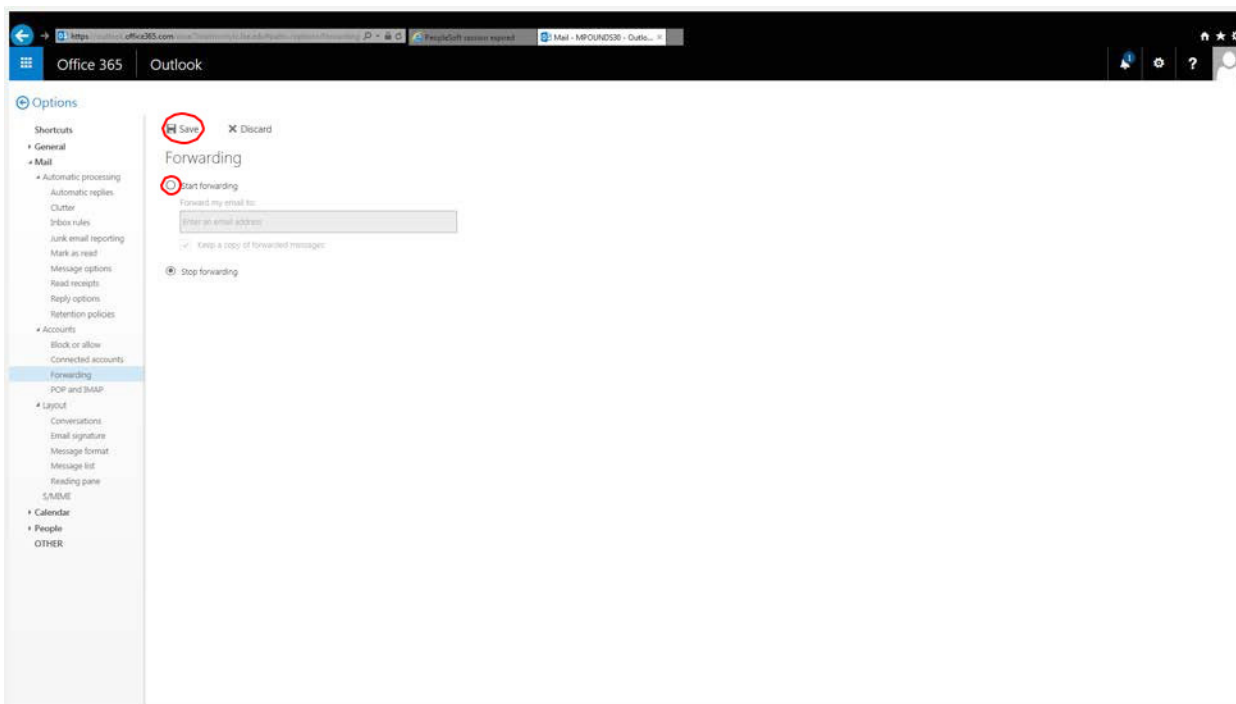
Lee College provides WiFi wireless network support for students with laptops. WiFi access areas include the Student Center, Rundell Hall, Moler Hall Patio and the gazebo area near Bonner Hall. Students

must obtain a login name and password from the Office of Information Technology at Lee College. Students interested in a WiFi connection are encouraged to visit www.lee.edu for additional information about the college's usage policy.

FORWARDING LEE COLLEGE EMAIL TO A PERSONAL EMAIL

1. Log in to your myLC email account.
2. Click on the  icon located in the right hand corner and click on Options.
3. Locate and click on Forwarding in the menu on the left hand side.
4. Click on the Start forwarding bubble and enter the email address you would like to forward your messages to. Click on  Save .
5. You have successfully forwarded your email.

If you experience any issues please call the Help Desk @ 281.425.6952



Online Registration

Online registration is available to current students who have been enrolled during the previous 12 months and/or first-time students who have met with an academic advisor or counselor.

See the links under Videos on the Electronic Resources page to help you log in and enroll.

These online registration instructions will make it fast and easy to register for classes.

1. Username and Password

Prior to online registration you should have your username, password, and schedule planned and ready, which includes course registration numbers.

If you have not received your UserID and Password or have forgotten your login information, click on Login Support for assistance.

2. Registration

Once you have your username and password, log on to myLC Campus. Enter your username and password; then click Sign-In.

3. Log-in

After logging onto myLC Campus, choose Enroll in the upper left corner of the page under Academics.

If the term for registration is not available, contact the Admissions Office at 281.425.6393.

4. Select Classes to Add

Using the search function or your planner, select courses for registration. You may also enter the registration number found to the left of the course prefix in the class schedule.

5. Confirm Classes

The next screen will allow you to confirm that the course is correct. Click twice to return to the Add classes screen. Repeat this step for each class for

which you are registering. After selecting courses, click Proceed to Step 2 of 3.

6. View Results

The View Results page tells you if your enrollment was successful. Green checks indicate successful enrollment, and red X's indicate that you are not enrolled. For the Red X, an explanation message is given to why the registration into the class was unsuccessful. (For example, prerequisites were not met, or the class is full.) For assistance, click on the tab, "Ask RegHelp for Assistance" at the bottom of the screen. This will generate an email and a counselor will contact you by email within 24-48 hours during regular business hours. Verify that registration was completed by viewing your student class schedule in the online myLC Student Center.

7. Don't forget to Pay!

A message with Payment Deadlines will appear.

Payments can be made online by choosing the Pay Online option or in person at the cashier's window in Rundell Hall. All installment payment plans must be done online. Students are required to pay prior to the payment deadline; failure to pay by due dates will result in classes being dropped. For information on payment deadlines, refer to the registration calendar. For assistance with installment payments, drop by Student Success and Advising Center in Rundell Hall or contact the business office at 281.425.6324.

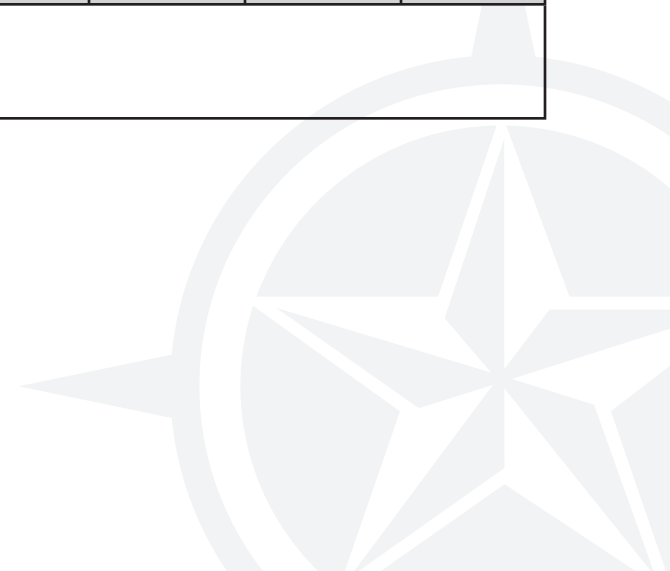
Congratulations! You've registered online.

Summer 2018 Tuition and Fees

Tuition and other charges, along with related regulations and requirements, are those authorized at the time of publication of this schedule but are subject to change without notice as necessitated by college or legislative action. Questions should be directed to the Office of the Cashier.

Credit Hours	TUITION			FEES				TOTAL TUITION & FEES		
	In District Tuition ¹	Out of District Tuition ²	Non Resident Tuition ³	Stu. Serv. Fee	Bldg. Use Fee	Reg. Fee	Int'l Ed. Fee	In District Total ¹	Out of District Total ²	Non Resident Total ³
1	312	576	762	21	90	50	2	475	739	925
2	312	576	762	21	90	50	2	475	739	925
3	312	576	762	21	90	50	2	475	739	925
4	312	576	762	21	90	50	2	475	739	925
5	312	576	762	21	90	50	2	475	739	925
6	312	576	762	21	90	50	2	475	739	925
7	364	672	889	21	105	50	2	542	850	1067
8	416	768	1016	27	120	50	2	615	967	1215
9	468	864	1143	27	135	50	2	682	1078	1357
10	520	960	1270	27	150	50	2	749	1189	1499
11	572	1056	1397	27	165	50	2	816	1300	1641
12	624	1152	1524	27	180	50	2	883	1411	1783
13	676	1248	1651	27	195	50	2	950	1522	1925
14	728	1344	1778	27	210	50	2	1017	1633	2067
15	780	1440	1905	27	225	50	2	1084	1744	2209
16	832	1536	2032	27	240	50	2	1151	1855	2351
17	884	1632	2159	27	255	50	2	1218	1966	2493
18	936	1728	2286	27	270	50	2	1285	2077	2635
19	988	1824	2413	27	285	50	2	1352	2188	2777
20	1040	1920	2540	27	300	50	2	1419	2299	2919
21	1092	2016	2667	27	315	50	2	1486	2410	3061
22	1144	2112	2794	27	330	50	2	1553	2521	3203
23	1196	2208	2921	27	345	50	2	1620	2632	3345

- 1) \$52 per SCH with \$312 minimum tuition
- 2) \$96 per SCH with \$576 minimum tuition
- 3) \$127 per SCH with \$762 minimum tuition



Fall 2018 Tuition and Fees

Tuition and other charges, along with related regulations and requirements, are those authorized at the time of publication of this schedule but are subject to change without notice as necessitated by college or legislative action. Questions should be directed to the Office of the Cashier.

