

Transfer and Returning Student Checklist

_____ Contact assigned advisor to schedule advising appointment. Advising for summer/fall begins in early February. Advising for spring begins in early September. An advising appointment is required for each semester before you can register for classes.

_____ Activate your Southeast Key and Portal by going to <http://portal.semo.edu>. Click on “SE Key Activation” under “My Southeast Help.” Your e-mail address will be your Southeast Key followed by @semo.edu. You will use just your Southeast Key and password to log in to your Portal where you can access Registration and check your email.

_____ Meet with advisor to discuss possible courses for upcoming semester. Obtain your alternate pin number and enrollment instruction sheet so that you can register for classes through your Portal. Advising for summer and fall are done in the same appointment.

_____ Pick up copy of *Undergraduate Bulletin* and Schedule of Classes newspaper (available 2-3 weeks prior to the start of registration) in the Registrar’s Office, Academic Hall 129. The *Undergraduate Bulletin* is also available at www.semo.edu/bulletin.

_____ Register for classes on your priority enrollment date, which is determined by the number of hours completed and the first initial of your last name. The priority enrollment table is listed on the front of the newspaper Schedule of Classes and at My Southeast.

Student Identification Card

_____ Student ID’s are made at ID Services, located near the information desk on the 3rd floor of the University Centerp. New transfer students must be enrolled at Southeast to receive a student ID.

Registration of Vehicle and Parking

_____ Department of Public Safety, Dearmont Hall, (573) 651-2215
(For fall admits, parking registration applications are available at Classic My Southeast at www.semo.edu/mysoutheast in July. For spring admits, please contact DPS directly.)

Textbook Services

_____ Kent Library, Basement, (573) 651-2236 (new location as of March 2004)
Textbooks are typically available the week before the start of classes in spring and fall. Refer to the Schedule of Classes newspaper for summer dates.

Student Financial Services – Billing, Financial Aid, and Scholarship Information

_____ Any questions regarding student billings should be addressed to (573) 651-2253 or Academic Hall 123. The scholarship deadline for the majority of the endowed and departmental scholarships is **March 1st**; see www.semo.edu/financing for information.

OTHER OFFICES AND LOCATIONS:

Admissions Office

Academic Hall 259, (573) 651-2255

Residence Life (Housing/M Meal Plans)

Towers, (573) 651-2274

Job Services (Student Employment)

Academic Hall 123, (573) 651-5949

University Center:

Food Court – 3rd floor

ID Services, 3rd floor

Learning Enrichment Center, 3rd floor

Career Linkages, 2nd floor

Southeast Bookstore, 1st floor (basement)