



Enrollment Instructions

IMPORTANT

- Please note you must obtain your “alternate pin” from your advisor to be eligible to enroll.
 - Keep your alternate pin number, as you must know it to enroll and to view/print/review your schedule throughout the semester.
 - The alternate pin number is different for EACH semester.
- Please check the portal to verify that you do not have any HOLDS on your account that can prevent enrollment.
- Waiting lists for any closed business courses are available at www.semo.edu/hcb.

Web Registration Hours: 7 a.m. - 9 p.m. Daily

Your priority enrollment date is: _____.

Your alternate pin number is: _____.

Enrollment Instructions:

- <http://portal.semo.edu>
- Sign in to portal using SE Key
- Choose “Students” Tab
- Choose “Click here to open My Southeast Self-Service”
- Click link to access the self-service page
- Choose “Student and Financial Aid”
- Click on “Registration”
- Choose “Add or Drop Classes”
- Select the Term from drop down box
- Enter Alternate PIN – (available from your advisor)
- Once in the enrollment/registration screen,
 - Enter course registration numbers (CRNs) and select “submit changes”
- OR**
- Select “**class search**” (see back of this page for class search information) - For class search, you must select a prefix in the “subject” box and type in the number in the next box OR for University Studies courses, select all of the prefixes by clicking on the first prefix and dragging your mouse through the last prefix and then select an University Studies category under “attribute”.
- Select “register” to add a course to your schedule through class search
- Print a copy of your schedule for your records
- Log out

NOTE: The following room locations do not meet in Cape Girardeau, as they meet at the off campus centers: SEK (Kennett), SEM (Malden), SES (Sikeston), and PAHEC (Perryville). RCS and RCT meet at the River Campus in Cape Girardeau. Please allow up to 30 minutes for the shuttle ride from the main campus to the River Campus due to stops within the city.

How To Look Up Classes

The enrollment system will ask you for the Course Registration Number (CRN) to enroll or you can do a course search as shown below.

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

| | | |
|---|---|--|
| Subject: | Accounting (AC) Activity (AT) Administrative Services (AD) | You must select at least one category here. |
| Course Number: | <input type="text"/> | For AC221—click on Accounting above & type 221 here |
| Title: | <input type="text"/> | |
| Credit Range: | <input type="text"/> hours to <input type="text"/> hours | |
| Campus: | All Crisp Bootheel Educ Center ITV | M= Main Campus = Cape Girardeau W= web based class |
| Course Level: | All Doctoral Graduate Master's | |
| Part of Term: Non-date based classes only | All 1st 8-week - Fall or Spring 2nd 8-week - Fall or Spring | |
| Instructor: | <input type="text"/> | |
| Attribute Type: | All Artistic Expression Behavioral Systems | For Univ Studies, click on the category AND highlight ALL of the "subjects" in the top box to find all courses available for any particular category. |
| Start Time: | Hour <input type="text"/> 00 Minute <input type="text"/> 00 am/pm <input type="text"/> am | |
| End Time: | Hour <input type="text"/> 00 Minute <input type="text"/> 00 am/pm <input type="text"/> am | |
| Days: | <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun | |

Class Search Reset

H://originals SP08/enrollment.doc

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