Credit Hours	TUITION			FEES					TOTAL TUITION & FEES	
	In District Tuition ¹	Out of District Tuition ²	Non Resident Tuition ³	Stu. Serv. Fee	Tech. Fee	Bldg. Use Fee	Reg. Fee	Int'l Ed. Fee	In District Total ¹	Out of District Total ²
1	354	753	888	21	50	123	50	2	600	999
2	354	753	888	21	50	123	50	2	600	999
3	354	753	888	21	50	123	50	2	600	999
4	354	753	888	21	50	123	50	2	600	999
5	354	753	888	21	50	123	50	2	600	999
6	354	753	888	21	50	123	50	2	600	999
7	413	878.5	1036	21	50	143.5	50	2	679.5	1145
8	472	1004	1184	27	50	164	50	2	765	1297
9	531	1129.5	1332	27	50	184.5	50	2	844.5	1443
10	590	1255	1480	27	50	205	50	2	924	1589
11	649	1380.5	1628	27	50	225.5	50	2	1003.5	1735
12	708	1506	1776	27	50	246	50	2	1083	1881
13	767	1631.5	1924	27	50	266.5	50	2	1162.5	2027
14	826	1757	2072	27	50	287	50	2	1242	2173
15	885	1882.5	2220	27	50	307.5	50	2	1321.5	2319
16	944	2008	2368	27	50	328	50	2	1401	2465
17	1003	2133.5	2516	27	50	348.5	50	2	1480.5	2611
18	1062	2259	2664	27	50	369	50	2	1560	2757
19	1121	2384.5	2812	27	50	389.5	50	2	1639.5	2903
20	1180	2510	2960	27	50	410	50	2	1719	3049
21	1239	2635.5	3108	27	50	430.5	50	2	1798.5	3195
22	1298	2761	3256	27	50	451	50	2	1878	3341
23	1357	2886.5	3404	27	50	471.5	50	2	1957.5	3487

1) \$59 per semester credit hour with \$354 minimum tuition

2) \$125.50 per semester credit hour with \$753 minimum tuition

3) \$148 per semester credit hour with \$888 minimum tuition

SURCHARGE FOR CERTAIN REPEATED CLASSES

Lee College applies a surcharge to the tuition for classes repeated three or more times since Fall 2002. This action was taken because the state legislature eliminated the funding match colleges previously received for these enrollments. The surcharge is assessed at \$85 per credit hour. *See the section on Drop/Withdrawal Policy for more information.*

Students are strongly encouraged to keep the surcharge in mind when considering whether to drop a required course. If the drop will result in a grade of W the course will be counted as an attempt. Students should see a counselor or the registrar if they have questions about whether they will be affected during this or any other registration period. Also, new legislation limits the total number of drops.

Payment Schedule

Enrollment Period	Online Registration Closes At Midnight	Payment Due Date	Payment Due Time	Sessions That Are Due	Date Classes Are Dropped For Non-Payment	Online Registration Re-Opens At 8:00 a.m.
Summer 1 2018						
April 3-May 8	May 8	May 8	7 p.m.	All Sessions	May 9	May 10
May 10-13	May 13	May 13	7 p.m.	ONLY MIN, 7WA, and 13W	May 14	May 15
May 10-29	May 29	May 29	7 p.m.	10W, 7W1, 7WB, 5W1, 3W, WC7	May 30	May 31
May 31-June 3	June 3	June 3	7 p.m.	10W, 7W1, 7WB, 5W1, 3W, WC7	June 4	
June 4-19	June 19	June 19	7 p.m.	ONLY 7W1	June 20	June 21
June 21-24		June 24	7 p.m.	ONLY 7W1	June 25	
June 4-26		June 26	7 p.m.	ONLY 7WB	June 27	
Summer II 2018						
April 10-July 3	July 3	July 3	7 p.m.	5W2	July 5	July 6
July 6-8		July 8	7 p.m.	5W2	July 9	
Fall 2018						
April. 17-Aug 14	Aug. 14	Aug. 14	7 p.m.	All Sessions	Aug. 15	Aug. 16
Aug. 16		Aug. 16	7 p.m.	ONLY WC1 and WC5	Aug. 17	
Aug. 16-21	Aug. 21	Aug. 21	7 p.m.	All Sessions	Aug. 22	Aug. 23
Aug. 23-26	Aug. 26	Aug. 26	7 p.m.	All Sessions	Aug. 27	Aug. 28
Aug. 28-Sept. 11	Sept. 11	Sept. 11	7 p.m.	13W	Sept. 12	Sept. 13
Sept. 13-16		Sept. 16	7 p.m.	13W	Sept. 17	
Aug. 28-Oct. 11		Oct. 11	5 p.m.	WC2	Oct. 12	
Aug. 28-Oct. 16	Oct. 16	Oct. 16	7 p.m.	8W2	Oct. 17	Oct. 18
Oct. 18-21		Oct. 21	7 p.m.	8W2	Oct. 22	
Oct. 30-Dec. 11	Dec. 11	Dec. 11	7 p.m.	MIN	Dec. 12	Dec. 13
Spring 2019						
Oct. 30-Dec. 4	Dec. 4	Dec. 4	7 p.m.	All Sessions	Dec. 5	Dec. 6
Dec. 6-Jan. 8	Jan. 8	Jan. 8	7 p.m.	All Sessions	Jan. 9	Jan. 10
Jan. 10-13	Jan. 13	Jan. 13	7 p.m.	All Sessions	Jan. 14	Jan. 15
Jan. 15-29	Jan. 29	Jan. 29	7 p.m.	13W	Jan. 30	Jan. 31
Jan. 31-Feb. 3		Feb. 3	7 p.m.	13W	Feb. 4	
Jan.15-March 5	March 5	March 5	7 p.m.	8W2	March 6	March 7
March 7-17		March 17	7 p.m.	8W2	March 18	
Oct. 30-Dec. 4	Dec. 4	Dec. 4	7 p.m.	All Sessions	Dec. 5	Dec. 6

Fees & Payment Information

STEPS TO CALCULATE TUITION COSTS

Step 1

Determine your residency status:

1. Do you live in the Lee College district?
 - a. If yes, you pay in-district tuition rate
 - b. If no, go to question 2.
2. Do you live outside the Lee College district but have been a Texas resident for the past 12 months?
 - a. If yes, you pay out-of-district tuition rate.
 - b. If no, go to question 3.
3. Have you lived outside of Texas within the last 12 months?
 - a. If yes, you will pay the non- resident tuition rate.
 - b. If no, go back to questions 1 and 2.†

Step 2

Determine the number of credit hours you are taking:

1. List your class schedule:
 Example: ACCT 2401
 ARTS 1303
 ELPT 1321
 KINE 1123
 PFPB 1305
2. The second digit in the course number determines the number of credit hours for that particular course.
 Example: ACCT 2401
 This course has 4 credit hours.
3. Total the number of credits. In the example above, the total number of credit hours is 14.
 (4+3+3+1+3=14).

Go to www.lee.edu/businessoffice/tuition_cost.asp for an automatic tuition & fees calculator.

Step 3

Determine the amount due:

Go to www.lee.edu/businessoffice/tuition_cost.asp for an automatic tuition & fees calculator.

A detailed Tuition and Fees table can be found at http://www.lee.edu/businessoffice/tuition_table.asp. Additional fees for specific courses are available on the Lee College website at http://www.lee.edu/businessoffice/tuition_course.asp and from the Business Office.

See the section on Career Pilot Program Fees for details on flight training.

The cost of books and materials are not included in the cost of tuition and fees. Contact the bookstore for more information.

**In-District: Residence is served by the Goose Creek Independent School District.*

***If you live outside the district but own property within GCCISD, present your paid tax receipt to the cashier's office at the time of registration payment in order to receive tuition credit.*

†If you are unsure of your residency status, contact the Admission and Records Office.

Step 4

Pay tuition and fees: Online and Payment Plan

Students may pay their tuition and fees or set up a payment plan online at <https://mylccampus.lee.edu>. Instructions are outlined in 6 Simple Steps to Pay Online (below). They are to be followed carefully (an online payment fee applies).

Payment plans must be set up through myLC Campus prior to the payment deadline. Failure to make all payments on the payment plan may result

in denial of credit for the work done that semester. Any classes added or dropped after the initial payment plan is set up, will be added or deleted from the payment plan automatically, and the monthly amounts will be increased or decreased accordingly.

In Person

Tuition and fees paid at the cashiers must be paid by cash, check (international checks are not accepted), money order, Discover, MasterCard, Visa or American Express to complete a registration. A valid driver’s license of the person signing the check is required ID for checks. There will also be a \$30.00 fee for all returned checks. International students must pay by cash, money order or credit card. Cash payments may be made at the Cashier’s Window in Rundell Hall. For more information, call 281.425.6324.

Accounts Not Paid and Clear

All forms of indebtedness to the College, including tuition, fees, fines, returned checks, property loss and property damage, must be paid before a student may re-enroll or have a transcript request honored. Failure to pay an outstanding account can result in the student being withdrawn from classes.

Outstanding balances from noncurrent students must be paid with cash, credit card, or cashier’s check only.

Checks from noncurrent students will not be accepted to pay prior balances. Students who are administratively withdrawn from classes have 14 days from the date of their notification letter to pay all outstanding indebtedness to the College and be reinstated in their classes.

