Advising & Enrollment Process for Undergraduate Students

Enrollment for fall 2006 begins April 10, 2006 at 4 a.m. The enrollment process has changed from past semesters so please note the steps below to complete the process. The major change is the addition of the Alternate PIN.

The Alternate PIN is a four-digit code that is used to access the enrollment system and will be given to students by their advisor as part of the advising process. The Alternate PIN will be valid for one semester only and must be used for any enrollment transaction – adding, dropping, changing sections. You will receive a new Alternate PIN prior to spring 2007 enrollment.

To enroll for fall 2006….

1. Contact your faculty/professional advisor for an advising appointment. (If unsure of your advisor’s name, either contact department of major, check online under “Student Advisor Information,” review advisor’s name at bottom of degree audit report or contact the Registrar’s Office).

   If you cannot reach your assigned advisor, contact the department of your major for advising assistance.

2. Obtain Alternate PIN from advisor – The Alternate PIN will be used in the enrollment process to access the registration system on your priority date. Formerly, your advisor would have cleared the advising hold to allow you to enroll. In the new system, the Alternate PIN will be provided by your advisor for you to enter as part of the enrollment process. If you cannot reach your assigned advisor, contact the department of your major for assistance with your Alternate PIN.

3. Review the priority schedule on the web or on the front page of schedule of classes to determine your priority enrollment date. Priority enrollment is based on the number of hours completed and the first two characters of your last name.

4. On your priority date, follow the instructions as noted in the schedule of classes, on the portal, or on the Registrar’s website (http://www2.semo.edu/registrar/enrollmentinformation.htm). You will be required to enter your Alternate PIN as part of the enrollment process. Any subsequent changes to your schedule will require the use of the Alternate PIN.
Enrollment Instructions:

1. Sign in to the portal using your SE Key
2. Choose “Student” Tab
3. Choose “Click here to open My Southeast Self-Service”
4. Click link to access the self-service page
5. Choose “Student and Financial Aid”
6. Choose “Registration”
7. Choose “Registration Status”
   a. Review Holds
   b. Review Permit Overrides – if permit override is listed, note the CRN of course and add to worksheet when in registration
8. Choose “Add or Drop Classes”
9. Select Term from drop down box
10. Enter Alternate PIN received from advisor during advising
11. Once in the enrollment/registration screen, enter CRN/call numbers, complete course search to choose courses and if appropriate, enter CRN from registration override found in “Registration Status” screen
12. “Submit changes” and enrollment is complete unless errors in schedule occur
13. If errors, review and correct as necessary
   a. Co-requisite error – must add the appropriate co-requisite; enter both course CRNs in the worksheet then submit
   b. If closed/controlled, time conflict, etc., choose another course from class search
14. To complete enrollment process, only need to “Submit Changes”