

# Online Registration Instructions

Online registration is available to current students who have been enrolled during the previous 12 months and/or first time students who have completed the admissions process.



## Simple Steps to Register Online



### STEP 1

Go to the Lee College home page at [www.lee.edu](http://www.lee.edu). Have your User ID and password handy. Click on "Web Logins" on the top navigation bar.

Assistance for online registration is available in the Bell Suite in Moler Hall while online registration is in effect.

### STEP 2

Click on the iCampus login icon and enter your User ID and Password. If you have not received or have forgotten your Login ID and Password, click on the links "Find Password" or "Forgotten Password" for assistance.

If you request login assistance, complete the information and click "Submit." Your request will be answered within 24 hours.

### STEP 3

After logging into iCampus, click on "Academics." Under Academics, click on "Enroll in a Class." Select the Term/Semester you wish to register in by clicking on the term name (e.g. "Spring 2008") or "Select a Different Term."

### STEP 4

There are 6 rows to enter up to 6 classes. Starting with the first row, type in the registration number of the class. The registration number can be found in the far left column of the printed class schedule.

After entering a registration number, push the "Tab" key. A confirmation of the class will appear on the same line.

### STEP 5

To enter a second class, click in the next empty text box. After you have entered all of the registration numbers for the classes for which you wish to register, click on the "Submit" button.

A confirmation page will appear notifying you of the status of each of classes. If an error is found, click on the "Errors Found" link to see why your registration request was not accepted.

### STEP 6

If you have errors, click the "Email Registration Help" link. Otherwise, return to the main page and calculate your tuition (instructions below).

## Tuition Summary

### STEP 1

After logging into iCampus, click on "Finances." Then click on "Account Summary." Select the term/semester of the tuition you wish to view by clicking on the term name (e.g. "Spring 2008").

### STEP 2

After logging into iCampus, click on "Finances." Then click on "view my Financial Aid." Select the aid year you wish to view by clicking on the term name (e.g. "2008").