SUMMER & FALL 2018 OTHER FEES

Accuplacer (TASP alternative) Test (non refundable)	\$5-\$29
Articulation (per semester credit hour, Non Tech Prep)	\$10
Building Use (per semester credit hour with \$90 minimum)	\$15
Copy of Receipt (additional)	\$1
Course Fees	
Drop Fee – Per Class (does not apply to online drops)	\$10
International Education Fee	\$2
International Student Application Fee (non refundable)	\$50
Late Registration (non refundable)	\$20
Liability Insurance (see individual course listing in catalog)	
NLN Testing Fee (see individual course Listing in catalog)	
Online Payment Plan Fee (non refundable)	\$25
Online Returned and/or Payment Plan Failed Payment Fee (non refundable)	\$30
Registration Fee (non refundable)	\$50
Repeat Course Fee (per semester credit hour fee charged (in addition to tuition) on third and subsequent graded enrollments for a course, non refundable) for the same course	\$85
Replacement Certificate or Diploma	\$5
Returned Check	\$30
Student Service Fee (1-7 semester credit hours is \$21, and 8+ semester credit hours is \$27)	\$21-27
Technology Fee	\$50
Texas Dept. of Health Skills Testing (see individual course listing in catalog)	
Transcript Fee (non refundable)	\$5-\$48
TSIA Test (non refundable)	\$10-\$15

6 SIMPLE STEPS TO PAY ONLINE

Step 1

Go to the Lee College home page at www.lee.edu. Have your User ID and password handy.

Step 2

Click on the Student Log-in icon and login to myLC Campus by entering your User ID and Password. If you have not received or have forgotten your Login ID and Password, click on the link to Login Support.

Step 3

After logging into myLC Campus, click on Account Inquiry. Under Account Inquiry, click on Pay Online next to the semester you want to pay.

Step 4

Read the online payment information and click Proceed. (Note: An online payment fee does apply.) Fill in the required information and click Proceed.

Step 5

Click on the payment option you prefer, review the payment information, and click Proceed.

Step 6

Choose the preferred payment method, fill in the required payment information, read all terms and conditions, and click Submit and Activate.

Online Resources

Admissions/First Time in College (FTIC) Information

- Apply Texas online application
<http://www.applytexas.org>
- LC Catalog
<http://www.lee.edu/catalog/>
- Core Curriculum
<http://www.lee.edu/learning/core-curriculum/>
- GenTX – a project of the THECB to develop a collegegoing culture in Texas public schools
<http://www.gentx.org/make-it-happen/senior-prep-checklist/>
- FTIC Module
<http://www.lee.edu/counseling/ftic-module/>

- New Student Orientation
<http://www.lee.edu/counseling/new-student-orientation/>

Financial Aid/Payment Options

- Application for Federal Aid (Pell Grant, loans)
<http://www.fafsa.ed.gov>
- Application for state aid (TAFSA) and other forms by aid year
<http://www.lee.edu/financialaid/forms/>
- LC Scholarships
<http://www.lee.edu/financialaid/types-of-aid/scholarships/>
- LC Automatic Payment Plan
<http://www.lee.edu/businessoffice/automatic-payment-plan/>
- Texas Exemptions/Waivers and General Information
<http://www.collegeforalltexas.com>

Texas Success Initiative Assessment (TSIA)/Pre-Assessment Activity

- LC TSIA information (includes exemption)
<http://www.lee.edu/testing/tsi/>
- Texas Success Initiative Assessment (TSIA) General Brochure
<http://www.lee.edu/counseling/wp-content/blogs.dir/16/files/2013/07/TSI-assessment-student-brochure.pdf>
- TSIA – Understanding Your Results
<http://www.lee.edu/counseling/wp-content/blogs.dir/16/files/2013/07/TSI-assessment-interpreting-score.pdf>
- Pre-Assessment Activity Module
<http://www.lee.edu/testing/tsi/preassessment-activity/>
- TSIA Study Materials – includes PDF handouts on the following: WritePlacer Sample Essays, Basic Mathematics Review Card, Sample Test Questions for the TSIA, TSIA Test Content and the TSIA Web-baseStudy App.
<http://www.lee.edu/testing/tsi/info-materials/-initiative/supporting-documents/>
- Frequently Asked Questions
<http://www.thecb.state.tx.us/index.cfm?objectid=233A17D9-F3D3-BFAD-D5A76CDD8AADD1E3>

Support Services/Video Tutorials

- LC Bridge Classes
<http://www.lee.edu/counseling/bridge-courses/>
- Services for Students with Disabilities
<http://www.lee.edu/counseling/disabilities/>
- Veterans Center
<http://www.lee.edu/veterans/>
- STEM Program
<http://www.lee.edu/stem/>
- Student Success and Advising Center
<http://www.lee.edu/ssac/>
- TRIO Student Success Services
<http://www.lee.edu/sss/>
- TRIO Educational Opportunity Center
<http://www.lee.edu/eoc/>
- Video tutorial for online registration
<http://www.youtube.com/watch?v=c6hMWNgwe0A&noredirect=1>

Academic Roadmaps

- Before Your First Semester
http://www.lee.edu/counseling/wpcontent/blogs.dir/16/files/2012/11/AR_page_1.pdf
- During Your First Semester
http://www.lee.edu/counseling/wpcontent/blogs.dir/16/files/2012/11/AR_page_2.pdf
- With 30 Semester Credit Hours
http://www.lee.edu/counseling/wpcontent/blogs.dir/16/files/2012/11/AR_page_3.pdf
- With 45 Semester Credit Hours
http://www.lee.edu/counseling/wpcontent/blogs.dir/16/files/2012/11/AR_page_4.pdf
- With 60 Semester Credit Hours
http://www.lee.edu/counseling/wpcontent/blogs.dir/16/files/2012/11/AR_page_5.pdf

Lee College Resources/Activities

- Campus Resources (NSO handout)
<http://www.lee.edu/counseling/wpcontent/blogs.dir/16/files/2012/12/Campus-Servicesand-Resources.pdf>
- Student Activities
<http://www.lee.edu/groups/student-activities/>
- Intramural/Club Sports
<http://www.lee.edu/groups/sign-up-for-club-sports/>
- Student Career & Employment Office
<http://www.lee.edu/hirearebel/>
- Directory of Staff
<http://www.lee.edu/directory/>



Refund Schedules – Summer 2018

SUMMER I 2018

Mini (MINI)		
Prior to the 1st class day	May 13	100%*
During the 1st-3rd class days	May 14 - May 16	70%*
During the 4th day	May 17	25%*
Thereafter		No Refund
Thirteen-Week (13W)		
Prior to the 1st class day	May 13	100%*
During the 1st-13th class days	May 14 - June 5	70%*
During the 14th -16th days	June 6 - June 11	25%*
Thereafter		No Refund
Seven-Week A (7WA)		
Prior to the 1st class day	May 13	100%*
During the 1st-7th class days	May 14 - May 23	70%*
During the 8th -9th days	May 24 - May 29	25%*
Thereafter		No Refund
Three-Week (3W)		
Prior to the 1st class day	June 3	100%*
During the 1st-3rd class days	June 4 - June 6	70%*
During the 4th day	June 7	25%*
Thereafter		No Refund
Five-Week (5W1)		
Prior to the 1st class day	June 3	100%*
During the 1st-5th class days	June 4 - June 11	70%*
During the 6th day	June 12	25%*
Thereafter		No Refund
Ten-Week (10W)		
Prior to the 1st class day	June 3	100%*
During the 1st-9th class days	June 4 - June 18	70%*
During the 10th - 12th days	June 19 - June 21	25%*
Thereafter		No Refund
Seven-Week 1 (7W1)		
Prior to the 1st class day	June 24	100%*
During the 1st-7th class days	June 27 - July 10	70%*
During the 8th - 9th days	July 11 - July 12	25%*
Thereafter		No Refund

Seven-Week B (7WB)		
Prior to the 1st class day	June 26	100%*
During the 1st-7th class days	June 27 - July 10	70%*
During the 8th - 9th days	July 11 - July 12	25%*
Thereafter		No Refund
Weekend College (WC7)		
Prior to the 1st class day	May 31	100%*
During the 1st-9th class days	June 1 - June 12	70%*
During the 10th -12th days	June 13 - June 14	25%*
Thereafter		No Refund

SUMMER II 2018

Five-Week (5W2)		
Prior to the 1st class day	July 8	100%*
During the 1st-5th class days	July 9 - July 16	70%*
During the 6th day	July 17	25%*
Thereafter		No Refund

*less non-refundable fees

All refunds percentages are based on full payments of tuition and fees. If partial payment was made through a payment plan, the remaining payment(s) will be deducted from the refund.

