

Transfer & Returning Student Checklist



_____ **Schedule an advising appointment** with your assigned advisor. 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.

_____ **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.

_____ **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 DPS at 573-651-2215. (Spring transfers should contact DPS as indicated above.)

_____ **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.

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

Dearmont B1 Wing (East)
573-986-6191

Office of Residence Life

Towers Complex
573-651-2274