

General Information



ATHLETICS

Southeast Missouri State competes at the NCAA Division I level and is a member of the Ohio Valley Conference. Southeast has won a total of 32 OVC regular season championships and 12 OVC tournament championships during its first 14 years in the league. Southeast has won seven of the last 11 OVC Women's All Sports trophies.

Southeast has six sports for men and nine for women. The men compete in football, cross-country, basketball, baseball, and indoor and outdoor track. The women compete in volleyball, cross-country, basketball, gymnastics, softball, tennis, soccer and indoor and outdoor track.

CAMPUS LIFE

www4.semo.edu/campuslife
(573)651-5120

Recreational Sports

Student Recreation Center and
Student Recreation Center South Campus
www4.semo.edu/recsports

The Southeast campus now has two recreation facilities on campus. The Student Recreation Center, located on the north side of campus is a 90,000 square foot facility consisting of a large weight room, cardiovascular equipment area, cardio theatre, six racquetball courts, five basketball or seven volleyball courts, aerobic studio, multipurpose rooms and a climbing wall. The Student Recreation Center South Campus is located south of Houck Stadium and has a large fitness and cardiovascular area featuring cardio theatre, weight equipment, treadmills, exercise bikes and elliptical machines. It also has a suspended jogging track, gymnasium and mat room. All students enrolled in at least one credit hour are eligible to use both facilities. Each student is assessed a general fee by the university which supports the facilities and programs offered by Recreational Sports. Students must present a valid University ID card to enter either facility. Faculty, staff, alumni and community members may also purchase memberships. Contact the Recreational Sports office (651-2105) for information about Intramural Sports, Club Sports, camping equipment, Fitness

and aerobic classes, personal training as well as reserve the University's athletic and recreational facilities.

University Center

www4.semo.edu/uc

The University Center (UC) is the family room of the campus. As a "Hub" of campus activity, the UC offers services, programs and facilities, which meet the various needs of students, faculty, staff, alumni and friends. Services include the new Center for Student Involvement (CSI), home to 120 student organizations including fraternities and sororities, leadership development programs, the Information Desk, lounge, computer lab, Southeast Bookstore, US Bank, and administrative offices. The Café Court and Skylight Terrace dining areas offer hot and cold entrees, soup and salad bar, grill items, coffee and smoothie bars, and your favorite brands - "Casa Ortega," Chick-Fill-A," and more. Student Government offices are also housed in the UC in addition to a variety of student initiated activities that are planned every year by the Student Activities Council. For more information, contact the University Center at (573) 651-2280.

DEAN OF STUDENTS

The Dean of Students serves as a student advocate within the University community and to the general public. The Statement of Student Rights and Code of Student is published and administered by the Office of the Dean of Students. The Dean of Students provides leadership for the following areas: Bootheel Partnership GEAR UP; Center for Health and Counseling including Substance Abuse Prevention and Education (SAPE); Judicial Affairs; Learning Enrichment Center including tutorial services and services for students with disabilities; and, Educational Access Programs including McNair Scholars Program, Minority Student Programs, Project Upward Bound and Student Support Services. The Office of Student Development also provides services for commuter and non-traditional students. The office can be reached by calling (573)651-2263.

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Bootheel Partnership GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs

The mission of the Bootheel Partnership (BHP) GEAR UP is to accelerate the academic achievement of middle and secondary school students so that increasing numbers will graduate from high school, enroll in and succeed in college. With funding from the U.S. Department of Education, BHP GEAR UP, hosted by Southeast Missouri State University in cooperation with the Caruthersville, Charleston, and North Pemiscot School Districts as well as the Susanna Wesley Family Learning Center, Pemiscot County Initiative Network and Missouri Department of Higher Education, assists students in the southeast region of the state in aspiring to and preparing for enrollment in post-secondary education. The office can be reached by calling (573)290-5111.

