

Academic Advising Syllabus

Office: Advising/Counseling Center, Rundell Hall-Student Success Center **Phone:** 281.425.6384
Lee College
P.O. Box 818
Baytown, Texas 77522-0818

Office Hours:		Advising Hours:	
Monday & Tuesday:	7:30 a.m. - 7:30 p.m.	Monday & Tuesday:	8 a.m. - 7 p.m.
Wednesday:	7:30 a.m. - 5 p.m.	Wednesday:	8 a.m. - 4:30 p.m.
Thursday:	9 a.m. - 5 p.m.	Thursday:	9 a.m. - 5 p.m.
Friday:	7:30 a.m. - 12:30 p.m.	Friday:	8 a.m. - 12:30 p.m.

CHECK IN TIMES FOR STUDENTS MAY END PRIOR TO THE COUNSELING CENTER CLOSING TIME—THIS VARIES ACCORDING TO HOW MANY STUDENTS ARE IN LINE TO SEE AN ADVISOR/COUNSELOR

Email: counselor@lee.edu (Please be detailed with your question and include all relevant information, including your name, student ID, and anything else the advisor/counselor will need to help you)

Website: <http://www.lee.edu/counseling/>

Mission Statements:

Lee College

The primary purpose of Lee College is to provide quality instruction for its students. Through a variety of programs and services, Lee College prepares students for success in higher education or employment. Lee College also provides a broad-based program of extension courses, adult education, continuing education, and community service.

Advising/Counseling Center

The Lee College Counseling Center is committed to and takes as its guiding principle the Lee College Mission Statement. The Counseling Center provides quality advising and a variety of services to meet the ever-changing needs of students and is committed to student success by making sure that students understand the importance of their education.

About Academic Advising

We strive to convey the purpose of the College, give appropriate and accurate information, help students realize their short- and long-term goals, and graduate with a certificate and/or degree. Academic advising will provide answers to students' questions—including anticipated questions students may not know to ask. Advisors and counselors are strong student advocates and act as a liaison between faculty, students and the entire college experience.

Goals of Academic Advising

- To match each student's educational goal with programs and services at Lee College and complete the requirements for graduation or to successfully transfer. Students will understand the purpose of higher education and how it may differ from their secondary experiences.
- To assist the student in understanding responsibilities pertaining to registration, course offerings, educational opportunities, degree programs, graduation requirements, education regulations and policies, as well as administrative procedures.
- To help students recognize their responsibilities related to short-term and long-term goal planning including active participation in achieving academic and career goals and developing the skills and resources necessary to obtain these goals.
- To understand and follow college policies and procedures as published in the current college catalog, including important college deadlines.

Expectations – Your Advising Team & You

What you can expect from your Advising Team

- Foster open communication, confidence and trust.
- Clearly articulate Lee College requirements and assist students in understanding policies and procedures.
- Be knowledgeable of a wide variety of college and community resources. Counselors/advisors match these resources to meet the diverse needs of our students.
- Provide career counseling and/or exploration information to students who may be undecided about their course of study.
- Be familiar with curricula, course offerings, and graduation requirements. Counselors and Advisors are also familiar with other colleges and universities and resources to help students successfully transfer.

What your Advising Team expects of you

- Be knowledgeable about and follow all policies and procedures outlined in the Lee College Catalog (www.lee.edu/catalog).
- Become familiar with the program of study for his/her degree or certificate
- Seek assistance from an Advisor/Counselor when appropriate.
- Meet all requirements for completion.
- Know your Academic Advisor/Counselor (see CASELOADS BY MAJOR below).

Prep Yourself for Success, Graduation, and Transfer!

What You Should Be Doing – and When – as You Progress Towards Your Educational Goal

Accepted & Returning Students

After completing your Lee College application and before the first day of class you should...

