

**SCHEDULE AND BILLING  
INFORMATION  
FALL 2019**

**Priority Registration:** Students who have registered for classes on or prior to July 11, 2019 for the Fall 2019 semester must have all fees and charges (including housing and meals) paid by August 1, 2019. Failure to pay your account balance by August 1, 2019 may result in late fees and CANCELLATION of your class schedule.

**Late Registration:** If you enroll or add Fall 2019 classes after July 11, 2019, you must have all related fees and charges resulting from this activity (including housing and meals) paid by September 3, 2019. Failure to pay your account balance by September 3, 2019 may result in late fees and CANCELLATION of your class schedule.

**NOTE:** You may not receive a billing statement for this registration activity. Please review your online Account Summary for charge & payment detail.

**For additional information, visit [semo.edu/sfs](http://semo.edu/sfs)**

**FINANCIAL AID**

Your bill may reflect financial aid as a reduction (credit) to the amount owed. If shown, this aid has been “confirmed” based on your eligibility as of the date on the printed bill.

Although reflected as a credit, this aid has not been officially disbursed to your account and will be recalculated based on enrollment and eligibility at the time of disbursement. If you have applied for and accepted financial aid and it is not reflected on your bill, please contact SFS at (573) 651-2253.

If your financial aid has been applied towards your charges and an outstanding balance remains, see the back of your bill or visit our website at [semo.edu/sfs/options](http://semo.edu/sfs/options) for payment options.

**DROPPING COURSES**

If you are considering dropping a class or withdrawing from the University, you may want to review the refund policy for tuition and general fees for dropped courses at [semo.edu/sfs/refunds](http://semo.edu/sfs/refunds).

Review the “[Student Financial Calendar](#)” for specific refund dates.

Dropping a class or withdrawing may affect your financial aid eligibility for the current and/or future semesters. Please review the Satisfactory Academic Progress policy at: [semo.edu/sap](http://semo.edu/sap)

**FALL 2019**

**DATES TO REMEMBER**

**AUGUST 19–DECEMBER 13, 2019**

<b>Fall 2019 Payment Due</b> .....	<b>Thurs, Aug 1</b>	2nd 8 week session begins .....	Thurs, Oct 10
Textbook Rental Opens .....	Mon, Aug 12	Homecoming .....	Sat, Oct 26
Fall 2019 Classes Begin .....	Mon, Aug 19	<b>3rd IPP Payment Due</b> .....	<b>Fri, Nov 1</b>
Last Day to Drop Full Semester Class with 100% Refund .....	Fri, Aug 23	Last Day to Drop Full Semester class without failing grades .....	Fri, Nov 15
Labor Day (No Classes) .....	Mon, Sept 2	Thanksgiving Break .....	Mon, Nov 25-Fri, Nov 29
<b>PAYMENT DUE for classes added after July 11</b> .....	<b>Tues, Sept 3</b>	<b>4th IPP Payment Due</b> .....	<b>Mon, Dec 2</b>
Last Day to Drop 1st 8 week class without failing grades .....	Fri, Sept 20	Final Exams .....	Mon, Dec 9-Fri, Dec 13
<b>2nd IPP Payment Due</b> .....	<b>Tues, Oct 1</b>	Commencement .....	Sat, Dec 14

**SOUTHEAST EMAIL & ONLINE SERVICES**

The University routinely sends important notifications to students at their Southeast e-mail address. Students are responsible for all information sent to their Southeast account. **Check your Southeast email regularly** to ensure that you are not missing important billing or financial aid information which could cause late fees, cancellation of your class schedule, or delays in financial aid processing.

**MySoutheast (Online Student Portal):** [portal.semo.edu](http://portal.semo.edu)

From your “Student SS” tab, you have secure access to:

- **Account Summary**– view full history of charges/payments, make online payments by check or credit card, sign up for direct deposit for student refunds
- **Account Authorization**–grant an authorized user full access to your account summary (excluding direct deposit)
- Financial aid information, grades, GPA, course registration, and more!

**DIRECT DEPOSIT**

**\*\* Effective Fall 2019, refunds will be issued the 3rd week of classes (Friday, Sept. 6, 2019) and will continue on a weekly basis afterwards. \*\***

We encourage you to sign up for direct deposit for student account refunds. This time saving program electronically transfers funds from the University directly to your bank account. You can set up direct deposit online by following the instructions at [semo.edu/sfs/forms](http://semo.edu/sfs/forms).

**PARKING LOTTERY**

**Apply online through [portal.semo.edu](http://portal.semo.edu)**

**Opens:** July 8th at 8:00 a.m. **Closes:** Aug 2nd at 4:00 p.m.

Want more information on eligibility and how to apply?

Visit [semo.edu/parking](http://semo.edu/parking) for details.