Center for Health and Counseling

The Center for Health and Counseling, located on the first floor of Crisp Hall, Room 101, provides quality health and counseling services. The adult ambulatory health care clinic is directed and staffed by registered nurses who hold certifications in college health nursing. RN services are free but a fee is charged for lab tests, special supplies, and medications. Family Nurse Practitioners, available by appointment, can provide assessment and treatment of acute and chronic health problems as well as family planning. There is a fee to see the nurse practitioner. The counseling staff, licensed professionals, are experienced in responding to a variety of personal and social issues as well as crisis intervention. Counseling services are free to enrolled students. Currently enrolled students are eligible for all CHC services. Confidential referral services are available. Information on an optional medical insurance plan for students is also available at the Center. The office of Substance Abuse Prevention and Education (SAPE) offers programs, workshops, personal counseling, and outreach services. Any currently enrolled student is eligible for all services. Confidential referral services are available. The office can be reached by calling (573)651-2270 or online at www4.semo.edu/chc.

Judicial Affairs

The mission of the Office of Judicial Affairs is to promote concepts of fairness and due process in judicial settings throughout the University community, while striking a balance between community standards and individual behavior through the educational development of students. Judicial Affairs is authorized by the Dean of Students to supervise the judicial system, including the imposition of sanctions upon students found to have violated the Code of Student Conduct. The office can be reached by calling (573)651-2264.

Learning Enrichment Center

The Learning Enrichment Center promotes student learning and success for all students. Professional staff members are available to discuss academic concerns, identify problems and explore options with the general student population as well as with faculty and other professional staff members. Solutions may include peer-facilitated academic assistance, advocacy mediation or academic improvement plans. The Learning Enrichment Center also provides services for students with disabilities, including those services listed above, as well as accommodation coordination, access to some assistive technology, and connection to other resources. Additionally, the Learning Enrichment Center sponsors selected academic learning laboratories, provides workshops and trainings, and coordinates both the University Tutorial Services and Supplemental Instruction programs. The Learning Enrichment Center also serves as a liaison to campus ministries. The office can be reached by calling (573)651-2273.

McNair Scholars Program

The McNair Post-Baccalaureate Achievement Programs are designed to encourage limited-income students and minority undergraduates to consider careers in college teaching as well as prepare for doctoral study. The purpose of the Southeast Missouri State University McNair Scholars Program is to encourage students historically underrepresented in various fields to pursue education through to the doctoral level. The office can be reached by calling (573)986-6117.

Minority Student Programs

The Office of Minority Student Programs seeks to enhance the quality of the educational experience for minority students through programs, services, advocacy, and referral to appropriate resources. The Office of Minority Student Programs is actively involved in the enrollment development functions of the University with respect to the recruitment and retention of minority students. In addition, the Office of Minority Student Programs offers academic support programs, including the Minority Mentor Program and the Peer Mentor Program, as well as a wide range of multicultural activities.

Project Upward Bound

Project Upward Bound is a federally funded nationwide TRIO program that provides high school students with year-round academic and non-academic support needed to achieve their educational goals. The purpose of the program is to assist participating students in acquiring the skills and motivation necessary to complete a program of secondary education and to enter and succeed in college.

Student Support Services

Student Support Services (SSS) is a federally funded TRiO program designed to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. SSS provides opportunities to low income, first generation and/or students with disabilities. The program provides the following: instruction in basic skills; tutorial services; academic, financial and personal counseling; cultural/college visits; information about career options; and leadership and mentoring programs.

Student Development

Student Development serves as liaison to commuter students and adult learners. The Office of Student Development strives to enhance student retention, learning, and satisfaction as well as reach new populations of adult learners throughout the region. Student Development offers special orientation sessions for adult learners and com-

muter students prior to fall and spring semesters each year. The office can be reached by calling (573)651-2263.

DEPARTMENT OF PUBLIC SAFETY

The University maintains a staff of professional police officers, separate from city and state police agencies. University police officers are commissioned by the Board of Regents under Missouri statutes and by the City of Cape Girardeau. The officers are charged with protecting the safety of people and property on the University campus and maintaining the security of University facilities. The officers are members of the University's Department of Public Safety. Any crime, dangerous situation, hazard, or suspicious activity observed on University property should be reported promptly to an officer or the Department of Public Safety. The Department of Public Safety is located in D-Wing of Dearmont Hall, phone (573) 651-2215. Business hours are 8:00 a.m.-5:00 p.m., Monday-Friday; however, the office is open 24 hours a day, seven days a week.