Student Prep Steps	You Need To...	For More Information...
Find and Explore: Academic records Campus e-mail account	<ul style="list-style-type: none"> <input type="checkbox"/> Submit official HS transcript or GED <input type="checkbox"/> Submit official college transcripts (if applicable) <input type="checkbox"/> Submit any SAT/ACT/TSIA/AP scores (if applicable) <input type="checkbox"/> Submit Bacterial Meningitis vaccine documentation (if applicable) 	<p>http://www.lee.edu/apply-now/</p> <p>http://www.lee.edu/admissions/meningitis-vaccine-requirement/</p> <p>http://www.lee.edu/logins/</p>
Locate and understand your degree plan and/or transfer goals and related information.	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with advisor/counselor to determine need for testing <input type="checkbox"/> Complete the Pre-Assessment Activity (if applicable) <input type="checkbox"/> Complete testing, if necessary <input type="checkbox"/> Meet with advisor/counselor for degree planning and orientation preparation (FTIC only). <input type="checkbox"/> Sign-up for and attend New Student Orientation (FTIC only) 	<p>http://www.lee.edu/testing/tsi/</p> <p>http://www.lee.edu/counseling/paa/</p> <p>http://www.lee.edu/counseling/new-student-orientation/</p>
Learn about your responsibilities as a student and college policies and procedures	<ul style="list-style-type: none"> <input type="checkbox"/> Register for classes and arrange payment/financial aid. <input type="checkbox"/> Review Lee College Catalog <input type="checkbox"/> Consider and plan for child care, transportation, and study time. 	<p>http://www.lee.edu/businessoffice/automatic-payment-plan/</p> <p>http://www.lee.edu/catalog/</p> <p>http://www.lee.edu/businessoffice/calculate-cost/</p>
Understand the financial aid process and/or payment plan options and how it impacts your registration and payment of classes. Aid must be awarded prior to payment deadlines.	<ul style="list-style-type: none"> <input type="checkbox"/> Apply EARLY for federal and state financial aid and/or scholarships; provide any follow up information necessary for processing and awarding. This process needs to be repeated annually. 	<p>http://www.fafsa.ed.gov</p> <p>http://www.lee.edu/foundation/scholarships-for-students/</p>

As You Proceed Through Your First (or Returning) Semester You Should...

Student Prep Steps	You Need To...	For More Information...
<p>Become informed on:</p> <ul style="list-style-type: none"> • campus policies & procedures • important dates & deadlines • Refund policy • Financial Aid <ul style="list-style-type: none"> • Dates/Deadlines • Policies 	<ul style="list-style-type: none"> <input type="checkbox"/> Visit the Lee College website to view the Catalog and policies and procedures. <input type="checkbox"/> Make an appointment with your Counselor/Advisor. <input type="checkbox"/> Begin making a tentative academic plan and register online for your next semester. <input type="checkbox"/> Explore Career Cruising for additional career exploration based on interest, values and skills. <input type="checkbox"/> Visit the Financial Aid website to review policies and application deadlines, visit their office to address any questions you may have 	<p>http://www.lee.edu/catalog/</p> <p>www.careercruising.com login: LEECOLLEGE password: BAYTOWN</p> <p>http://www.lee.edu/financialaid</p>
<p>Become familiar with FREE academic support resources</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Utilize the Math, Writing Labs for additional support. <input type="checkbox"/> Familiarize yourself with library resources <input type="checkbox"/> Attend free academic workshops sponsored by the Counseling Center 	<p>http://www.lee.edu/counseling/math-pathways/lab/</p> <p>http://www.lee.edu/writing/</p> <p>http://www.lee.edu/library/</p> <p>http://www.lee.edu/counseling/</p>
<p>Re-evaluate your:</p> <ul style="list-style-type: none"> • area of concentration and its congruence with career and life goals • work/life/class balance 	<ul style="list-style-type: none"> <input type="checkbox"/> Review your degree plan and Course Planning Guide <input type="checkbox"/> Make a list of questions about your degree plan and/or transfer <input type="checkbox"/> Connect with your faculty advisor and discuss your academic/career goals and opportunities <input type="checkbox"/> Make a list of current and upcoming commitments <input type="checkbox"/> Meet with your advisor for your Mandatory First Semester Advisement session (FTICs only) 	<p>www.careercruising.com login: LEECOLLEGE password: BAYTOWN</p> <p>Your Faculty Advisor: _____</p> <p>Contact Information: _____</p> <hr/> <p>Your Academic Advisor: _____</p> <p>Appointment Date & Time: _____</p>

