

Lee College Admission & Registration Process

If you have attended classes at Lee College within the calendar year, read “CMEF Registration”

New Lee College Students must do the following:

1. **APPLY FOR ADMISSION ONLINE:** Go to the www.applytexas.org
Make sure to select the CERTIFICATE OPTION:
EC1 (electrical), **IF1** (instrumentation), **MW1** (millwright), **PF1** (pipefitting), or **WE1** (welding).

If you need assistance with the online application, please visit the Student Success and Advising Center located in Rundell Hall (main campus). Rundell Hall offices are open until 7pm on Mondays and Tuesdays, closed at noon on Fridays.

If under 22 years of age, please provide a proof of meningitis vaccination (administered within the five years immediately preceding enrollment). You may either:

- ✓ Email it to admissions@lee.edu, or
- ✓ Fax it to 281-425-6831 along with a photo ID or your Lee College ID, or
- ✓ Bring it to the Admissions Office in person

It takes at least three days for your application to be processed by Lee College. After three days, you should be able to login www.lee.edu (via the student portal named “MyLC Campus”) and see your file (do not register for your classes). Lee College Industrial Office is in charge of your registration.

CMEF Registration

Students who owe copay and are registering for classes at Lee College must complete the following:

- 1.) CMEF Registration Form: Must be signed by your Company’s Authorized Representative.
 - a. If you do not know who the Authorized Rep. is, please call CMEF 281-478-3900.
 - b. Indicate the craft such as Welding, Pipefitting, etc., and Class name (ex: PFPB 1350.F001) and the days of the class (ex: MW, or TTh)
- 2.) Take SIGNED Registration Form, filled in **BLACK INK**, and payment to the CMEF Office (2950 East X Street La Porte, Texas 77571). CMEF accepts payments over the phone.
- 3.) The CMEF employee will collect the form and required payment, and verify the authorized representative’s signature. The CMEF employee will approve with signature at the bottom of the form and forward to the Lee College Industrial Office.

Students who do NOT owe copay: Your Company’s Authorized Representative will email the CMEF Registration Form to craftraining@cmefhouston.org. Please make sure that your CMEF registration form is completely filled out (**black ink**), and all information legible. The CMEF office will forward to Lee College.

The Industrial Studies Office will enroll you upon reception of the CMEF registration form. You will be able to see your schedule in your Lee College file (student login www.lee.edu).