

# Navigate Your First Year

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## Welcome to Lee College!

Congratulations on your decision to further your education and career goals at Lee College. We are excited and thankful that you selected us as your institution of higher education. As a Navigator, you have embarked on an exciting and rewarding experience at Lee College. Your next steps are detailed below.

### 1. APPLY FOR FINANCIAL AID

- Apply for FAFSA (Free Application for Federal Student Aid) at [www.studentaid.gov](http://www.studentaid.gov) or by contacting the Educational Opportunity Center (EOC) to schedule an appointment. The EOC can be reached at 832.556.4506. **Please be sure to bring the required tax return(s).**
- Apply for TASFA (Texas Application for State Financial Aid) by completing the application and turning it in to the Financial Aid office in Rundell Hall. **Please be sure to bring the required signed tax returns and W-2s from the working parent(s).**

Who should submit a TASFA?

- Non-U.S. Citizen
- Lived in Texas for three (3) years or more (before enrolling in college)
- Graduating high school in Texas (or receiving a certificate of high school equivalency)
- Male students who are registered — or will register — for Selective Service

**All TASFA information submitted to our office is confidential and will not be shared with other agencies.**

[English TASFA application](#) | [Aplicación TASFA en español](#)

If you have any questions regarding your financial aid, don't hesitate to call our office at 281.425.6389, email [finaid@lee.edu](mailto:finaid@lee.edu), or [CHAT online](#).

If you need assistance completing the TASFA and/or FAFSA, contact GRADcafé or call 832.325.0325.

### 2. COMPLETE ADMISSIONS REQUIREMENTS

- High school transcript with graduation date or GED is required (unless you graduated from high school more than five years ago OR you are not a high school graduate/have not completed the GED. Electronically sent transcripts are preferred, but make sure that paper copies are official and remain sealed in their envelope until they are provided to Admissions & Records staff.)
- Official, sealed, or electronically sent copies of all college transcripts are required. (For fastest processing, request transcripts to be sent electronically via EDI format;

paper copies of the transcript must be official and remain sealed in their envelope until they are provided to the Admissions & Records staff.)

- Meningitis: First-time, transferring, or returning students at Lee College may be required to show evidence of vaccination against bacterial meningitis. Vaccination for students less than 22 years of age. The meningitis vaccination is not required if you are only enrolled in online courses.

### 3. COMPLETE TESTING REQUIREMENTS

#### [Determine your testing needs](#)

If you are pursuing an associate degree, or if you are seeking one of the following certificates, you must complete placement exams OR have a valid testing exemption:

- Audio Engineering Technology
- Advanced Accounting Technician
- Electrical, Instrumentation, and Analytical II
- Instrumentation Technology
- Process Technology

To explore possible TSIA2 exemptions, complete the following series of questions:

#### [Determine your testing needs](#)

If your program requires testing and you have no exemptions, the TSIA2 placement exam is required.

- Complete the pre-assessment activity:  
[lee.edu/testing/tsi/preassessment-activity/](http://lee.edu/testing/tsi/preassessment-activity/)
- Schedule the TSIA2 ELAR and/or the TSIA2 MATH exams: [registerblast.com/lee](http://registerblast.com/lee)
- Take your exams on campus

Once you have completed all required testing, or if you are exempt from testing, you will want to meet with your advisor. Please see the next section on this page for details.

### 4. MEET WITH ADVISOR / REGISTER FOR CLASSES

Academic advisors partner with you to develop a path to your goals. An advisor assists you in determining the best pathway for your goals, discusses any testing or placement items required, and completes your first-semester enrollment with you.

- Determine your pathway.
  - # Your pathway represents your dreams and goals. It helps you and your advisor focus on getting you where you want to go.
  - # [Explore and discover your path](#). This will determine your academic advisor.
- Meet with your advisor.
  - # Once you have determined your pathway and testing needs, you can [reach out to your advisor](#) to finalize everything and work on enrollment.

### 5. LEARN ABOUT OUR TEXTBOOK PROGRAM

What is myBooks?

myBooks is the Lee College book program designed to provide students with materials (kits, e-books, and textbooks) on their first day of class.

