Schedule an advising appointment with your assigned advisor. Summer/Fall advising begins in February and Spring advising begins in September. Advising appointments are required before registering for classes.

Activate your SE Key (first half of SE email) and Portal access.
- Enter “portal.semo.edu” into your preferred internet browser
- Click “Southeast Key Activation/Change Password” under Southeast Help

The Southeast Portal is where students register for courses, check campus email, and access other resources. It is a valuable resource you will want to explore and familiarize yourself with. For questions with the portal, contact the Information Technology Help Desk at 573-651-4357.

Complete your scheduled advising appointment with your assigned advisor. They will discuss possible courses for you to register in and will provide you with registration instructions and your PIN number. A student cannot register in courses without their assigned PIN. (Advising for summer & fall are completed in the same appointment)

Register for courses on your registration date. Priority registration dates are set by the Registrars Office and are based on the number of completed course hours. To identify your registration date go to: http://www.semo.edu/registrar/priority.html

Get your Student ID at Card Services (located on the 2nd Floor of the University Center in the Center for Student Involvement). New transfer students MUST be registered for courses at Southeast to receive a student ID.

Register your vehicle and get your Parking Permit (if applicable) Students enrolling for fall term, prior to July, will receive Parking Info with fall billing and may register their vehicle and apply for a parking permit by stopping by the Department of Public Safety (DPS) – 1401 N. Sprigg St. (in front of Show Me Center). For more information or questions, contact DPS at 573-651-2215. (Spring transfers should contact DPS as indicated above.)

Rent your textbooks at Textbook Services (Kent Library Ground Floor – use the side entrance which faces Dearmont Hall). Textbooks are available the week before courses start in the Fall and Spring. Students MUST have a student ID to pick up textbooks. For more information or questions, contact Textbook Services at 573-651-2236.