Refund Schedule – Fall 2018

Sixteen-Week (or longer)		
Prior to the 1st class day	Aug. 26	100%*
During the 1st-15th class days	Aug. 27 - Sept. 17	70%*
During the 16th-20th class days	Sept. 18 - Sept. 24	25%*
Thereafter		No Refund
Thirteen-Week (13W)		
Prior to the 1st class day	Sept. 16	100%*
During the 1st-13th class days	Sept. 17 - Oct. 3	70%*
During the 14th -16th days	Oct. 4 - Oct. 8	25%*
Thereafter		No Refund
Eight-Week 1 (8W1)		
Prior to the 1st class day	Aug. 26	100%*
During the 1st-8th class days	Aug. 26 - Sept. 6	70%*
During the 9th -10th days	Sept. 7 - Sept. 10	25%*
Thereafter		No Refund
Eight-Week 2 (8W2)		
Prior to the 1st class day	Oct. 21	100%*
During the 1st-8th class days	Oct. 22 - Oct. 31	70%*
During the 9th -10th days	Nov. 1 - Nov. 2	25%*
Thereafter		No Refund
Three-Week (3W)		
Prior to the 1st class day	Aug. 26	100%*
During the 1st-3rd class days	Aug. 27 - Aug. 29	70%*
During the 4th day	Aug. 30	25%*
Thereafter		No Refund
Mini (MINI)		
Prior to the 1st class day	Dec. 16	100%*
During the 1st-3rd class days	Dec. 17 - Dec. 19	70%*
During the 4th day	Dec. 20	25
Thereafter		No Refund
Year-Long (YL)		
Prior to the 1st class day	Aug. 26	100%*
During the 1st-15th class days	Aug. 27 - Sept. 17	70%*
During the 16th-20th class days	Sept. 18 - Sept. 24	25%*
Thereafter		No Refund

Weekend College (WC5)		
Prior to the 1st class day	Aug. 16	100%*
During the 1st-15th class days	Aug. 17 - Sept. 7	70%*
During the 16th-20th class days	Sept. 8 - Sept. 14	25%*
Thereafter		No Refund
Weekend College (WC1)		
Prior to the 1st class day	Aug. 16	100%*
During the 1st-8th class days	Aug. 17 - Aug. 28	70%*
During the 9th -10th days	Aug. 29 - Aug. 30	25%*
Thereafter		No Refund
Weekend College (WC2)		
Prior to the 1st class day	Oct. 11	100%*
During the 1st-8th class days	Oct. 12 - Oct. 23	70%*
During the 9th -10th days	Oct. 24 - Oct. 25	25%*
Thereafter		No Refund

*less non-refundable fees

All refunds percentages are based on full payments of tuition and fees. If partial payment was made through a payment plan, the remaining payment(s) will be deducted from the refund.



Refund Schedule – Spring 2019

Sixteen-Week (or longer)		
Prior to the 1st class day	Jan. 13	100%*
During the 1st-15th class days	Jan. 14 - Feb. 4	70%*
During the 16th-20th class days	Feb. 5 - Feb. 11	25%*
Thereafter		No Refund
Thirteen-Week (13W)		
Prior to the 1st class day	Feb. 3	100%*
During the 1st-13th class days	Feb. 4 - Feb. 20	70%*
During the 14th -16th days	Feb. 21 - Feb. 25	25%*
Thereafter		No Refund
Nursing Thirteen-Week (13N)		
Prior to the 1st class day	Jan. 13	100%*
During the 1st-13th class days	Jan. 14 - Jan. 31	70%*
During the 14th -16th days	Feb. 1 - Feb. 5	25%*
Thereafter		No Refund
Twelve-Week (12W)		
Prior to the 1st class day	Jan. 15	100%*
During the 1st-13th class days	Jan. 16 - Jan. 31	70%*
During the 14th -16th days	Feb. 1 - Feb. 5	25%*
Thereafter		No Refund
Eight-Week 1 (8W1)		
Prior to the 1st class day	Jan. 13	100%*
During the 1st-8th class days	Jan. 14 - Jan. 24	70%*
During the 9th -10th days	Jan. 25 - Jan. 28	25%*
Thereafter		No Refund
Eight-Week 2 (8W2)		
Prior to the 1st class day	Mar. 17	100%*
During the 1st-8th class days	Mar. 18 - Mar. 27	70%*
During the 9th -10th days	Mar. 28 - Mar. 29	25%*
Thereafter		No Refund

Three-Week (3W)		
Prior to the 1st class day	Jan. 13	100%*
During the 1st-3rd class days	Jan. 14 - Jan. 16	70%*
During the 4th day	Jan. 17	25%*
Thereafter		No Refund

*less non-refundable fees

All refunds percentages are based on full payments of tuition and fees. If partial payment was made through a payment plan, the remaining payment(s) will be deducted from the refund.

Check Lee College Website for updates.

Drop/Withdrawal Policy

Drops During Drop Period

If students change classes before the census date of the term, the class will not appear on their transcript. Thereafter, drops or withdrawals become part of students' records.

During the first 60% of any term (for example, the first 9 weeks of a 16-week class, 6 weeks of a 10-week class, or 3 weeks of a 5-week class) students may drop any class(es) for any reason. These deadlines are printed in the college calendar or can be obtained from the Admissions and Records Office. Students are requested, but not required, to notify their instructors when they drop classes. Students taking VCT classes are required to notify the VCT Coordinator at onlinevct@lee.edu when they drop VCT classes.

Refunds will apply based on the refund policy on time periods – see refund schedule on the previous pages.

Instructors may drop students during any point in the semester if they fail to attend class on a regular basis or if they fail to meet other requirements. These drops are nonrefundable and may affect financial aid.

Drops After Drop Period

After the 60% point in any session has passed, drops will result in a grade of W2. All of these drops must be approved or initiated by an instructor.

Administrative Withdrawal

Students who violate college policies, including TSI policies and the policies outlined in the catalog, may be withdrawn from the College. Students who are withdrawn for policy violation will receive grades of "W3." There is no grade point value for a "W3." These drops are nonrefundable.

Resignation (Complete Withdrawal)

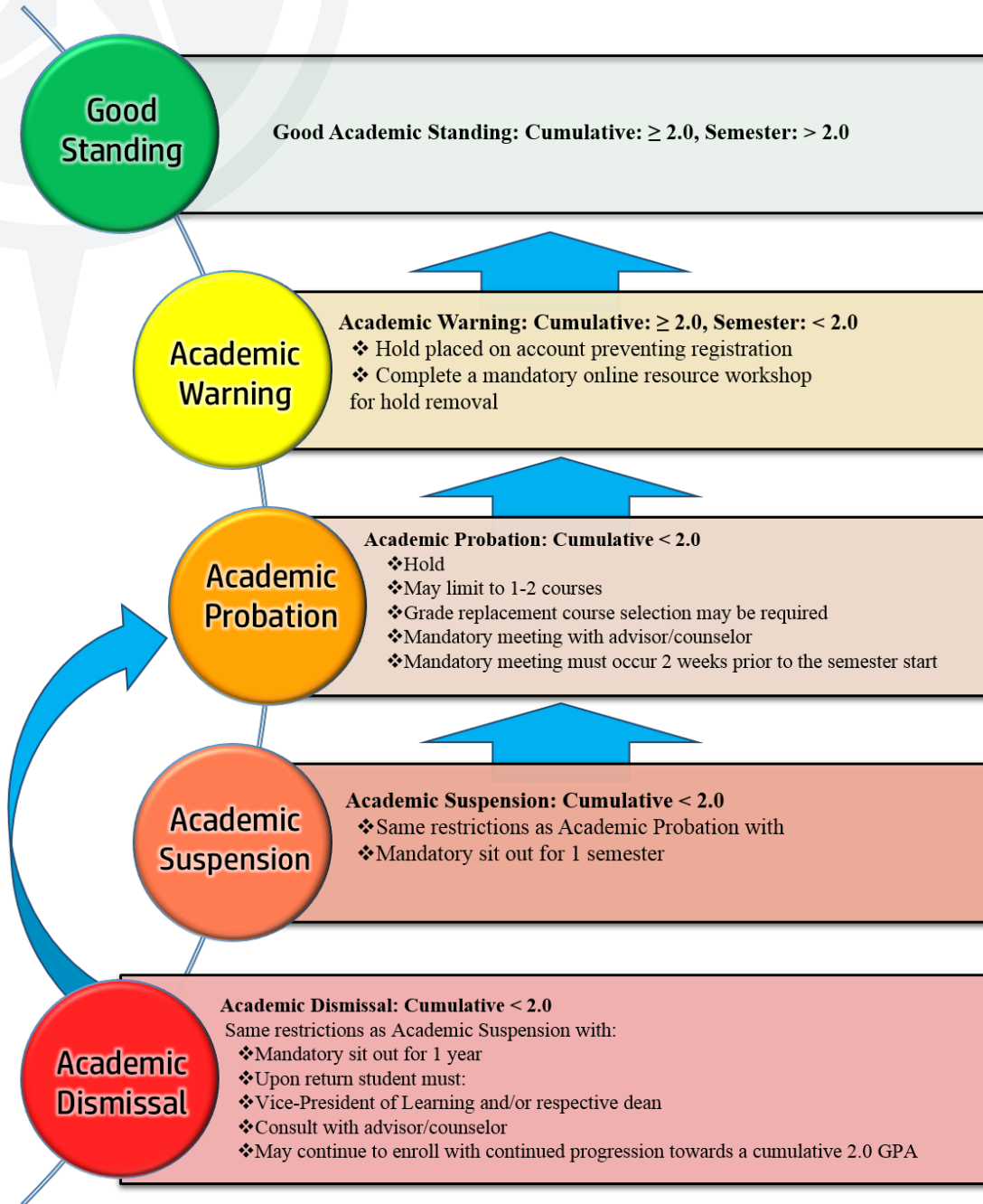
Students may resign from all of their classes until the end of term. These students are required to speak to a Lee College counselor or advisor prior to processing of the resignation. Refunds apply only during refund periods. Students on federal financial aid will be required to return money if they resign prior to 60% of the term or session.

Six-Drop Policy

Texas legislation limits the number of course drops to six for undergraduate students at public institutions of higher education in Texas. Beginning in the Fall 2007, Lee College became responsible for tracking, advising and possibly denying students who are attempting to drop coursework (i.e., courses dropped without good cause). This policy applies only to students entering college for the first time in the Fall 2008 semester and thereafter. For more information, contact the Advising & Counseling Center at 281.425.6384.



