



Quick Links to:

Information for Firsttime Students

First-Year Programs is the office you may contact regarding any questions as a first student. You may email them @firsty

CONFIRMING ENROLLMENT Additional Info

Registration FAQ

FREQUENTLY ASKED QUESTIONS

1. How much will I have to pay toward my bill when I register for classes?
2. If I drop a class, how much will I be refunded?
3. What happens the day AFTER the last day to add/drop, if I decide to “drop” a class?
4. What do you mean by confirm enrollment

Before you withdraw from a class, you will want to speak with a Financial Aid counselor (Administration Building, 2nd Floor) to determine the impact of your reduced credit hours on your current financial aid and future aid.

8. How do I change my schedule (i.e., add or drop a class)

1. Online (for returning students with Portico access) You may add/drop classes online using Portico/SSS service before the 1st day of class for each term if you have had your advising session.
2. Remotely you may fill out the Change of Schedule Form located at this address:
https://portico.leeuniversity.edu/universityservices/Resources/Records/Forms/Change%20of%20Schedule_Editable_Sept2019.pdf
 - a. In person -Bring your Change of Schedule form to the Records Office (HAB 125) Remain while the change is input in case issues arise.
 - b. Scan and send the Change of Schedule form SSn