**Please visit our calendar at [semo.edu/sfs/calendar](http://semo.edu/sfs/calendar)**

**Refund Periods for Dropped Courses**

**Payment Due Dates**

**Financial Aid Deadlines**

# EXAMPLE

Rowdy Redhawk  
 One University Plaza  
 Cape Girardeau, MO 63701

Date: 07/06/2019

Southeast ID: S01000001  
 Semester: Fall 2019 (202010)

Due Date: 01-AUG-2019

## Student Schedule/Bill

COURSE	TITLE	CR	DAYS	TIME	BUILDING	ROOM	INSTRUCTOR
AD 101 03	Intro To Micro	3.00	MWF	1100-1150am	DEMPST	001	Ryan, P.
EN 140 09	Rhet & Crit Thi	3.00	MWF	0900-0950am	GRAUEL	305	Furlong, S
SW 207 02	Understand Cul	3.00	MWF	0130-0220pm	CRISP	333	Parker, T.
HL 120 06	Health Perspect	3.00	TR	1230-0145pm	CRISP	125	Gegg, C.

### CURRENT SEMESTER CHARGES

Course Fee/Accounting	10.00
Electronic Course Access	99.00
General Fees	404.40
Housing Room-Vandiver Hall	3000.00
Housing-Meal Plan [Classic]	1195.00
SE Bookstore Miscellaneous	88.98
SE Textbook Rental Fee	77.82
Tuition - Cape Campus	2391.60

### CURRENT SEMESTER PAYMENTS

A/R Cash Payment	490.00
Access Missouri State Grant	925.00
FSEOG Payment	400.00
Federal Direct Sub Loan	1732.00
Pell Grant Payment	2887.50
College Partnrshp Access Awrd	750.00

Charges: 7266.80

Current Semester Credits:

Current Semester Balance:	82.30
Previous Balance:	10.00
<b>AMOUNT DUE:</b>	<b>92.30</b>

If enrolling in payment plan, Previous Balance must be paid in full with first payment.

If mailing payment, include this stub and send payment to:

Southeast Missouri State University  
 Attn: Cashier's Office MS 3275  
 One University Plaza  
 Cape Girardeau, MO 63701

Payment Method (Do Not Send Cash)

Pay this amount: \$92.30

OR Installment Payment Plan: [ ] 2-pmts [ ] 3-pmts [ ] 4-pmts

- Mail check or money order (Please include daytime phone number)

- Visit portal.semo.edu to make online payment and see required amount due for installment payment plan options

Please see reverse side for important billing information.

Student Name: Rowdy Redhawk  
 Southeast ID: S01000001  
 Due Date is: 01-08-2019

**Name and Address:** The bill will always be in the student's name. The first bill of the semester will go to the permanent address on file. Later bills will be sent to the local or campus address. If the student would like all future bills to be sent to a different address, then see instructions on the back of the bill to update/create a billing address.

**Semester Charges:** Charges billed to your student account at the time the bill was printed. See "Date" at top.

Comprehensive fee schedule located online at [semo.edu/sfs/fee-schedule](http://semo.edu/sfs/fee-schedule)

**Previous Balance:** This is a balance that carried over from a prior semester.

Full details of all charges & payments can be viewed online through the Account Summary.

**Housing Assignment:** Only displays on bill if the student is living on campus.

**Due Date:** Day full balance or payment on an installment payment plan is due. See the back of your bill for IPP options or visit our website at [semo.edu/sfs/options](http://semo.edu/sfs/options)

**Semester Payments:** Payments that have been made to the account or financial aid\* that is approved and pending payment.  
 \*Financial Aid is subject to change based on Federal regulations and/or student status (enrollment, GPA, etc.).

**Amount Due:** This is the balance that the student owes to Southeast out of pocket. This balance can be paid in full or split into payments on an installment payment plan. For payment options, see the back of your bill or visit our website at [semo.edu/sfs/options](http://semo.edu/sfs/options).  
 If this amount is reflected as a credit, then a payment may not be needed.

## Questions about charges on your bill?

Tuition, General Fees, Web Course Fees, Electronic Course Access, Program Fees, Special Course Fees, ITV Fees, IPP Fees, Late Payment Fees	Student Financial Services (SFS)	573-651-2253 or <a href="mailto:sfs@semo.edu">sfs@semo.edu</a> For a comprehensive list of fees, visit our website at <a href="http://semo.edu/sfs/fee-schedule">semo.edu/sfs/fee-schedule</a>
Housing, Meal Plan, Housing Damage, Key Replacement	Residence Life	573-651-2274 or <a href="mailto:residencelife@semo.edu">residencelife@semo.edu</a>
Textbook Rental and Textbook Rental Charge	Textbook Rental	573-651-2236 or <a href="mailto:rentabook@semo.edu">rentabook@semo.edu</a>
Parking Tickets and Permits	Department of Public Safety (DPS) / Parking Services	573-651-2310 or <a href="mailto:parking@semo.edu">parking@semo.edu</a>
Health Clinic Charges	Health Clinic	573-651-2270 or <a href="mailto:chc@sehealth.org">chc@sehealth.org</a>
Application Fees	Office of Admissions	573-651-2590 or <a href="mailto:admissions@semo.edu">admissions@semo.edu</a>
Orientation, Camp Redhawk	New Student Programs	573-651-5166 or <a href="mailto:nsp@semo.edu">nsp@semo.edu</a>
Bookstore Purchase	Southeast Bookstore	573-651-2279 or <a href="mailto:southeast@bkstr.com">southeast@bkstr.com</a>
Transcript and Graduation Fees	Registrar	573-651-2250 or <a href="mailto:registrar@semo.edu">registrar@semo.edu</a>