As You Are Approaching 30 Semester Credit Hours (SCH) You Should...

Student Prep Steps	You Need To...	For More Information...
Review graduation degree checklist to make sure you are on track with graduating.	<input type="checkbox"/> If you have not done so already, fill out a graduation degree checklist form in the Admissions Office.	http://www.lee.edu/admissions/files/2012/02/graduationchecklist.pdf
Be sure that all official college transcripts are submitted to the Admissions office.	<input type="checkbox"/> Complete a transcript evaluation form to Admissions to have your classes transferred to Lee College.	http://www.lee.edu/admissions/transfer-of-credit/
Prepare for Transfer: <ul style="list-style-type: none"> • Admission Deadlines • Open Houses Dates • Recommendation Letters • Scholarship/Financial Aid Priority & Final Deadlines Re-evaluate work/life/class balance	<input type="checkbox"/> Make an appointment with a Counselor or Advisor to ensure you are following your degree plan.	
Get active-LEE involved in campus activities, student employment, and/or club sports	<input type="checkbox"/> Visit the Lee College website or meet Mr. Mike Spletter, located in the Student Center or via email msplette@lee.edu , to find out more information about student activities and/or clubs on campus.	http://www.lee.edu/groups/

As You Are Approaching 45 Semester Credit Hours (SCH) You Should...

Student Prep Steps	You Need To...	For More Information...
<p>Create a Transition To-Do List of goals and tasks needed to successfully transfer, enter the workforce, or both.</p>	<p><u>EMPLOYMENT</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Visit our Student Career and Employment Office for more information about employment opportunities. 	<p>http://www.lee.edu/hirearebel/</p>
	<p><u>GRADUATION</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Visit our Admissions Office or their website to obtain more information. 	<p>http://www.lee.edu/admissions/applying-for-graduation/</p>
	<p><u>TRANSFER</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify which colleges/universities you will seek admission to and research programs and admissions policies. 	<p>http://www.lee.edu/counseling/transferring-to-a-university/</p>

As You Are Approaching 60 Semester Credit Hours (SCH) You Should...

Student Prep Steps	You Need To...	For More Information...
<p>Review and begin completing tasks on your Transition To Do Lists</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Visit the admissions office by April 1st for spring graduation, August 1st for summer graduation, or Nov. 1st for fall graduation. 	<p>http://www.lee.edu/admissions/applying-for-graduation/</p>
	<ul style="list-style-type: none"> <input type="checkbox"/> If transferring, request a transcript to be sent to your transfer institution. 	<p>http://www.lee.edu/admissions/transcripts/</p>
	<ul style="list-style-type: none"> <input type="checkbox"/> If going into the workforce, visit our Student Career and Employment Office for assistance in career search, information about employment opportunities 	<p>http://www.lee.edu/hirearebel/</p>

Important Academic Policies

Six-Drop Policy: The Texas Legislature passed a law designed to limit the total number of course drops to six for undergraduate students at state public institutions of higher education. This legislation affects only students entering any Texas public college Fall 2007 or later. Students who have attended any college prior to Fall 2007 are generally not affected. An appeal process is available for students. For more information on the appeal process please contact your advisor/counselor. (<http://www.lee.edu/lc-main/catalog/pdf/2013-14/admission.pdf> - Page 25)

Three-Peat Rule: Lee College applies a tuition surcharge when students repeat a class for the third or greater time (since Fall 2002). This action was taken because the state legislation eliminated the funding match the College previously received for these enrollments. The surcharge is assessed at the non-resident tuition rate (\$85 per credit hour) in addition to the regular tuition rate based on the student's residency.

