

Academic Advising Centers

Transfer & Returning Student Checklist



_____ **Schedule an advising appointment** with your assigned advisor using SupportNET's scheduling application: enter "**supportnet.semo.edu**" into your preferred browser, find your advisor within your network and select a time. 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, helpdesk@semo.edu

_____ **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.

www.semo.edu/campuslife/idservices

_____ **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 Parking Services at 573-651-2310. (Spring transfers should contact DPS as indicated above.). www.semo.edu/parking

_____ **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. www.semo.edu/textbookrental

Office of Admissions

Academic Hall 100
573-651-2590

Military & Veteran Services

University Center 302
573-651-2263

Student Financial Services

Academic Hall 019
573-651-2253

Office of Career Services

Academic Hall 057
573-651-2583

Registrars Office

Academic Hall 057
573-651-2250

Student Support Services

University Center 206
573-651-2512

Counseling & Disability Services

573-986-6191

Office of Residence Life

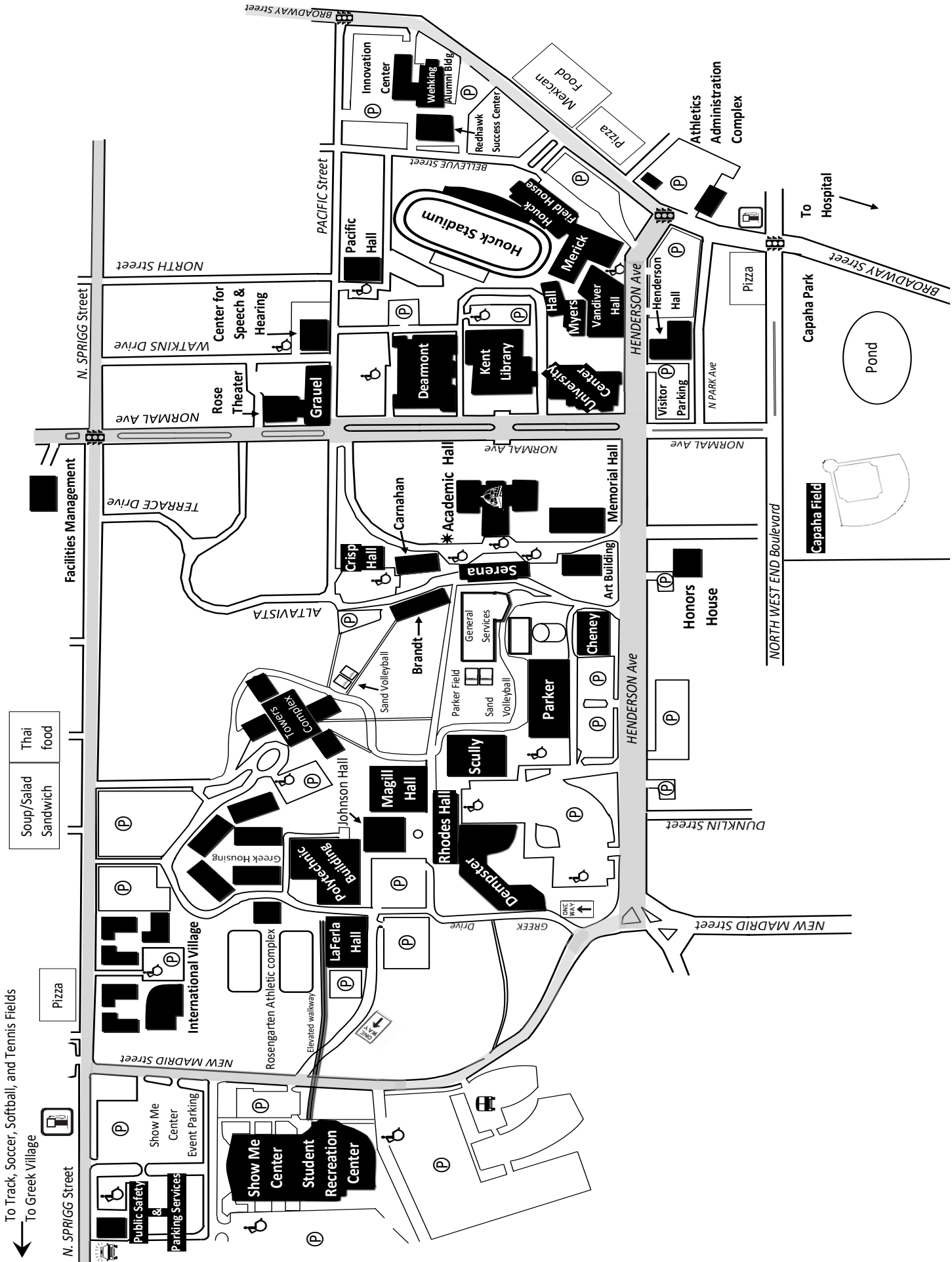
Towers Complex
573-651-2274

Testing Services

Kent Library Room 108
573-651-2836

To Track, Soccer, Softball, and Tennis Fields
To Greek Village

Soup/Salad Sandwich
Thai food



Facilities Management

TERRACE DRIVE

NORMAL AVE

WATKINS DRIVE

NORTH STREET

NEW MADRID STREET

ROSENGARTEN ATHLETIC COMPLEX

GREEK HOUSING

ALTAVISTA

PACIFIC STREET

HOUC STADIUM

BELLEVUE STREET

INNOVATION CENTER

BROADWAY STREET

Public Safety & Parking Services

Show Me Center Event Parking

LaFeria Hall

Polychrome Building

Johnson Hall

Dearmont

Kent Library

Pacific Hall

HOUC STADIUM

Show Me Center Student Recreation Center

Rosengarten Athletic complex

Polychrome Building

Johnson Hall

Dearmont

Kent Library

Pacific Hall

Pacific Hall

HOUC STADIUM

Public Safety & Parking Services

Show Me Center Event Parking

LaFeria Hall

Polychrome Building

Johnson Hall

Dearmont

Kent Library

Pacific Hall

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