Academic Standing



Academic Status

A student's academic status is determined by the Grade Point Average (GPA) accumulated at Lee College. GPA determines a student's eligibility for continuous enrollment. Individual students are responsible for their GPA, defining their academic status. At the beginning of each fall and spring term, academic status will be re-evaluated based on the student's previous semester success.

Academic Warning: Student did not maintain a 2.0 GPA within a given semester, but has a 2.0 or above cumulative GPA.

- Hold placed on account preventing registration
- Complete a mandatory online resource workshop for hold removal

Academic Probation: Student did not maintain a 2.0 cumulative GPA or higher.

- Hold placed on account preventing registration-to be released once cumulative GPA of 2.0 is achieved
- Limit enrollment to 1-2 courses that semester
- Grade replacement course selection may be required
- Mandatory visit with assigned Advisor/Counselor to discuss an action plan and to register for upcoming semester
- The last week for mandatory Advisor/Counselor visit appointments is two weeks prior to the semester start. Any time after will result in flex-start courses or a semester break

Academic Suspension: Student did not maintain a semester GPA of 2.0 or higher while on Academic Probation.

- Must sit out for one (1) long semester, to include summer (includes 10 week, 5 week, and mini terms)
- Continued hold placement on account preventing registration - to be released once cumulative GPA of 2.0 is achieved
- Grade replacement course selection may be required
- Limit enrollment to 1-2 courses that semester
- Mandatory meeting with assigned Advisor/Counselor, upon return from required semester

sit out, to discuss an action plan and to register for upcoming semester

- The last week for mandatory Advisor/Counselor visit appointments is two weeks prior to the semester start. Any time after will result in flex-start courses or a semester break

Academic Dismissal: Student did not maintain a 2.0 semester GPA first semester returning from Academic Suspension.

- Must sit out for one (1) calendar year
- Continued hold placement on account preventing registration-to be released once cumulative GPA of 2.0 is achieved
- Upon return after one (1) calendar year, students must:
 - Meet with the Vice President of Learning and/or respective dean for readmission
 - Consult with the assigned Advisor/Counselor for re-development of an action plan, discussion of the 1-2 course needed to replace previously unsuccessful courses, and register for classes
- Remains on Academic Probation status until GPA improves
- May continue to enroll with continued progression towards a cumulative 2.0 GPA

Purchasing Textbooks

You Have Options!

In addition to paying for your tuition and fees, students must also buy all textbooks and materials necessary for each class which are essential for your success. For some, this cost can be as much as the tuition and fees. Whether you are paying for the textbooks yourself or if you are using your financial aid funds, you have several options.

Lee College Campus Store

The Lee College Campus store will have all the textbooks and supplies that you will need for your classes. It can also be a resource to help you learn which books are needed for the class, even if you choose to purchase the books at a different location. Each semester, the updated list of books can be found at www.leecollege.bkstr.com. You will need to know your term, the department, the

course number, and the section number of your class— information that can be found on your class schedule. The title of the book, the ISBN number and the cost of the book are also listed as well as whether the book is required or recommended for that particular course.

The website will also say if a used version of the book is available or if the book can be rented from the Lee College.

Campus Store. The books can be added to the cart and can either be shipped to you or can be picked up at the Campus Store.

The Lee College Campus Store is also a source for textbook rentals in which all students (including those with financial aid) must have a credit card. Students are required to return books by a specified date to avoid a \$25 penalty.

Can I Purchase The Books From Another Location?

With the ISBN number, you have all the information you need to purchase or rent the book from a variety of sources. Two websites, Textbook Rentals (www.textbookrentals.com) and Used Textbook (www.usedtextbook.net) are search engines that compare many different websites and offer both rental and purchasing options. The website Chegg (www.chegg.com) is another popular website for both the purchasing and rental of textbooks.

Should I Rent Or Buy?

Typically, the cost of renting a book is less than purchasing.

While students are still allowed to highlight and use the book as they would one they purchased, vendors will have guidelines on how much writing and the condition of the book necessary when it's returned. Many sites give you the materials needed to ship the textbooks back at the end of the semester. Rental for a shorter semester (summer

or an 8-week session in the fall or spring) may be less expensive than the rentals for the 16-week semester.

How Do I Use My Financial Aid To Pay For My Textbooks?

In order to qualify for a book allowance, students must be awarded financial aid and be registered for classes.

Book allowances will be made available in the form of a refund through Higher One. (For more information on setting up that refund, go to www.lee.edu/financialaid). Students have an option of having the funds directly deposited into an existing checking or savings account or have a Higher One debit card mailed to the student. For students wanting to use a source other than the Campus Store, it's recommended that they ask for the funds to be in a direct deposit since the funds are received more quickly. The amount of the book allowance is based on the student's total credits registered for the term. There is a maximum book allowance amount of \$750 for the full-time student.

Lee College Campus Store

Bookstore Hours

Monday - Thursday 7:45 am –6:00 pm
Friday 7:45 am – 12:00 pm

Bookstore hours when classes are not in session will be:
Monday – Thursday 7:45 am to 5:00 pm
Friday – Sunday Closed

The Bookstore will be closed for scheduled college holidays. To confirm store hours call 281.425.6360 or 832.556.4060.

Purchasing Books

Textbooks and class supplies may be purchased in the campus store located on campus in the Student Center or on the Lee College Bookstore web page

(www.leecollege.bkstr.com). Cost of books and supplies cannot be added to students' tuition payment. Bookstore purchases must be paid separately.

Forms of payment accepted in the bookstore are: cash, credit cards and financial aid. Checks are not accepted.

The bookstore offers new books, used books, electronic books, and rental books. We cannot guarantee the availability of any used or rental books.

Books-on-the-Web

Students may view textbook adoptions at the Lee College Bookstore web page at www.leecollege.bkstr.com.

Book Buy-Back

As a service to students, the bookstore offers to buy books no longer needed by the students. The bookstore will conduct a book buy-back throughout each semester. The following criteria determine prices paid for books: The bookstore will pay up to one-half (1/2) of the purchase price for good condition books which are needed for sale in courses for the upcoming semester.

Books not needed in courses for the upcoming semester, or books in excess of expected need, will be purchased at prices established by the used book company conducting the buy. Unfortunately, some books may not be eligible for buy-back. The bookstore has no control over wholesale prices, publisher list prices, or publisher release of new editions.

Bookstore Online

Shop online at www.leecollege.bkstr.com for a selection of textbooks, books, gift items, personalized – clothing, school supplies, computers and computer software, electronics, DVDs, music, and more.

Return Policy – Books

Textbooks: Students can receive a full refund during the first five (5) days of a semester or the first three (3) days of a mini semester with a cash register receipt.

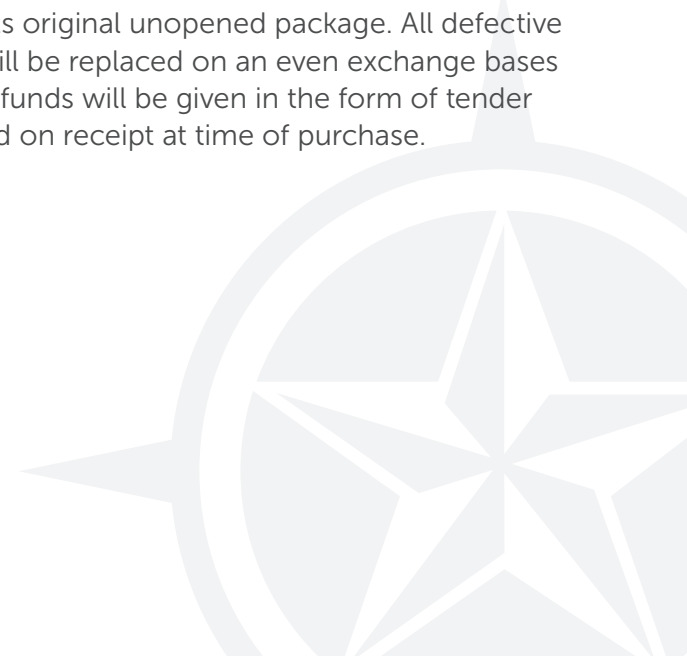
Thereafter, a full refund will only be given through the twelfth (12) class day with a cash register receipt and class drop slip. Study guides, test preparations, class room kits are not refundable.

No refunds or exchanges will be given on software. Do not write in the book, open the shrink-wrapped books, or break pass code seals until you are certain you will use the book. All other merchandise may be returned within two (2) days of purchase with a cash register receipt. After the twelfth day (12) of class a full refund will be issued two days (2) after date of purchase with a cash register receipt between slip and study guides.

DO NOT MARK IN ANY BOOK UNTIL YOU ARE SURE YOU WILL NEED IT!

All Other Merchandise

Refunds on purchases other than textbooks will be allowed for thirty days (39) days from the date of purchase as shown on the cash register receipt. Receipts are required for refunds on all items. The merchandise must be in new, saleable condition and in its original unopened package. All defective items will be replaced on an even exchange bases only. Refunds will be given in the form of tender depicted on receipt at time of purchase.

