Academic Advising Mission Statement
Southeast Missouri State University recognizes that academic advising is a shared responsibility between the student and their advisor. As an institution, we are committed to providing a supportive atmosphere that promotes the educational, career and professional development of the student while helping them to understand options, determine resources and identify alternatives.

Academic Advisor Responsibilities:
• Listen to the needs of students and assist them in meeting their academic goals.
• Be accessible to advisees via appointment, phone and email.
• Provide accurate and consistent information about curriculum including recent changes that may impact students.
• Be able to clarify University and program specific requirements, policies and procedures.
• Educate students on how to use key technologies and where to access information.
• Help students to identify campus resources and make referrals as appropriate.
• Participate in professional development opportunities to become a better advisor.

Student Responsibilities:
• Demonstrate understanding of degree program requirements and the ability to select courses each semester to progress toward fulfillment of their individualized academic plan.
• Engage in academic and career planning taking personal responsibility for decision making related to their academic success
• Schedule an advising appointment in a timely manner, meet with their advisor at least once each semester, and prepare for appointment by: 1) Reviewing Degree Works audit 2) Considering course options 3) Developing questions for their advisor.
• Understand University and program specific academic policies and procedures
• Know how to use key technologies and where to access information.
• Be aware of campus resources and support systems that promote academic success.

First Year Learning Outcomes
1. Know how to contact their academic advisor by appointment, email and/or telephone.
2. Make progress toward clarifying or confirming a major.
3. Be able to locate and use the Academic Calendar and University Bulletin to gain a general understanding of academic policies and procedures.
4. Using DegreeWorks and the Student Portal, be able to select and enroll in courses each semester that demonstrate knowledge of degree program and University Studies requirements.
5. Demonstrate knowledge of campus resources designed to support academic success and know how to access them.
FAQs FREQUENTLY ASKED QUESTIONS

Q: How do I register for classes?
A: Enrolling on the Web:
1. http://portal.semo.edu
2. Sign in to portal using SE Key
3. Choose Student SS Tab
4. Choose Add or Drop Classes
5. Select Term from drop down box
6. Enter Alternate PIN-________ (Obtain from Advisor)

Once in the enrollment/registration screen, enter CRNs or select Class Search to find desired courses (Course Search by subject or Advanced Search to define search)

Q: How do I know what my registration date is?
A: If you are not sure about your priority registration date, you can check the dates online at: www.semo.edu/registrar/priority.htm

Q: How do I determine what my GPA will be?

Q: How do I calculate my semester GPA?

Q: Where do I go to declare a new major or minor?
A: Typically you can visit the department office or the advising center in which the major is housed.

Q: What are Eight-Week Mid-Term Grades?
A: Your professors will be asked to submit your grades during the eighth week of the Fall and Spring semesters.

- You can access your grades on My Southeast after the eighth week.
- If you earned D’s, F’s, or X’s, you will receive a letter from the Dean of Students. You should take the following necessary steps to help ensure your success in the course:
  - Speak with your instructor and advisor
  - Attend Learning Assistance Program Workshops
  - Get a tutor
  - Take advantage of other helpful campus resources

For Additional Information visit our website! www.semo.edu/advising