

Getting Enrolled via Web Registration

Start Here! → **Portal > Student SS > Current Student Checklist and select the term**

1. Verify your Priority Registration Date:

2. Determine your Academic Advisor:

3. Schedule your advising appointment:

2-3 weeks prior to your Priority Registration Date

4. Receive your Alternate PIN:

Provided during your advising appointment

5. Create a tentative schedule with course alternatives

6. Register on your Priority Registration date

Registration is open from 7am-9pm daily

Creating a schedule using Look Up Classes

- ◆ Sign into *portal.semo.edu*
- ◆ Select the **Student SS** tab
- ◆ Within **Registration Tools**, select **Look Up Classes**
- ◆ Identify the appropriate term from the drop down
- ◆ Click **Advanced Search**
- ◆ Select *Subject, Number*, appropriate *Campus* (Main, Web, Sikeston, etc.) and any attributes (if applicable) and click **Section Search**
- ◆ Use the table below to write down your selections

Registration through Add/Drop Classes

- ◆ Sign into *portal.semo.edu*
- ◆ Select the **Student SS** tab
- ◆ Within **Registration Tools**, select **Add/Drop Classes**
- ◆ Identify the appropriate term from the drop down
- ◆ Enter your Alternate Enrollment PIN
Provided by your advisor at the advising appointment
- ◆ While at the enrollment screen, enter a course CRN and click **Submit Changes**

	CRN	Subject/Course #	Course Title	Day(s)	Time
<i>Example:</i>	00001	SE 101	Rowdy the Redhawk	MTWRF	7:15am
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
<input type="checkbox"/> Alternative	_____	_____	_____	_____	_____
<input type="checkbox"/> Alternative	_____	_____	_____	_____	_____

View/Print Your Schedule:

1. Log into your *Portal*
2. **Student SS Tab**
3. **Banner Self Service**
4. **Student**
5. **Registration**
6. **Student Printable Schedule**

Issues or concerns?
Enrollment troubleshooting on back



Enrollment Troubleshooting

Registration Holds

Registration holds on a student's account will prevent registration. It is recommended that students resolve holds before registration opens. Holds can be identified by viewing the **Student Status** section within the **Current Student Checklist (Portal>Student SS tab)**.

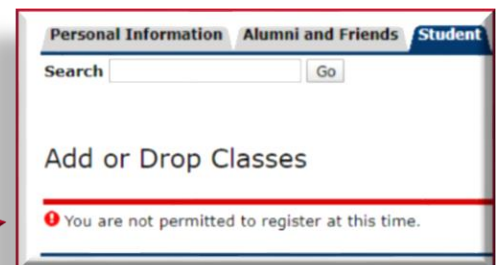
Conveniently, a phone number is provided so that holds may be resolved directly.

Students can still meet with their academic advisor even if they have a hold. Students will be able to register only after resolving the hold through the appropriate student services office: *Campus Health Clinic, Dean of Students, Registrar, or Student Financial Services.*



Registration Add Error Messages

- **Co-requisite error:** must add the appropriate co-requisite; enter both course CRNs in the worksheet then submit
- **Closed/controlled:** the course is closed, or the department is controlling enrollment. Choose another course from a new search
- **Time conflict:** two or more courses are overlapping in time. Choose a different section or course
- **Closed – O Waitlisted:** the course is closed, consider adding yourself to the wait list, and add an alternative course in case a seat does not become available
- Trying to register **before 7am** or **after 9pm** will generate this message



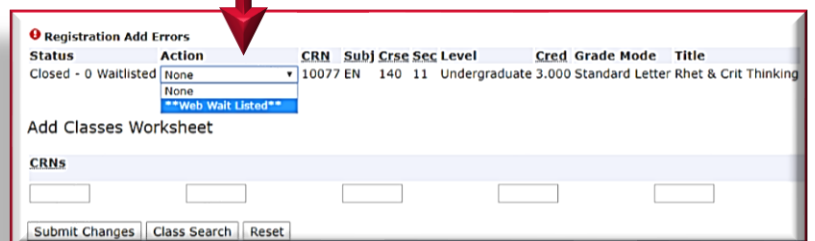
Adding Your Name to a Course Wait List

To add yourself to a wait list, add the course the same way as if you were following the **Add/Drop Classes** process, and when prompted, choose ****Web Wait Listed**** from the **Action drop-down box**. To process it, click **Submit Changes**.

If a seat opens, a notification will be sent to your Southeast email address. A 48-hour window will be available for you to register in the class.

To add a course from the wait list:

1. Log into your **Portal**.
2. Go to the **Student SS** tab
3. Go to **Add/Drop Classes**
4. Select the appropriate term
5. Enter Alternate PIN (if required)
6. Select ****Web Registered**** within the **Action drop-down box** of the course that became available
*If you need to drop a course, select **Web Drop** within the drop-down box before the next step*
7. Scroll to the bottom of the screen and click on **Submit Changes**.



View/print your schedule to verify the changes you wanted were processed correctly.

Edited on: 8/30/2019