- Cost of participation  
To take advantage of this option, students must opt to stay in the program. The cost is \$27.50 per semester credit hour. ([Learn more about costs and credit hours.](#))
- Students who opt out are responsible for getting their own materials. ([Learn more about how to opt out.](#))
- myBooks pick-up locations:  
Physical textbooks and Kits — 700 West Texas, Suite 100 ([map](#))
- E-books — Blackboard on the first day of class

For more information about [accessing the materials](#) from the myBooks program, email [myBooks@lee.edu](mailto:myBooks@lee.edu).

## 6. COMPLETE MANDATORY NEW STUDENT ORIENTATION (NSO)

You must complete both parts of the orientation. Contact information: [orientation@lee.edu](mailto:orientation@lee.edu)

**Part A: This online module can be completed from your personal computer, tablet, or phone anytime.** The online module will take about an hour to complete. You must log in to the module with your Lee College ID number to receive credit. [Access the online orientation module.](#)

**Part B: A live orientation that will take place on campus or virtually through WebEx.** After completing the online module (please wait at least 12 hours), you can [register for a live orientation session](#). (Feel free to invite your family to this event.) ***Failure to complete the live orientation will prevent your forthcoming registration.***

## 7. PAY FOR CLASSES

### Apply for Lee College Foundation Scholarships

Scholarships for tuition and textbooks are awarded annually to help students cover educational expenses. Scholarships are available for all students, regardless of their area of study. [See eligibility requirements](#) and/or [apply for a scholarship](#).

### Financial Aid

Federal and state aid is based on the results of your eligibility from the FAFSA submission.

Types of aid are as follows:

- Grant Aid  
This is aid that does not have to be paid back, such as Pell Grants, Supplemental Education Opportunity Grants, and Texas Public Education Grants.
- Self-Help Aid  
This aid is in the form of federal and state work-study. Work-study programs students to work on campus up to 17.5 hours per week at the minimum wage.
- **First Time FREE at Lee**  
Lee College is thrilled to offer a student support plan for fall 2023. If you **have not attended Lee College** since earning your diploma or GED, your first long sem-

ester is free. You can attend with no out-of-pocket cost for tuition, fees, and e-books. *Your costs will be paid by your financial aid and Lee College Foundation scholarships first, with the remainder being covered by Lee College.* Eligible for fall 2023.

## **Business Office**

- Full Payment Online: To pay your full tuition and fees online, log into your myLC Campus account, click the "Financial Account" tile, then click "Make a Payment."
- Payment Plan: To pay your tuition and fees by establishing an automatic payment plan, log into your myLC Campus account, click the "Financial Account" tile, then click "Make a Payment." Please note that a \$25 payment plan fee will be charged. [View payment plan details.](#)
- In Person at Cashier's Office: To complete registration, tuition and fees paid at the cashier must be paid by cash, check (international checks are not accepted), money order, Discover, MasterCard, Visa, or American Express. A valid driver's license of the person signing the check is required ID for checks. There will also be a \$30 fee for all returned checks. International students must pay by cash, money order, or credit card.

## **8. SIGN UP FOR NAVIGATOR ALERTS AND TEXTING**

### **Emergency Notifications**

Lee College has a state-of-the-art notification system. This system is set up to send you vital information: emergency alerts, such as campus closings and weather advisories, etc.

[Sign up for alerts.](#)

### **Text Notifications/Reminders**

Lee College can send you vital information, such as messages regarding registration, financial aid, and payment. These messages are important and critical to your success. If you did not already authorize Lee College and its representatives/agents to send you text messages when you completed your Apply Texas application, you can [sign up at mylccampus.lee.edu/](#) under your Profile tile on the Contact Details tab.

## **9. CONTACT US FOR MORE INFORMATION**

Remember that you are not alone in your journey. Feel free to contact us so we can help you navigate the enrollment steps and provide the necessary information. We are pleased that you are joining the Lee College family!

- [Financial Aid](#)
- [Admissions](#)
- [Advising](#)
- [Testing Center](#)
- [myBooks](#)
- [Business Office](#)
- [New Student Orientation](#)

**GO, NAVIGATORS!**



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