GPA Calculation

Grades and Grade Points

Grades awarded in credit classes at Lee College, their grade point value, and their meanings are set forth below.

Grade	Grade Point Value/SCH	Interpretations
A	4	Excellent
B	3	Good
C	2	Average or Fair
D	1	Poor (barely passing)
F	0	Failure
P		Passing
I		Incomplete
NC		Non-Credit
W1		Student Initiated Drop
W2		Instructor Initiated Drop (Drop during drop period)
W3		Administrative Withdrawal
W4		Student Withdrawal
W5		Withdrawal (lapsed incomplete)

Grade Point Average (GPA)

Grade Point Average (GPAs) are determined by dividing each student's total number of grade points by their total number of SCHs attempted. Grade points are determined by the grade awarded in a course and the value of that grade in terms of Grade Points and the number of Semester Credit Hours (SCH) associated with the course. The example demonstrates how the GPA is calculated. Grade Points are not awarded in developmental courses (e.g., MATH 310 and READ 302) and grades earned in these courses (whether letter grades or number grades) are not included in the computation of GPAs. Transfer hours will be used to determine the number of hours attempted but will not be included in the computation of students' cumulative GPAs.

Course	Grade	SCHs	x	GPVs	= GPs
BIOL 1406	B	4	x	3	= 12
ENGL 1302	A	3	x	4	= 12
KINE 1101	A	1	x	4	= 4
READ 302	0	0	x	0	= 0
HIST 1301	Withdrawal	W	x	0	= 0
Totals		8 (Total SCHs attempted)			28 (Total Grade Points)

$$\text{GPA} = 28 (\text{Total Grade Points}) / 8 (\text{Total SCHs attempted}) = 3.5$$

Grades for Repeated Courses

When a student repeats a course, the total attempted SCH remains unchanged and the grade earned in the second attempt is used in the computation of the GPA. The original grade will remain on the student's permanent record. Students who withdraw from a course during a repeat attempt do not lose the original grade or credit from the first attempt.

If you're planning on obtaining a bachelor's degree at a Texas public university, you should be aware of the following:

Enrollment Cap for Texas Residents: Texas resident undergraduate students who enrolled in Fall 1999 or later may be charged a premium tuition rate after they have **attempted 30 or more semester credit hours** in excess of their minimum hours required for their degree or 120 semester credit hours. Further details can be found online at <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm#54.014> and <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm#61.0595>.

GPA calculation policies for transfer admissions vary from university to university. It's important to read up on how GPA is calculated for transfer admission at institutions that you are interested in attending. This information can, typically, be found on university's admissions section of their website.