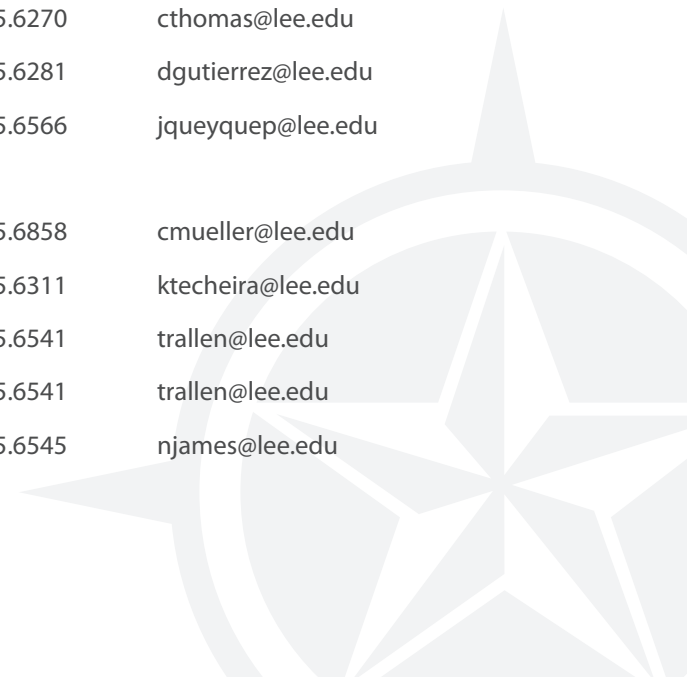


Program Contacts

Accounting	Charles Finnell	832.556.4025	cfinnell@lee.edu
Allied Health	Howard Bushart	281.425.6308	hbushart@lee.edu
Mental Health Services (Drug Abuse Counseling)	Howard Bushart	281.425.6308	hbushart@lee.edu
American Studies	Georgeann Ward	281.425.6530	gward@lee.edu
Applied General Chemistry	Charles Thomas	281.425.6270	cthomas@lee.edu
Architecture	Paul Lucke	281.425.6465	plucke@lee.edu
Art	Jennifer Herzberg	281.425.6484	jherzberg@lee.edu
Audio Engineering	Sam Ortallono	281.425.6821	sortallono@lee.edu
Biology James	Dobberstine	281.425.6354	jdobberstine@lee.edu
Business Administration	Gregg Lattier	281.425.6420	glattier@lee.edu
Chemistry	Harry Pang	281.425.6343	hpang@lee.edu
Computer Maintenance Technology	Chuck Ganze	281.425.6246	cganze@lee.edu
Computer Science	Roberta McClure	832.556.4015	rmclure@lee.edu
Construction Eng. Tech.	Dana Byal	281.425.6495	dcaudle@lee.edu
Cosmetology – Baytown	Angela Noack	281.425.6286	anoack@lee.edu
Cosmetology – McNair Career Center	Angela Noack	281.425.6286	anoack@lee.edu
Counseling Center	Marissa Moreno	281.425.6384	mmoreno@lee.edu
Criminal Justice	Oris Buckner	281.425.6463	obuckner@lee.edu
Developmental Education	Roshele Fruidenberg	281.425.6346	rfruidenberg@lee.edu
Drafting–CADD	Dana Byal	281.425.6495	dbyal@lee.edu
Drama	Kim Martin	281.425.6264	hmartin@lee.edu
Drug Abuse Counseling	See Allied Health-Mental Health Services		
Dual Credit	Tracy Steenholdt	281.425.6434	tsteenholdt@lee.edu
Economics	Portia Hopkins	281.425.6406	phopkins@lee.edu
Education	Teresa Lattier	832.556.4094	tlattier@lee.edu
Electrical Technology	Richard Tunstall	281.425.6472	rtunstall@lee.edu

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Geology	Sharon Gabel	281.425.6335	sgabel@lee.edu
Geography	Ed Korzetz	281.425.6363	ekorzetz@lee.edu
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Mechanical Eng. Tech.	Joseph Queyquep	281.425.6566	jqueyquep@lee.edu
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Music	Charlotte Mueller	281.425.6858	cmueller@lee.edu
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Nursing, ADN	Tracy Allen	281.425.6541	trallen@lee.edu
Nursing, BSN Transitional	Tracy Allen	281.425.6541	trallen@lee.edu
Nursing, LVN	Nora James	281.425.6545	njames@lee.edu



Paralegal Studies	David Jaroszewski	281.425.6527	djarosze@lee.edu
Philosophy	Cassandra Cookson	281.425.6366	ccookson@lee.edu
Photography	Jennifer Herzberg	281.425.6484	jherzberg@lee.edu
Physics	Tom O'Kuma	281.425.6522	tokuma@lee.edu
Pipefitting Technology	Mark Hartley	281.425.6505	mhartley@lee.edu
Plant Operator	Charles Thomas	281.425.6270	cthomas@lee.edu
Political Science	Steve Showalter	281.425.6372	sshowalt@lee.edu
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Theatre Arts (Drama)	Harold Kim Martin	281.425.6264	hmartin@lee.edu
Welding Inspection	John Elliott	281.425.6801	jelliott@lee.edu
Welding Technology	Rod Hellyer	281.425.6460	rhellyer@lee.edu

Course Codes

1 Regr Number	2 Course Prefix	3 Course Number	4 Section Number	5 Course Name	6 Lecture/ Lab	7 Meeting Days	8 Times	9 Instructor	10 Location
2109	DFTG	2457	F11A	Advanced Technologies in Pipe	Lec	TTh	07:15pm - 08:30pm	Nesto, Marisela	ATC 212
	DFTG	2457	F11B	Advanced Technologies in Pipe	Lab	TTh	08:40pm - 09:55pm	Nesto, Marisela	ATC 212

1. Registration Number

Students should use this number when registering for a class.

2. Course Prefix

A 4-character subject abbreviation

3. Course Number

A 3- or 4-digit number.

A 3-digit number indicates a developmental course. The first number in a 4-digit listing is the course level:

- 1 – freshman
- 2 – sophomore

The second number in a 4-digit listing is the number of semester credit hours (SCH):

- 1 – 1 SCH
- 2 – 2 SCH
- 3 – 3 SCH
- 4 – 4 SCH

In the example above, the course is a sophomore level class that is four semester hours.

4. Section Number

Sections with letters A and B indicate a lecture/lab course.

Legend:

- F Face-to-face
- H Hybrid
- OL Online

01, 02, 03, etc. long session (F, Sp, Su)

41, 42, 43, etc. first half of session (8W1, Su5W1)

51, 52, 53, etc. second half of session (8W2, Su5W2)

5. Course Name

Title of course as it appears in the college catalog

6. Lecture/Laboratory

In lecture/lab combinations, students are automatically enrolled in the lab.

7. Meeting Days

- M Monday
- T Tuesday
- W Wednesday
- Th Thursday
- F Friday
- S Saturday
- Su Sunday

8. Times

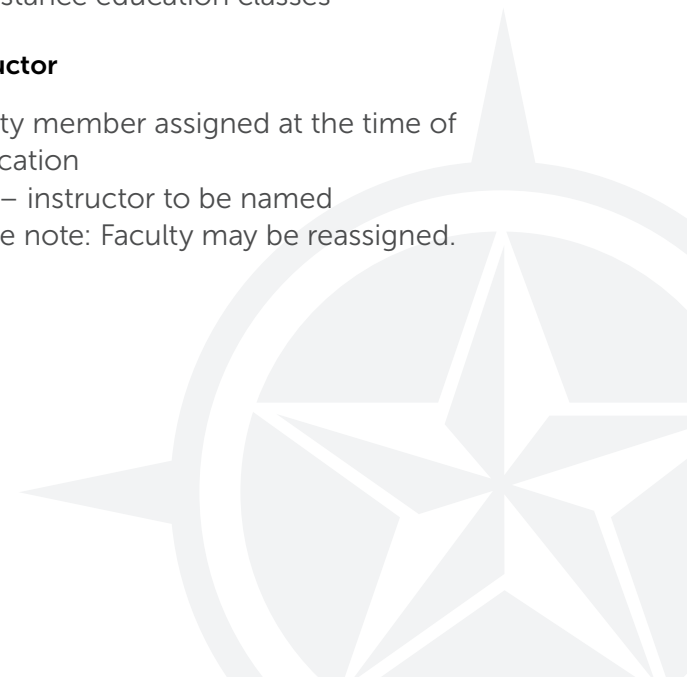
Beginning and ending time of a lecture or lab
TBA – no standardized class meeting time, used for distance education classes

9. Instructor

Faculty member assigned at the time of publication

Staff – instructor to be named

Please note: Faculty may be reassigned.



10. Location

Building and room number on the Baytown Campus; see the Campus Map for detailed listing.

Off-campus legend:

ANAHUAC	Anahuac
BARBRHILL	Barbers Hill High School
DAYTON	Dayton High School
DISEDOC	Distance Education (online, hybrid)
ECHAMHS	East Chambers High School
HARDIN	Hardin High School
HARGRAVE	Hargrave High School/ Huffman
HOSPITAL	Hospital
HULLHS	Hull-Daisetta High School
LCECSLC	Lee College Education Center South Liberty County
LIBERTY HS	Liberty High School
MAX BOWL E	Max Bowl East Bowling Lane (720 Ward Rd)
MCNAIR	McNair Career Center off I-10/Baytown
VCT	Virtual College of Texas

11. Notes

Additional information about the class or instructions for students taking distance education classes.

