



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

Chapter

4

ADVISOR HANDBOOK

Southeast Missouri State University

Campus Resources Guide

Chapter 4: Campus Resources Guide

Names and Numbers Current as of November 2023

Academic Advising Contacts

<p>Academic Advising – Academic Hall Academic Hall 057 Amanda Eller, Director advising@semo.edu</p>	<p>651-2007</p>	<p>College of Education, Health and Human Studies, College of Humanities and Social Sciences</p>
<p>Academic Advising – Seabaugh Polytechnic 301 Jessica Brethold, Assistant Director advising@semo.edu</p>	<p>651-2007</p>	<p>College of Science, Technology, Engineering & Mathematics (STEM), Harrison College of Business & Computing, Holland College of Arts & Media & Exploratory Majors</p>
<p>Southeast Online Chelsea Caile, Director onlineadvising1@semo.edu</p>	<p>651-2766</p>	<p>Online majors</p>
<p>Southeast – Kennett Vacant, Coordinator kennett@semo.edu</p>	<p>888-0513</p>	
<p>Southeast – Poplar Bluff</p>	<p>840-9575</p>	
<p>Southeast – Sikeston Shantone Howard, Director sikeston@semo.edu</p>	<p>472-3210</p>	

Academic & Student Support Resources

Academic Policies & Procedures for Students

Registrar's Office Sandy Hinkle, Director Academic Hall 057 registrar@semo.edu	651-2474	Transcript request, graduation, withdrawals. Online University Bulletin includes pass/fail, incomplete grades, auditing, grade points, academic standing, university policies and procedures in detail
Degree Works Audit Ryan Heslinga, Assistant Registrar	651-2834	Degree Works audit troubleshooting and programming
Graduation Eric Wersel, Graduation Specialist	651-2528	Graduation application inquiries and deficiency letter questions
Transfer Credit Evaluation Amanda Petty, Assistant Registrar	651-2474	Evaluates incoming transfer credit, military credit and international credit

Admissions

Office of Admissions Lenell Hahn, Director Academic Hall 100D admissions@semo.edu	651-2590	
New Student Programs Katie Krodinger, Director of New Student Programs	651-5166	First STEP Orientation, Transfer Student Orientation
Transfer Center / Admissions Amber Sumner, Transfer Coordinator Lindsay Smoot, Transfer Coordinator	651-5942	

Athletics-Academic Services

Redhawks Success Center	986-6182	
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CAMPUS RESOURCES GUIDE

Career Services

Dan Presson, Assistant Vice President
Academic Hall 057
careerservices@semo.edu

651-2583

Assist alumni and current students with major and career exploration, internship strategizing, career planning, and graduate school preparation.

Center for Behavioral Health & Accessibility

Dinia Jenkins, Director
Crisp Hall 201-202
cbha@semo.edu

986-6191

Students seeking personal counseling, students needing to register with accessibility services.

Honors Program - Jane Stephens Honors Program

Scott Brandhorst, Director
Memorial 103
honors@semo.edu

651-2513

Students with fewer than 15 semester hours of college credit are eligible for admission into the Jane Stephens Honors Program if they meet the following two criteria:

- A cumulative high school grade point average of at least 3.5 on a 4.0 scale (or its equivalent) and

Transfer students must have at least 15 semester hours of college credit and at least a 3.5 GPA

International Education & Services

Kevin Timlin, Executive Director
Brooke DeArman, Assistant Director

International Center
1025 N. Sprigg
Cape Girardeau, MO
international@semo.edu

986-6863

Answer questions regarding international student compliance and regulations; acts upon requests for reduced course loads, study abroad

CAMPUS RESOURCES GUIDE

Learning Assistance Programs

Jennifer Weiss, Director

Kent Library 412
lap@semo.edu

651-2861

Academic Resources offered:

- Tutoring
- Supplemental Instruction (SI)

Center for Writing Excellence

(Writing Lab)
Kent 309
writing@semo.edu

651-2460

Writing Lab, writing proficiency exams, sample writing proficiency exams

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Mathematics Learning Centers

(Math Lab)
Johnson Hall 112
Kent Library 412

651-2861

Student assistance with math homework; on a walk-in basis

TRiO & McNair Scholars Program

University Center 202
sss@semo.edu

651-2512

The TRiO/McNair Scholars Program provides academic support, enhancement, workshops, faculty mentoring, a summer research experience and preparation for graduate school for historically underrepresented students in various fields during their sophomore, junior and/or senior years.

