

# General Information

Continuing Education Office  
909 Decker Drive  
Baytown, TX 77522-0818  
281-425-6311

## Office Hours

Monday - Thursday 7:30 a.m. - 6:00 p.m.  
Friday 7:30 a.m. - 12:30 p.m.

*Continuing Education registration is continuous until a class begins or is full. Classes are cancelled three business days before scheduled start date or on registration deadline date if the minimum required enrollment is not met.*

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### Lee College Continuing Education Mission Statement

To provide a variety of programs that educate, entertain, and enrich the diverse interests of our communities.

### Lee College Continuing Education Philosophy Statement

We believe in students as our clients, employers as our most important resource, and quality education as our most important product.

### Entrance Requirements

Continuing Education classes are offered on a noncredit basis. Generally, there are no entrance requirements. Course descriptions will include prerequisite for enrollment, if any. Unless otherwise stated in the course description, the minimum age for Continuing Education is 18 years, except with instructor approval.

### Registration

You are urged to register as soon as possible for any course you wish to take. Some courses fill up quickly or have limited space available.

Continuing Education registration is continuous until a class begins or is full. Registration and payment of tuition are required prior to the beginning of each course.

Each course requires a minimum number of registrants before it can run. As a general rule, **a final decision whether to run a course or cancel it is made three business days in advance of the scheduled start date.** Lee College does not advocate any particular point of view presented in the courses offered in this schedule. **We cannot reserve a seat in any class without payment.**

Lee College requests that before you participate in any activity requiring physical exertion, you consult with a physician.

No acknowledgment will be made of mail-in registrations. Notice will be given only if class is cancelled. No news is good news—just come to the first class.

### How to Register

To register, contact the Continuing Education Office in person, by phone 281-425-6311 or by fax 281-425-6855 (using Discover, Visa or MasterCard), or by mailing a registration form along with payment to Lee College, Continuing Education, P.O. Box 818, Baytown, Texas 77522-0818. Registration payment can be made by check, cash, money order, Discover, Visa, or MasterCard. The Continuing Education office is located at 909 Decker Drive in Baytown.

### Books and Supplies

Most Computer Technology and One-Day Workshop course fees include the price of the required textbook. No refund will be made on classes or books after class begins. Although many courses require no textbooks, some specialized courses require texts and other supplies. Students will be notified about special supply needs at the first class meeting. Most of the texts and supplies will be available in the Lee College Bookstore. Please save sales receipts for books and supplies purchased prior to the first class meeting and do not mark in books until class is assured of having enough students to make a class. Full refunds will be given for texts if unmarked and accompanied by a receipt if returned before the class begins. If the class is cancelled, a refund for the book will be given for one week only following the cancellation.

### Cancellations/Delayed, Postponed & Makeup Classes

If the College cancels any course for any reason, Continuing Education makes every effort to notify those preregistered for that course by telephone (provided the College has been given both daytime and evening numbers). Refunds will be processed within three to four weeks. Lee College reserves the right to substitute instructors, adjust pricing, and/or reschedule classrooms, if necessary.

## Campus Closure Dates

The college will be closed on the following dates:

- August 25, Professional Development Day
- September 7, Labor Day Holiday
- November 25, TBD
- November 26-29, Thanksgiving Holiday
- December 24-January 3, 2010, Christmas Holiday

## Emergency Closing of the College

We are pleased to announce that Lee College now has a state-of-the-art notification system that is capable of sending notifications instantly and simultaneously to you. You may choose to receive notifications on your: mobile phone (text message), Blackberry, wireless PDA, pager, e-mail address, Lee College web site, Google, Yahoo, or AOL home page. **Please sign up today at [www.lee.edu/notify.asp](http://www.lee.edu/notify.asp).** It only takes a minute to register and you will receive: Weather cancellations, delays, and Emergency conditions. You may also check on any of the optional groups listed from which you would like to receive notifications. To register, simply fill out the online form. You will need to have your cell phone turned on to complete the process. Thank you and we look forward to a safe and successful year for all our Lee College Community.

## Refunds

No refunds will be made on classes or books after a class begins. If you call and cancel your registration at least three business days prior to the starting date of a class or prior to the advertised registration deadline, we will be happy to issue a full refund. This policy is based on the fact that Continuing Education classes are self-supporting. Registration fees are used to pay salaries for our instructors as well as for supplies. Call 281-425-6311. Refunds require between three to four weeks for processing depending on how you paid for the registration. Keep your receipt for any book purchased. Refunds will be given for books (with no markings made in them) returned before a class begins. If a class is cancelled, a refund for the book will be given only one week following the cancellation.

## Certificates

Certificates will be given to students completing the course requirements in all CE classes. Certificates will be given at the last class meeting. Those unable to get the certificate at that time can pick it up at the CE registration desk before the semester ends.

