Online Enrollment with My Southeast Self Service

Enter My Southeast Self-Service on the Student tab in the portal

Select Student

Select Registration

Select Add or Drop Classes

Click the drop down menu to select the appropriate term
You will be asked to enter your Alternate PIN once per session (login).

Search for desired class. NOTE: Click the first entry (AC) and hold SHIFT while dragging the mouse down to select all subjects. You MUST select all subjects in order to use the University Studies search.

Classes divided by department – check the box beside your selection.

In order to register for class pairs (ie. UI100 + CL001, CH181 + CH081 + CH001), you must add all selections to your worksheet using the Add Classes Worksheet before selecting Register.

When finished, scroll down and select Registration Fee Assessment.

Select Student Detail Schedule to view full registration information.

Be sure to select Exit in the upper right corner to close your account securely.