TRiO & Student Support Services

University Center 202
sss@semo.edu

651-2512

The TRiO/Student Support Services eligibility criteria:

(Applicants must meet at least one)

- Be a first-generation college student (neither parent has earned a 4 year degree)
- Have a demonstrated economic need (as defined by Federal guidelines)
- Have a documented disability (registered with the university's Accessibility Services)

TRiO & Educational Access Programs

University Center 202
sss@semo.edu

983-6135

TRIO & EAP's mission is to enhance the academic achievement and educational attainment of all Southeast students.

Programs include:

- Educational Access Programs
- TRIO/McNairs Scholars Program
- TRIO/Student Support Services

Non-Academic Services & Resources

Air Force ROTC
afrotc@semo.edu

651-2184

www.semo.edu/air-force-rotc/

Bookstore (purchased books)
Southeast Bookstore

1st Floor – University Center

Some of the items they sell include:

- graduation & gift items
- clothing
- supplemental textbooks and general books
- snack foods
- student supplies

Some of the services they offer:

- banking services
- student charge purchases

Campus Health Clinic

Crisp Hall 108
chc@sehealth.org

651-2270

Campus Life & Event Services

Michele Irby, Director
Gretchen Grojean, Assistant Director

651-2280

University Center Room 414
campuslife@semo.edu

Computers-Technical Assistance

See IT Help Desk below

CAMPUS RESOURCES GUIDE

Department of Public Safety

Beth Glaus, Director

651-2215

The Department of Public Safety (DPS) coordinates parking on campus, emergency preparedness and safety, University Police and the campus transit system.

ID Services (Student IDs)

University Center 2nd Floor – inside the Center for Student Involvement
idservices@semo.edu

651-2280

The Information and ID Services Desk (located on the third floor of the University Center) is your one-stop shop for many things. During business hours students and staff can stop by the desk to purchase stamps, send faxes, and ask questions about almost anything Southeast related. It is also where students and staff members go to get Redhawks IDs printed.

IT Help Desk

Memorial Hall 107
helpdesk@semo.edu

651-4357

Reset SEKey and password (student must do this in person) and troubleshoots technical problems.

Military and Veterans Services

Amanda Woods, VA School Certifying Official
University Center 302
veterans@semo.edu

651-2263

Service Members, Veterans, or dependents will find assistance with:

- starting at Southeast
- deferring due to military obligations
- information on financing education determining eligibility
- processing of GI Benefits
- assistance with accessing and utilizing campus resources.

Parking/Department of Public Safety

1401 North Sprigg Street
Cape Girardeau, MO 63701
parking@semo.edu

651-2310

Students complete a parking application online for the academic year prior to the fall semester in early July. To register, visit <http://my.semo.edu>

- Search for the “parking services” tool in the mySEMO portal.
- Click on Parking Services

- Select the applicable term
- Complete the registration process.

Parking permits will not be mailed. Students can pick up decals at the Parking Services office. **Spring admitted students** should go to Parking Services directly to sign up for a mid-year parking permit.

Placement for English & Math

Refer to Testing Services below

Residence Life

Towers Complex 102
residencelife@semo.edu

651-2274

University housing (residence halls and rates), dining services and Learning Communities

Student Financial Services

Dr. Matthew Kearney, Director
Academic Hall Room 019
sfs@semo.edu
<http://www.semo.edu/sfs/>

651-2253

Testing Services

Dr. Sally Carter, Director
Kent Library Room 108
testingservices@semo.edu

651-2836

Math Placement exam, CLEP, Writing Placement Exam

Textbook Rental

Jane Kurre, Manager
Kent Library 123
(Basement Entrance –East Side)
rentabook@semo.edu

651-2236

Rent course textbooks (ID required)

Withdrawal

See Office of Registrar under Academic Policies and Procedures for Students on previous pages or online University Bulletin