

Enrollment Steps

Steps for Registration

Step 1:

The student meets with the high school counselor to decide which college class(es) are appropriate. The student and counselor will complete a Course Request Form. The student is responsible for getting their parent's signature on the Course Request Form.

Step 2:

Students who have never taken Dual Credit or have not taken a class in over a year will need to complete an application for Lee College at applytexas.org.

Step 3:

Once an application is complete, Lee College will issue a student ID number, which will be emailed to the email address used on the Apply Texas application. Students may use their Lee College ID number to complete the [Pre-Assessment Activity](#) (PAA). The Application and the Pre- Assessment Activity must be completed before testing.

Step 4:

Lee College will test students for college readiness using the TSIA2 (Texas Success Initiative Assessment). This test consists of two sections, reading/writing, and math.

- Results are available immediately after testing.
- Students who meet the course prerequisite will proceed to Step 5.
- Students who do not meet the prerequisites must retest at Lee College. Retest costs are \$15 per section. Contact Lee College Testing Center at 281.425.6842 or 281.425.6262 for additional information. To make an appointment, register at www.registerblast.com/lee.

Step 5:

All of the following must be submitted to the Lee College Admissions/Records Office:

- Official High School Transcript (only if using SAT or ACT scores to be TSIA2 exempted)
- FERPA Release Form, complete with student, parent, and school official signatures
- Proof of Meningitis Vaccination (if taking classes on the Lee College campus/ McNair Campus/Liberty Center Campus)

Step 6:

Once Steps 1 through 5 are completed, the Dual Credit Office will handle registration of students.

Step 7:

Payment online — Students who do not pay by the payment deadline will be dropped from the class.

Students should log into their myLC account to make payment in full or to set up a payment plan. Payment plans can only be made online. The Business Office will only accept payment for the full fee amount.

No phone payments are allowed.

Step 8:

Purchase textbooks — Students are responsible for obtaining their required course materials for all enrolled courses. You can check the syllabus for your class or review the details in the class schedule.

Step 9:

Students must complete the mandatory online portion of Lee College [New Student Orientation](#). Follow the instructions for Dual Credit Students.

Students must meet the Dual Credit eligibility requirements as outlined by the Texas Higher Education Coordinating Board and the Lee College Dual Credit guidelines to participate in the Dual Credit Program. Return all completed and signed forms to the Dual Credit Office according to specified deadlines. Students cannot be tested and registered until the admissions process and pre-assessment activity is completed. Lee College is required to have all admission requirements on file for all Dual Credit students in order to comply with The Texas Higher Education Coordinating Board's audit process.

Financial Aid & Scholarships

High school dual credit students may be eligible for the Financial Aid for Swift Transfer (FAST) program. Students are “eligible students” under the FAST program if they: are enrolled in an eligible dual credit course at a public-school district or charter school (i.e., eligible for Foundation School Program funding); and are taking a course offered through an institutional agreement, as outlined in [TAC, Section 4.84](#), from an institution of higher education that has opted to participate in FAST; and were qualified for free/reduced-price lunch in any of the four school years prior to the academic year in which they enroll in the dual credit course. Check with your high school counselor to verify eligibility.

High school dual credit students are not eligible for federal aid, but they may apply for state funds through Texas Application for State Financial Aid (TASFA). Applications are available on the [Financial Aid Forms](#) page.

Dual credit students may apply for scholarships through the [Lee College Foundation](#).

Dual Credit Tuition and Fees

Dual Credit students receive a reduced rate of tuition and fees.

- Tuition for Dual Credit students per semester credit hour will be set according to the Texas Higher Education Coordinating Board FAST tuition rate for that funding year. Schools outside of the Lee College service area must pay full tuition and fees.
- Students taking college-credit-only courses must pay full tuition and fees.

How to Make a Payment or Set-up a Payment Plan

- Log in to [myLC Campus](#)
- Select the Financial Account block from your Student Center home screen

- Select the Make a Payment option and click the green button that says "Continue to make a Payment or Payment Plan." This will take you to the TouchNet website. If you are not redirected, please allow pop-ups and try again.
- From the TouchNet screen, you can set-up a profile, make payments, or set up a payment plan.

Automatic Payment Plan

Students may elect to make installment payments through a credit/debit card or bank account. The following charges may apply:

- \$25 payment plan enrollment fee per semester (non-refundable)
- \$30 fee if the payment is returned

Payment plans are only available online through the student's **myLC Campus** account. The Business Office will **only** accept payment for the full fee amount if making a payment in person. No phone payments are allowed.

Any questions regarding payments and payment plans will be directed to the [Business Office](#).

Additional Information

Registration is handled through the Dual Credit Office once the Dual Credit Request Form is complete. If you delay steps in the registration process, classes may be full, and you might not be allowed to take the course. There is no late registration after the semester has started. Payment must be made **before** the deadline in order to secure courses.

Students must sign the [Student Release of Records \(FERPA Authorization\) Form](#) with Lee College for the parent(s) to have access to information such as grades, college account, and transcripts.

Students are required to use their *myLC Campus* and Blackboard accounts to access billing, grades, and transcript information. It is the student's responsibility to access the systems and be familiar with how to use them.

Each student is assigned a Lee College email address. Lee College email is the official way to communicate with instructors and staff.

[FIND A CAREER](#)
[My Next Move](#)