CASELOADS BY MAJOR

A/C REP	MAJORS BY DIVISON	DIV. SEC.
	ALLIED HEALTH (DIV. CHAIR - HOWARD BUSHART)	
TUAN tunguyen@Lee.Edu	TRANS ALLIED HEALTH (TAH4)	IVORY JOHNBAPTISTE ijohnbap@lee.edu
	ADN-GENERIC (AD2)	
	ADN-TRANSITIONAL (TN2)	
	VOCATIONAL NURSE (VN1)	
	HEALTH INFO TECH (MR2/MR1)	
	CODING (CD1)	AFTON DICKSON adickson@lee.edu
ROSEMARY rcoffman@lee.edu	SUBSTANCE ABUSE PREV. (SAP1)	
	ALC/DRUG ABUSE COUNS (CA2/CA1)	
	BUSINESS (DIV. CHAIR - DAVID JAROSZEWSKI)	
KASSANDRA kflores@lee.edu	BUSINESS ADMIN (B3)	DEANNA SOUTHALL dsouthall@lee.edu
	CRIMINAL JUSTICES (CJ3/CJ4)	
	LAW ENFORCEMENT (LE2/LE1)	
	BUSINESS (BU1)	
	MANAGEMENT (MN2/MN1)	
	MARKETING (MK1)	
	ACCOUNTING TECH (AT2/AT1)	
	PROF. ADMIN. TECH (OT2)	
	PARALEGAL STUDIES (PA2/PA1)	
	SUPERVISION (SU1)	
	ADVANCED ACCT. TECH (TA1)	
	INTERNATIONAL BUSINESS (IB1)	
	ADMIN SPEC I (OA1)	
	ADMIN SPEC II (AA1)	
	ADMIN SPEC III (O21)	
	ENTREPRENEURSHIP (BE1)	
	LOG & SUPPLY CHAIN MGMT (LOG 2/LOG 1)	
	COSMETOLOGY (CO1)	
	COSMETOLOGY INSTRUCTOR (CI2)	
	COSMETOLOGY STUDENT INST. (SI1)	
CADD TECHNOLOGY (DT2/DS1/TP1)		
PROCESS PIPING DESIGN (PPD2/PPD1/PIED1)		
MECHANICAL ENGINEERING TECH (MET2/MET1)		
ARCH. CONSTRUCTION & BLDG. MGMT. (CMT1)		
	COMPUTER TECHNOLOGY (DIV. CHAIR - CHUCK GANZE)	
SARAH T.	COMPUTER SCIENCE (CS3)	AFTON DICKSON adickson@lee.edu
ANA avaladez@lee.edu	COMPUTER MAINTENANCE (MT2/MT1)	
	GAME DEVELOPMENT (GADS2/GAS1/GAD1)	
	DIGITAL MEDIA (DM2/DM1/DME1)	
	COMPUTER & NETWORK MAINT. TECH (CNET2)	

ANA avaladez@lee.edu	NETWORK MAINT. (NET1)	AFTON DICKSON adickson@lee.edu
	PERSONAL COMP. SUPP. SPEC. (PC2/PCSS1/PCS1)	
	COMPUTER & GRAPHICS TECH (CGT2/CGT1)	
	E-BUSINESS WEB DEVELOPMENT (EB2/EB1/EBW1)	
KINESIOLOGY, HEALTH & WELLNESS (DIV. CHAIR - GRAEME COX)		
KARLA kswift@lee.edu	KINESIOLOGY - HEALTH (KH3/KIH4)	MOLLIE SANTANA msantana@lee.edu
	KINESIOLOGY - PHYSICAL FITNESS (KI3/KIF4)	
	KINESIOLOGY - PE (KIP4)	
	KINESIOLOGY - RECREATION (KR3)	
MATH, ENGINEERING, NAT/PHYS SCIENCES (DIV. CHAIR - JIM DOBBERSTINE)		
SARAH T. stidwell@lee.edu	NATURAL SCIENCE (SC3)	LEIGH GARCIA lgarcia@lee.edu
	BIOLOGY (BI3)	
	CHEMISTRY (CH3)	
	ENVIRONMENTAL SCIENCE (EV3)	
	MATHEMATICS (MAT3)	
	PHYSICS (PS3)	
	GEOLOGY (GY3)	
	PRE-ENGINEERING (EGR3)	
MATH/PHYSICS/PRE-ENGINEERING (MA3/ME3)		
PROCESS TECHNOLOGY (DIV. CHAIR - CHUCK THOMAS)		
MARYLOU mortuvia@lee.edu	PROCESS TECHNOLOGY (PT2/PT1)	IRIS GONZALEZ irgonzalez@lee.edu
	SAFETY MANAGEMENT (SM2/SM1)	
	MANUFACTURING ENGIN. TECH (MAET2/MAET1)	
SPEECH, LANGUAGES AND TEACHER EDUCATION (DIV. CHAIR - RAY WHITLOW)		
ANA avaladez@lee.edu	SPEECH COMMUNICATIONS (SPC4)	MOLLIE SANTANA msantana@lee.edu
	SPANISH (SP4)	
	TEACHING - EC-6; GENERALIST (ED15)	
	TEACHING - EC-6; SP.ED./ESOL/BILINGUAL (ED25)	
	TEACHING - 4-8; GENERALIST (ED35)	
	TEACHING - 8-12 (ED45)	
CHILD DEVELOPMENT (EDCD2/EDCDM1)		
TECHNICAL STUDIES (DIV. CHAIR - JIM RICHARDSON)		
Diana Terry dterry@lee.edu	INSTRUMENTATION TECH (IR2/IR1)	PHOEBE MEGUESS pmeguess@lee.edu
	INDUSTRIAL INSTRUMENTATION (IF1)	
	ELECTRICAL, INSTRUMENT & ANALYTIC (EIA1)	
	ANALYTICAL INSTRUMENTATION (ATI1)	
	ELECTRICAL TECH (IE2/IE1)	
	ELECTRICAL CONSTRUCTION (EC1)	
	ELECTRICAL WIRING INSTALLATION (EW1)	