Final Exam Schedule: Fall 2018

Final exams for 16-week classes are administered during final exam week, Dec. 10-13, 2018, based on the following schedule:

Fall 2017	
CLASS MEETS	EXAM OCCURS
MW — 8-9:15 am	M — Dec. 10 — 8-10
MW — 8:30-10:15 am	
MW — 10:30-12:15	M — Dec. 10 — 10:30-12:30
MW — 11-12:15	
MW — 2-3:15	M — Dec. 10 — 2-4
M — 2-4:45	
MW — 5:30-7:15	M — Dec. 10 — 5:30-7:30
MW — 6-7:15	
M — 6-8:45	
MW — 7:30-8:45 pm	M — Dec. 10 — 8-10
MW — 7:30-9:15 pm	
MW — 9:30-10:45 am	W — Dec. 12 — 9:30-11:30 am
MW — 12:30-1:45	W — Dec. 12 — 12:30-2:30
MW — 12:30-2:15	
MW — 2:30-4:15	W — Dec. 12 — 3-5
MW — 3:30-4:45	
MW — 9-10:15 pm	W — Dec. 12 — 8-10 pm
TTh — 8-9:15 am	T — Dec. 11 — 8-10
TTh — 8:30-10:15 am	
TTh — 10:30-12:15	T — Dec. 11 — 10:30-12:30
TTh — 11-12:15	
TTh — 2-3:15	T — Dec. 11 — 2-4
T — 2-4:45	
TTh — 5:30-7:15	T — Dec. 11 — 5:30-7:30
TTh — 6-7:15	
T — 6-8:45	
TTh — 7:30-8:45 pm	T — Dec. 11 — 8-10
TTh — 7:30-9:15 pm	
TTh — 9:30-10:45 am	Th — Dec. 13 — 9:30-11:30 am
TTh — 12:30-1:45	Th — Dec. 13 — 12:30-2:30
TTh — 12:30-2:15	
TTh — 2:30-4:15	Th — Dec. 13 — 3-5
TTh — 3:30-4:45	
TTh — 9-10:15 pm	Th — Dec. 13 — 8-10

8 Week I	
CLASS MEETS	EXAM OCCURS
MTWT — 8:30-10:15	W — Oct. 17 — 8:30-10:15
MTWT — 9:30-10:45	W — Oct. 17 — 9:30-11:45
MTWT — 10:30-12:15	W — Oct. 17 — 10:30-12:15
MTWT — 12:30-1:45	W — Oct. 17 — 12:30-1:45
MTWT — 5:30-7:15	W — Oct. 17 — 5:30-7:15
8 Week II	
CLASS MEETS	EXAM OCCURS
MTWT — 8:30-10:15	W — Dec. 12 — 8-10
MTWT — 9:30-10:45	W — Dec. 12 — 9:30-11:30
MTWT — 10:30-12:15	W — Dec. 12 — 10:30-12:30
MTWT — 12:30-1:45	W — Dec. 12 — 1-3
MTWT — 5:30-7:15	W — Dec. 12 — 5:45-7:45

Courses that meet on Friday, Saturday, and/or Sunday have unique final exam meeting times that are provided in the class syllabus.



Core Curriculum

The primary purpose of the AA, AAT, and AS degrees is to prepare students to transfer and meet prerequisites for junior level courses. The degree and certificate section of this catalog suggests sequencing of courses for degrees. When students complete the core, a notation of "core complete" is added to their transcripts. For field of study degrees, refer to the specific degree plan for the required core curriculum courses. The music field of study has a reduced number of hours in the following categories within the core: Natural Science (4), Humanities (0), and Social/Behavioral Science (12). Plans may change based on legislative mandate. A course can be counted only once to meet core curriculum requirements. Honors sections of these courses meet core curriculum requirements.

Core Curriculum: Associate of Arts Degree (AA)

The core curriculum is an essential, state mandated component of the AA, AS, and AAT degrees. The table below provides course options to meet the General Core Curriculum requirements and matches those listed for the Associate of Arts (AA) degrees.

Communication6

ENGL 1301 English Composition I
 ENGL 1302 English Composition II
 ENGL 2311 Technical Writing

Mathematics3

MATH 1314 College Algebra
 MATH 1316 Plane Trigonometry
 MATH 1324 Finite Mathematics with Business Applications
 MATH 1332 Contemporary Mathematics I
 MATH 1342 Elementary Statistics
 MATH 2412* Pre-Calculus
 MATH 2413* Calculus I with Analytical Geometry

Creative Arts3

ARCH 1311 Introduction to Architecture
 ARTS 1301 Art Appreciation
 ARTS 1303 Art History I
 ARTS 1304 Art History II
 DRAM 1310 Introduction to the Theatre
 DRAM 2366 History and Development of Motion Pictures
 MUSI 1306 Music Appreciation (non-majors)
 MUSI 1310 American Music

Language, Philosophy, and Culture.....3

ENGL 2322 English Literature: Beowulf to Romantic
 ENGL 2323 English Literature: Romantic to Present
 ENGL 2326 American Literature Survey
 ENGL 2327 American Literature to 1860
 ENGL 2328 American Literature: 1860 to Present
 ENGL 2331 Cross-Cultural Literature
 ENGL 2341 Forms of Literature
 ENGL 2351 Mexican-American Literature
 HIST 2321 History of World Civilizations to 1500
 HIST 2322 History of World Civilization from 1500 to Present
 HUMA 1301 Introduction to Humanities I
 HUMA 1305 Introduction to Mexican-American Studies
 PHIL 1301 Introduction to Philosophy
 SPAN 2311 Spanish: Reading, Conversation, Composition, and Grammar Review

Government/Political Science6

GOVT 2305 Federal Government
 GOVT 2306 Texas Government

American History.....6

HIST 1301 History of the United States to 1877
 HIST 1302 History of the United States since 1877
 HIST 2301 History of Texas

Component Area Option.....2

EDUC 1200 Learning Pathways

Life and Physical Sciences6*

- BIOL 1406 General Biology I
- BIOL 1407 General Biology II
- BIOL 1408 Biology I for Non-Science Majors
- BIOL 1409 Biology II for Non-Science Majors
- BIOL 1411 General Botany
- BIOL 1413 General Zoology
- BIOL 2401 Human Anatomy & Physiology I
- BIOL 2402 Human Anatomy & Physiology II
- BIOL 2404 The Human Body
- BIOL 2416 Genetics
- BIOL 2421 Microbiology
- CHEM 1405 Introductory Inorganic Chemistry
- CHEM 1411 General Chemistry I
- CHEM 1412 General Chemistry II
- CHEM 1419 Introductory Organic Chemistry
- CHEM 2423 Organic Chemistry I
- CHEM 2425 Organic Chemistry II
- ENVR 1401 Environmental Science
- ENVR 1402 Environmental Science II
- GEOL 1403 Physical Geology
- GEOL 1404 Historical Geology
- GEOL 1405 Environmental Geology
- GEOL 1447 Meteorology
- PHYS 1401 College Physics I: Mechanics & Heat
- PHYS 1402 College Physics II: Sound, Electricity, Magnetism, Light & Modern Physics
- PHYS 1403 Stars and Galaxies
- PHYS 1404 The Solar System
- PHYS 1405 Conceptual Physics I
- PHYS 1407 Conceptual Physics II
- PHYS 1415 Physical Science
- PHYS 2425 University Physics I
- PHYS 2426 University Physics II

Communication3

- SPCH 1311 Introduction to Speech Communication
- SPCH 1315 Principles of Public Speaking
- SPCH 1318 Interpersonal Communications
- SPCH 1321 Business & Professional Communication

Social/Behavioral Sciences3

- ECON 2301 Principles of Economic: Macroeconomics
- ECON 2302 Principles of Economic: Microeconomics
- GEOG 1303 World Regional Geography
- PSYC 2301 Introduction to Psychology
- SOCI 1301 Introductory Sociology

Kinesiology Area Option.....1

- KINE 1164 Introduction to Physical Fitness and Wellness
- KINE 1304* The Healthy American
- KINE 1305* Personal Health and Nutrition

*Extra SCH will be applied to degree plan general electives.

Core Total 42 SCH

AA Area of Concentration**

American Studies, Architecture, Church Music, Criminal Justice, Drama, English, General Studies, Health, Humanities, Literature, Mexican American Studies, Physical Education, Social Sciences, Social Work, Spanish, Transfer in Allied Health, Visual Arts, Visual Arts: Imaging.

** Areas of Concentration (AOC) provide structure to the elective courses taken to complete an AA or AS degree. Students focused on a major for Bachelor's degree work have multiple AOCs to choose from. It is the responsibility of the student to contact the transfer university to obtain its specific course requirements and enroll in appropriate lower division courses.



General Education: Associate of Applied Science Degree (AAS)

GENERAL EDUCATION REQUIREMENTS:

Associate of Applied Science Degree (AAS)

AAS degrees require a minimum of 15-16 SCH of General Education courses.

Written Communication 3

- ENGL 1301T Business Report Writing and Correspondence
- ENGL 1301 English Composition I
- ENGL 1302 English Composition II
- ENGL 2311 Technical Writing

While only three hours of Written Communication are required for an AAS degree, students who plan to transfer to a university should take 6 hours to meet university requirements.

Social/Behavioral Science 3

Choose one from Social/Behavioral Science options from the AA/AS/AAT Core Curriculum.

Natural Science/Mathematics 3-4

Choose one from Mathematics or Natural Science options from the AA/AS/AAT Core Curriculum.

Oral Communications 3

- One of the following:
- SPCH 1311 Introduction to Speech Communication
 - SPCH 1315 Principles of Public Speaking
 - SPCH 1318 Interpersonal Communication
 - SPCH 1321 Business and Professional Communication
 - SPCH 1342 Voice and Diction

Humanities/Fine Arts 3

Choose one from Humanities options from the AA/AS/AAT Core Curriculum.

