Directions for Entering Fee Waiver Application

1. Go to My Southeast link (https://portal.semo.edu/cp/home/displaylogin) and enter your SE Key and Password,

2. Click on Employee SS Tab

3. Under Human Resources Heading click on Employee Fee Waiver Application

4. Click on Employee Fee Waiver Application

5. Enter Student Classification

6. Click on Semester

7. Enter your Course ID and Section Number

8. Click on Verify

9. The screen should populate with your courses that you have elected

10. Click on whether the coursework will be or will not be during regular work hours. If during work hours enter an explanation of how you will make up the hours.

11. Click if you are Faculty or Staff member

12. Click on “I accept”

13. Click on Create Application

14. To Exit…click on Return to Main Menu and then Exit at the top of the screen

15. An email will be sent to you as confirmation that your application has been received by the Human Resources Office once your supervisor(s) approval has been received.