Parking. The University maintains various streets, parking lots, and sidewalks under its control and separate from public streets and thoroughfares in the City of Cape Girardeau. The use of motorized vehicles and bicycles by University students, faculty, and staff on these streets, parking lots, and sidewalks is governed by regulations approved by the Board of Regents and regularly reviewed by a University Committee. All vehicles of students and employees operated and parked on University property must be registered with the Department of Public Safety and display the appropriate permit. Residents of the University's residence halls may park their vehicles in the vicinity of the campus only on University-owned parking lots and streets. Premium parking is available in preferred parking lots; however, parking is available at a reduced cost in perimeter lots. Application for parking may be made by mail in July preceding the academic year or anytime during the current semester. Additional information on these services can be obtained by contacting the Department of Public Safety or by visiting <http://www5.semo.edu/dps/>

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parking. Copies of parking and traffic regulations are available in the Department of Public Safety Office.

Shuttle. The Southeast Missouri State University Shuttle Service operates 14-passenger busses to provide transportation from perimeter parking lots to the interior of campus. All busses are heated and air conditioned and are accessible to passengers with disabilities.

Passengers may wait for busses in lighted shelters, equipped with a direct ring telephone line to the police communications unit at the Department of Public Safety.

FINANCIAL AID

Student Financial Services offers a comprehensive program of financial assistance for students needing supplemental financial support for their educational expenses. To apply for federal, state and institutional need-based aid, a student must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA is available through local high schools or Student Financial Services or can be accessed on-line at www.fafsa.ed.gov. In order to be considered for priority packaging, the FAFSA should be received by the processor by March 1. To meet this deadline, mail or submit your FAFSA electronically by mid-February.

Scholarships. The University offers an extensive scholarship program. Scholarships are awarded on the basis of financial need, academic achievement, artistic ability, athletic ability, college major, military commitment, community activities, or special interests. Applications and information are available from the Office of Admissions or Student Financial Services. Information and applications are also available on-line at <http://www.semo.edu/financing/scholarships.htm>. The State of Missouri provides need-based and merit awards primarily through the Charles Gallagher State Grant, Missouri College Guarantee and Bright Flight programs.

Loans. Loan programs administered by the University are the Federal Perkins Loan, the Federal Stafford Loan (subsidized and unsubsidized), and the Federal Parent Loan for Undergraduate

Students (PLUS). To apply for a loan, additional forms and/or applications will be required.

Student Employment. All on-campus employment is administered through Student Financial Services. The Student Employment Program gives students an opportunity to earn financial assistance while simultaneously gaining valuable work experience. Students may work up to 20 hours a week. The amount a student is able to earn through the Federal Work Study Program may be affected by demonstrated financial need, availability of funding and other financial aid received by the student. Off-campus employment listings are also available through our campus office of Job Service. Students may register with the service and be referred to jobs that are compatible with their class schedules and prior work experience. Job Location and Development offers work opportunities in the community and is administered by Career Services.

Verification. Approximately 30 percent of FAFSA records are selected to be verified. This process requires that the University collect documents (1040 tax forms, W-2 forms, worksheets, etc.) to verify data submitted on the FAFSA. A financial aid record is not considered complete and eligible for aid disbursement until verification has been completed and a revised student aid report is sent electronically to the University from the Department of Education. The last date verification forms or requested documentation will be accepted is the earlier of the last day of the semester or the student's last documented date of attendance for the semester.

For further information on Student Financial Services, call (573)651-2253, e-mail sfs@semo.edu, or log on-line at <http://www.semo.edu/financing/index.htm>.

GRADUATE STUDIES

The primary purposes of graduate study are to provide opportunities for advanced study of an academic discipline and study for a profession. Students are introduced to research and scholarship in their field of study and prepared for increasing competence in their profession.

Admission to the School of Graduate Studies is based on satisfactory academic performance on the undergraduate level as measured by the cumulative GPA, specific courses in the appropriate major, and academic scores on such tests as the Graduate Record Exam, Millers Analogy Test, or Graduate Management Admission Test. (See the Graduate Bulletin at <http://www2.semo.edu/grad-school> for details.)

Degrees and majors available on the graduate level are:

Master of Arts: Communication Disorders, Community Counseling, Elementary Education, Elementary Administration, English, Exceptional Child Education, School Counseling, Higher Education Administration, History, Human Environmental Studies, Secondary Education, Secondary Administration, TESOL

Master of Business Administration.