General Education Hours 15-16 minimum

Dual Enrollment:

Dual enrollment is a program endorsed by the State of Texas that allows high school students to enroll in a college course and simultaneously receive high school and college credit for the same course.

Dual enrollment courses provide advanced academic instruction beyond or in greater depth than the corresponding high school courses.

Courses offered for Dual Enrollment are both academic and technical courses, which include the same content and rigor as those taught to other college students, utilizing the same instructors, curriculum and polices.

Jump start your college career now!

Priority Registration

Beginning in fall 2016, Lee College implemented a new priority registration process. The first group to gain access to registration will include students who have successfully completed at least 45 credit hours at Lee College (see calendar for dates). The second group of students to gain access to registration are those who have successfully completed at least 30 credit hours at Lee College (see calendar for dates). Finally, registration will open for all eligible students, regardless of hours earned at Lee College (see calendar for dates). Transfer hours will not be counted toward priority registration.

Transcript Requests

Lee College has a partnerships with Credentials, Inc. (<https://www.credentials-inc.com/>) to better serve students' transcript needs. Students and alumni will be able to request a transcript online (w.lee.edu/admissions/transcripts/) at any time of day. PDF transcripts can be requested for fastest delivery while transcripts can still be mailed to the location of choice. Transcript requests and questions can still be made at the Admissions and Records Office in Rundell Hall, or by calling (281) 425-6393.

Campus SaVE Information

BE AWARE...

It is our goal that all students have a successful semester and that they are able to thrive in an environment that promotes safety and well-being for all. As part of state and federal initiatives, Lee College has certain procedures and policies that support a healthy and safe campus.

DRUG-FREE CAMPUS STATEMENT

www.lee.edu/about/maintaining-a-drug-free-campus

This statement outlines standards of conduct, legal sanctions, and how to find help and resources for alcohol and drug related issues. As a smoke free campus, all tobacco products are prohibited. This includes all cigarettes, cigars, smokeless tobacco, dip, and any form of electronic smoking devices (which includes vaping devices).

THE CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SAVE) ACT

www.lee.edu/about/save

This legislation supports a campus free from any threat of violence or sexual misconduct. Statistics indicate that one in five women is sexually assaulted while in college. Our goal is to educate all students on primary prevention and how students can help end the culture of violence on our campuses. Students are encouraged to report any incidence of sexual misconduct to Dr. Rosemary Coffman, Associate Dean of Student Affairs. Employees should contact Amanda Summers, the HR Director. Violation of any sexual misconduct can lead to reprimands by the college and criminal prosecution. The following are key definitions provided by the Clery Center

- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program.
- **Domestic Violence:** A felony or misdemeanor crime of violence committed
 - ❑ By a current or former spouse or intimate partner of the victim;
 - ❑ By a person with whom the victim shares a child in common;

- ❑ By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - ❑ By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - ❑ By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
 - **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to suffer substantial emotional distress or fear for his or her safety or the safety of others. For the purposes of this definition:
 - ❑ Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - ❑ Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - ❑ Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - ❑ Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:
 - ❑ Recognizing situations of potential harm
 - ❑ Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.
- **Consent:** Consent is an agreement between participants to engage in sexual activity. There are many ways to give *consent*, and some of those are discussed below. *Consent* doesn't have to be verbal, but verbally agreeing to different sexual activities can help both you and your partner respect each other's boundaries.

Laws Concerning Carrying Concealed Firearms on Campus in Texas

Effective Dates:

August 1, 2016 for all state 4-year colleges and universities

August 1, 2017 for all state 2-year and junior colleges.

The new Texas law permits individuals who have obtained a concealed handgun license (CHL) to carry their loaded, concealed weapon in college and university buildings. Each college and university may determine certain sensitive areas and buildings* where concealed weapons will continue to be prohibited. Each college and university must publically display campus policies on the official school website, as well as widely publicizing it among correspondence with the institution's faculty, staff, and students.

Previous laws permitting the concealed carry with a license on open campus grounds and in locked vehicles in parking lots will remain unchanged (see note #1 below).

Link to law: www.capitol.state.tx.us/tlodocs/84R/billtext/pdf/SB00011F.pdf#navpanes=0

#1 NOTE – EXCEPTION FOR GUNS IN VEHICLES (this exception remains in place with respect to new law taking effect in 2016/2017)

On June 14, 2013, Governor Perry signed into law SB 1907, which states that an institution of higher education or private or independent institution of higher education may not adopt or enforce any rule, regulation, or other provision or take any other action, including posting notice under Section 30.06, Penal Code, prohibiting or placing restrictions on the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle by a person, including a student enrolled at that institution, who holds a license to carry a concealed handgun and lawfully possesses the firearm or ammunition:

- (1) On a street or driveway located on the campus of the institution; or
- (2) In a parking lot, parking garage or other parking area located on the campus of the institution.

The Act took effect September 1, 2013. The Texas Department of Public Safety DPS administers the Handgun Licensing Program under the authority of the Texas Government Code Chapter 411, Subchapter H. DPS licenses individuals to carry handguns within Texas, evaluates the eligibility of applicants through criminal history background checks and monitors those currently licensed to ensure their continued eligibility. DPS also trains and certifies instructors who teach the required course to applicants.

All Original License To Carry a Handgun (LTC) applicants are required to submit fingerprints to DPS as part of the complete LTC application. Please see LTC Fingerprint and Photo Information

For more information, visit:
www.lee.edu/campus-carry

Accessing Course Schedule:

To see the most up-to-date class listings, follow this link, mylccampus-m.lee.edu/app/catalog/classSearch, or follow the instructions below.

Go to the Lee College website (www.lee.edu) click on Students at the top of the page, and then you go to Schedule ➡ Credit ➡ 2018-2019 Schedule of Classes.

There you can browse the classes that are available.

Select the term, or semester, you are interested in, and then select the subject you would like to find more information about. For example you can select Fall 2018 and MATH in order to look at the various math courses being offered. So if you need to take an Intermediate Algebra class, you simply scroll down the list until you find Intermediate Algebra, and then you can look at the various class sections being offered, the time the class is being offered at, and who will be teaching the class.

Project LeeWay!

Did you always want to go to college, but did not know where to go or what to do first? Are you interested in a technical career? Do you think you can't afford college? Do you need help with childcare costs? Have you been a Texas resident for at least 12months? Do you already have a GED or high school diploma?

If you answered yes to any of these questions, please call or visit the office!

Location:

Lee College, Moler Hall, Rm. 107

For more information call:

281.425.6492



2018 - 2019 Academic Calendar

AUGUST 2018							SEPTEMBER 2018							OCTOBER 2018							NOVEMBER 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
							30																				

DECEMBER 2018							JANUARY 2019							FEBRUARY 2019							MARCH 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5						1	2						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
30	31																				31						

APRIL 2019							MAY 2019							JUNE 2019							JULY 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

■ Important Class Dates ■ Campus Holidays ■ Campus Professional Development ■ Commencement Dates

FALL SEMESTER – 2018

August	20-24	Professional Development Week
	22	Fall Kick-off
	27	Classes Begin
September	3	Labor Day (College Closed)
	12	Day of Record (16-week Classes)
October	30	Spring 2019 Registration Begins for Students Who Have Successfully Completed at Least 45 Credits at Lee College
November	6	Spring 2019 Registration Begins for Students Who Have Successfully Completed at Least 30 Credits at Lee College
	13	Spring 2019 Registration (All Students)/Holiday Registration
	16	Last Day for Student Drops (16-week Classes)
	21-25	Thanksgiving Holidays (College Closed)
December	10-13	Final Exams
	14	Grades Due/Diploma Date
	15	Fall Commencement Ceremonies
	17	Holiday College Begins (Dec 17-21, 26-28, Jan 2-4)
	21	Last Day Offices Open
		Winter Break (College Offices Closed Dec. 22-Jan. 6)

SPRING SESSIONS – 2019

January	7	Offices Open
	7-11	Professional Development Week
	14	Classes Begin
	21	Martin Luther King Holiday (College Closed)
	30	Day of Record (16-week Classes)
March	11-17	Spring Break

April	2	Summer 2019 Registration Begins
	16	Fall 2019 Registration begins for Students Who Have Successfully Completed at Least 45 Credits at Lee College
	19	Good Friday Holiday (College Closed)
	23	Fall 2019 Registration Begins for Students Who Have Successfully Completed at Least 30 Credits at Lee College
	30	Fall 2019 Registration Begins for All Students
May	6-9	Final exams
	10	Grades Due/Spring Diploma Date
	11	Spring Commencement Ceremonies

SUMMER SESSIONS – 2019

April	2	Summer 2019 Registration Begins
May	13	May Mini Session Begins (May 13-31)
	27	Cosmetology Begins (May 13 – August 8)
		Memorial Day Holiday (College Closed)
June	3	Summer I Classes Begin
July	3	Final Exams (Summer I 5-week Classes)
	4-5	Independence Day Holiday (College Closed)
	8	Grades Due (Summer I 5-week Classes)
	8	Summer II Classes Begin
August	8	Final Exams (10-week and Summer II 5-week)
	12	Grades Due (10-week and Summer II 5-week)

All dates subject to change; check the website at www.lee.edu for updates. Additional dates (including registration dates, dates for other class sessions in each term, payment deadlines and refund schedules) are found at the class schedule web page: www.lee.edu/schedule-of-classes.





2018-2019

Lee College
STUDENT *Guide*

Information for Students



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