## Student Records and Right to Privacy

Students right to privacy is assured in part by federal law. The Family Education Rights and Privacy Act of 1974 (FERPA) and its amendments specify the types of student information which can be released to the public without the student's expressed consent and specifies the persons and agencies who may receive other information regarding students.

The student information which, according to FERPA, a college may release to the public without students' permission is referred to as "directory information." The information included in the FERPA definition of directory information is listed below.

## Directory Information

1. Name
2. Address
3. Telephone
4. Date and place of birth
5. Degree(s) earned and date
6. Major and field of study
7. Academic classification
8. Dates of attendance
9. Number of semesters hours in progress and attained to date
10. Previous high school and college attended
11. Weight and height of members of athletics team

Students may request that the College withhold their directory information from the general public. To do so students must file a request with the Continuing Education Office during the first three days of class.

## Student Records and Transcripts

Student records for Continuing Education Programs are maintained in the Continuing Education Office. Transcripts for Continuing Education classes taken are provided at NO CHARGE. Students should contact the Continuing Education Office to request a transcript. Transcripts will not be issued to any student who has a hold on his/her records (either credit or continuing education records) until the hold has been removed.

## Parking

To park on campus, you need a parking permit. Continuing Education students may park in parking spaces that are NOT reserved parking. Instructors will have permits at the first class or you may pick one up in the CE office. Place the parking permit on the dash of your car, so it can be seen through the windshield.

## What is a CEU?

In compliance with guidelines from the Southern Association of Colleges and Schools, Lee College awards Continuing Education Units (CEUs) to persons successfully completing eligible noncredit classes sponsored by Lee College. A CEU is officially defined as "10 contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction and qualified instruction." The CEU should not be interpreted as a substitute for college credit; it is merely a means of recording and accounting for certain continuing education activities. There can be no retroactive conversion of past course completions into CEUs.

## Disclaimer

This schedule has been carefully prepared to assure that all information is as accurate and as complete as possible; however, the College reserves the right to make changes which may result in deviations from the information in the schedule content.

### Space Available Classes

Space available classes are academic/credit classes in which Continuing Education students may enroll. Enrollment into these classes is limited and is on a space available basis. Students are expected to do all the required work, take exams and receive a grade of either Pass or Fail. NO college credit hours are earned. Space Available classes start at the same time as the credit class is scheduled to begin. **Students taking these classes through Continuing Education usually miss the first and/or second class because they are not allowed to register for classes until all academic/credit students have registered.** With instructor's approval, students can register for the class. For more information on credit classes taken for credit, call 281-425-6384.

The Continuing Education Department will call students only if there are openings in the particular class they are interested in. At that time, the student can register for the class. For more information on credit classes taken for credit call 281-425-6384.

### Financial Aid Information

Financial Aid via TPEG is available for qualified applicants. Deadline to submit TPEG applications is listed for each program. Students must submit TPEG application and all required documents before or on deadline to ensure the application will be processed before the program start date. If the application is turned in after the deadline we can not guarantee that your application will be processed. All required documentation must be completed and turned in before your application will be processed. Not completing the application in it's entirety will delay the application process. It is the student's responsibility to make sure all information is accurate and completed. The application process takes about two weeks.

TPEG only pays 40% of the course fees and it is the student's responsibility to pay for the remaining amount. (For example if the program cost \$100 TPEG will only pay \$40 and the student must pay the remaining balance of \$60.) Students are able to pay the remaining balance in full through Installment Plans. The first installment payment is due at the time of registration. Financial aid for credit classes cannot be used to pay for any Continuing Education programs. If a student does not qualify for TPEG, he/she is still eligible to pay through Installment Plans. **Installment plans** require 50% of the program fees, textbook cost, and a \$20 installment charge at the time of registration. A late fee will be assessed for each late installment payment.

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### Equal Education Opportunity Statement

Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status in its educational programs, activities, or employment. Limited English proficiency is not a barrier for admission to the College. For information regarding student rights or grievance procedures, contact the office of the Dean of Student Development and Institutional Planning, Lee College, P.O. Box 818, Baytown, Texas, 77522-0818, telephone (281) 425-6400. Lee College is located at the corner of Texas Avenue and Lee Drive.

### Declaración De Igual Oportunidad Educativa

Lee College no discrimina en sus programas educativos, actividades, o empleo a causa de género, incapacidad, raza, color, edad, religión, origen nacional, oi estado veterano. Inglés limitado no impide admisión al colegio. Para información acerca de los derechos de los estudiantes o del procedimiento de quejas, póngase en contacto con la oficina del Decano del Desarrollo Estudiantil y Planificación Institucional, Lee College, Apartado Postal 818, Baytown, Texas 77522-0818, teléfono 281-425-6400. Lee College está situado en la esquina de las calles Texas y Lee.