	INDUSTRIAL STUDIES (DIV. CHAIR - ROD HELLYER)	
Diana Terry dterry@lee.edu	WELDING TECH (WE2/WE1)	BRIGITTE FIXMER bfixmer@lee.edu
	WELDING INSPECTION TECH (WI1)	
	INDUSTRIAL SYS MILLWRIGHT (MW1)	
	PIPEFITTING TECH (PF2/PF1)/PIPEFIT HELPER (PH1)	
	INDUSTRIAL SYSTEM TECH (IS2)	
	INDUSTRIAL SYS/MACH SHOP-MACHINIST (MC1)	
	VISUAL PERFORMING ARTS (DIV. CHAIR - PAUL LUCKE)	
ANA avaladez@lee.edu	CREATIVE ARTS (CR4)	DONNA DEHOYOS ddehoyos@lee.edu
	AUDIO ENGINEERING TECH (AET2/AET1)	
	AUDIO RECORDING (CM3)	
	MUSIC (MU4)/CHURCH MUSIC (CHM4)	
	ARCHITECTURE (AR4)	
	VISUAL ARTS (VA4)/VISUAL ARTS - IMAGING (VI4)	
	DRAMA (DR4)	
	MUSIC STUDIO PRODUCTION (MSP1)	
SOUND REINFORCEMENT TECH (SRT1)		
	SOCIAL BEHAVIORAL SCIENCE (DIV. CHAIR - CASSANDRA COOKSON)	
ANA avaladez@lee.edu	SOCIAL SCIENCE (SS4)	MARIAN STEIN mstein@lee.edu
	SOCIAL WORK (SW4)	
	ENGLISH & HUMANITIES (DIV. CHAIR - JEFFREY CLAYTON)	
DANA dwoods@lee.edu	ENGLISH (EN4)	SUSAN KEITH skeith@lee.edu
	HUMANITIES (HU4)	
	LITERATURE (LI4)	
	LIBERAL ARTS-AMER. STUD (LA4H)	
KARLA	MEXICAN AMERICAN STUDIES (MAS4)	
	GENERAL STUDIES (GS4)	
TYRONE tysmith@lee.edu	TRANSFER (TR3)	SHARON SAMPSON ssampson@lee.edu
	UNDECIDED (UN2)/PERSONAL ENRICHMENT (PE1)	
	ADDITIONAL ASSIGNED CASELOADS	
DANA	DEVELOPMENTAL EDUCATION/VOLLEYBALL	SHARON SAMPSON ssampson@lee.edu
SARAH T.	ONLINE /HONORS	
K-LEIGH	DISABILITY SERVICES	
EHAB	VETERANS	
KARLA/MARISSA	EARLY COLLEGE HIGH SCHOOL	
MARISSA	LEAD COUNSELOR/BASKETBALL	