

# New Student Enrollment Instructions



## Simple Steps to Admission



### STEP 1

#### Complete an Admissions Application

New students and returning students who were not enrolled during the past year must complete an admissions application and provide proof of residency information.

An admissions application may be completed at [www.applytexas.org](http://www.applytexas.org) or in person at the Office of Admission & Records in Moler Hall.

### STEP 2

#### Apply for Financial Aid

Fill out the required Free Application for Federal Student Aid (FAFSA) available at [www.lee.edu](http://www.lee.edu).

Students interested in applying for Lee College Foundation scholarships must fill out a separate application. Students should ask for an application packet which is available at the Financial Aid Office or the Counseling Center. Additional Financial Aid opportunities can be found at [www.lee.edu/financialaid](http://www.lee.edu/financialaid).

### STEP 3

#### Obtain Transcripts

Have official transcripts from high school and any other colleges sent to Lee College.

Official transcripts or General Education Development (GED) certificates must be on file with the Office of Admissions & Records no later than mid-term of the first semester of enrollment. Official transcripts that are not received may cause a delay or interruption in registering the following semester.

### STEP 4

#### Obtain an Advising Worksheet and see a Counselor or Advisor

Professional counselors and academic advisors are available to students in the Counseling Center, located in Moler Hall.

A variety of services from academic advising and career counseling to special services for students with disabilities and veteran's affairs are provided. Students are welcome anytime; however, students can make an appointment by calling 281-425-6384 or 800-621-8724.

### STEP 5

#### Complete Required Testing

Prospective college students must demonstrate their skill levels in reading, writing, and math through standardized tests.

Test scores are not used to grant or deny admission to Lee College, but to place students in the appropriate class level.

Information is available in the Counseling Center in Moler Hall.

### STEP 6

#### Register for Classes, Pay Tuition & Fees, and Purchase Books

See How to Register on page 6.

Books are available in the Bookstore in Moler Hall or online at [www.leecollegebooks.com](http://www.leecollegebooks.com).

***\*Watch for news on the availability of Online Applications!***

## Schedule Worksheet

*Plan your schedule before you register!*

Registration #	Course	Days	Time	Location	Instructor