

**SCHEDULE AND BILLING INFORMATION
SPRING 2018**

Priority Registration: Payment is due on December 18, 2017 for all Spring 2018 courses added prior to December 8, 2017 plus all intersession courses* added through close of registration. Failure to pay your account balance by December 18, 2017 may result in late fees and CANCELLATION of your class schedule.

Late Registration*: Payment is due on January 19, 2018 for all Spring 2018 courses added on or after December 8, 2017 through close of registration. Failure to pay your account balance by January 19, 2018 may result in late fees and CANCELLATION of your class schedule.

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

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 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.

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

**SPRING 2018
DATES TO REMEMBER**

Spring 2018 PAYMENT DUE*	Mon, Dec 18	2nd 8 week session begins.....	Thurs, Mar 8
Textbook Rental Opens	Mon, Jan 8	Spring Break	Mon, Mar 12–Fri, Mar 16
Martin Luther King Jr Day (No Classes)	Mon, Jan 15	3rd IPP Payment Due	Tues, Mar 20
Spring 2018 Classes Begin	Tues, Jan 16	Designated Holiday (No Classes)	Fri, Mar 30
Payment due for classes added after Dec 8 *	Fri, Jan 19	4th IPP Payment Due	Fri, Apr 20
Last Day to Drop 1st 8 week class with 100% refund	Fri, Jan 19	Last Day to Drop Full Semester class without failing grades.....	Fri, Apr 20
Last Day to Drop Full Semester Class with 100% Refund.....	Sat, Jan 20	Final Exams.....	Mon, May 7–Fri, May 11
2nd IPP Payment Due	Tues, Feb 20	Commencement	Sat, May 12

***All fees for intersession courses are due December 18, 2017**

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

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

We strongly 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 http://semo.edu/pdf/SFS_Direct_Deposit_Authorization.pdf.

1098-T INFORMATION

Sign up to receive your 1098-T electronically at: heartland.ecsi.net/index.main.html#/access/eConsent

Email notification will be sent when your document is available. All documents will be mailed and/or available by January 31, 2018. <http://www.semo.edu/sfs/1098-T.html>

Please visit our calendar at 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: 11/28/2017

Southeast ID: S01000001
 Semester: Spring 2018 (201820)

Due Date: 18-December-2017

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		CURRENT SEMESTER PAYMENTS	
Course Fee/Accounting	10.00	A/R Cash Payment	490.00
Electronic Course Access	99.00	Access Missouri State Grant	925.00
General Fees	404.40	FSEOG Payment	400.00
Housing Cable TV Fee	30.00	Federal Direct Sub Loan	1732.00
Housing Contract-RHA Fee	15.00	Pell Grant Payment	2887.50
Housing Room-Vandiver Hall	3000.00	College Partnrshp Access Awrd	750.00
Housing Technology Fee	30.00		
Housing-Meal Plan [Classic]	1195.00		
SE Bookstore Miscellaneous	13.98		
SE Textbook Rental Fee	77.82		
Tuition - Cape Campus	2391.60		

Current Semester Charges: 7266.80 Current Semester Credits:

Current Semester Balance:	82.30
Previous Balance:	10.00
AMOUNT DUE:	92.30
<small>If enrolling in payment plan, Previous Balance must be paid in full with first payment.</small>	

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: 18-December-2017

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, see instructions for adding or updating your [billing address](#) on the SFS website

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](#)

For your most up-to-date bill, view your [Online Schedule Bill](#) ([portal.semo.edu](#))

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. See the back of your bill for [Online Access instructions](#).

Housing Assignment: Will not display on bill if the student is not 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](#)

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.) at time of payment to account.

Amount Due: Balance owed 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](#).

If this amount is reflected as a credit (negative balance), then a payment is not 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 sfs@semo.edu For a comprehensive list of fees, visit our website at semo.edu/sfs/fee-schedule
Housing, Meal Plan, RHA Fee, Technology Fee, Cable TV, Housing Damage, Key Replacement	Residence Life	573-651-2274 or residencelife@semo.edu
Textbook Rental and Textbook Rental Charge	Textbook Rental	573-651-2236 or rentabook@semo.edu
Parking Tickets and Permits	Department of Public Safety (DPS) / Parking Services	573-651-2310 or parking@semo.edu
Health Clinic Charges	Health Clinic	573-651-2270 or chc@sehealth.org
Application Fees, Orientation, Camp Redhawk	Office of Admissions	573-651-2590 or admissions@semo.edu
Bookstore Purchase	Southeast Bookstore	573-651-2279 or southeast@bkstr.com
Transcript and Graduation Fees	Registrar	573-651-2250 or registrar@semo.edu