Master of Music Education.

Master of Natural Science: Biology, Chemistry, Mathematics, Science Education.

Master of Public Administration: Public Administration, Community Wellness and Leisure Services.

Master of Science: Criminal Justice, Industrial Management, Nutrition and Exercise Science.

Master of Science in Nursing.

Specialist in Education: Counseling Education; Educational Administration; Educational Leadership Development.

All requests for information or admission materials should be directed to the Vice Provost/Dean of the School of Graduate Studies, Southeast Missouri State University, Cape Girardeau, MO 63701.

KENT LIBRARY

Kent Library acquires and organizes materials to support the educational and cultural objectives of the University. Librarians assist persons in locating materials and in using available resources. Instruction in identifying, locating, evaluating and using information is provided.

Since the library collection primarily supports University educational and research activities, the subject emphases tend to reflect University curricula. Approximately 400,000 volumes form the

major part of the collection, and are easily accessible on open shelving. An additional 16 million volumes of books are available through the state-wide MOBIUS consortium. Special materials from unique sources or in special formats further strengthen the collection. The periodicals collection, with its 2,200 subscriptions, contains journals in all of the curricular disciplines, as well as general interest magazines. Newspapers provide sources for research and reading. The microform collection of approximately 800,000 items provides, in compact form, a variety of materials from books to newspapers. Electronic databases supporting the curriculum are also available, including a growing number that provide full-text and full image options.

The Library has been a selective depository for United States government publications since 1916, and in 1977 was designated a depository for Missouri State documents. The documents collection numbers about 300,000 items, and includes materials from various governmental agencies. The Rare Book Room houses the Charles L. Harrison Collection and additional vintage items that require special care for their preservation. The Harrison Collection contains over 800 rare books and manuscripts. The Rare Book Room also houses the Louis Daniel Brodsky Collection, an internationally acclaimed collection of works by and about William Faulkner. Access to the Brodsky Collection is by special arrangement with the library director.

The instructional Materials Center offers access to a wide range of audiovisual materials, a K-12 textbook and curriculum materials collection, and a selective collection of children's and young adult literature.

The Center for Scholarship in Teaching and Learning, the Writing Center, and an open access computer laboratory are also housed in Kent Library. Various types of study facilities are provided for reading and individual study sessions. The building is enhanced by the Jake K. Wells mural, which depicts the history and development of Southeast Missouri; the Faulkner Mural, which illuminates themes from the life and works of William Faulkner; and the Printers' Marks, stained

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glass panels reflecting the art and history of printing.

OFFICE OF ADMISSIONS

The Office of Admissions serves all undergraduate students interested in attending Southeast. The office distributes University information and applications, provides college preparation outreach and new student recruitment services, and evaluates the applications and transcripts from new students. Southeast's campus tour and visitor center is also housed in the office. The Office of Admissions is located in Academic Hall, Room 259.

OFFICE OF THE REGISTRAR

The Registrar is responsible for the maintenance of all academic records, grades, degree audits, transcripts, commencement, enrollment, and the coordination of academic advising. The office coordinates veterans' programs, the Job Training Partnership (JTPA) outreach services, and the Trade Readjustment Act (TRA). The Office of the Registrar is located in Academic Hall, Room 129.

PROGRAM CENTERS

The **CENTER FOR CHILD STUDIES** is a unit of the Department of Human Environmental Studies. Established in 1967, it serves as a model learning environment for children from six weeks to six years of age. Programs are designed to meet the developmental levels of each child. Growth is facilitated in four basic areas: social, emotional, cognitive, and physical. Learning is promoted through a process of active exploration, stimulation and discovery. The Center facilitates parent involvement and education through a variety of activities including daily interaction, conferences, and newsletters. It also functions as an instructional laboratory where University students observe and work with children. In addition, the Center is utilized for research in the field of child development by other human development programs on campus. The Center is licensed by the Department of Health and Senior Services, Bureau

of Child Care and is nationally accredited by the National Academy of Early Childhood Programs.

The **CENTER FOR ECONOMIC AND BUSINESS RESEARCH** is designed to maintain accurate and current data, information and analyses summarizing and interpreting business and economic conditions.

The **CENTER FOR ENTREPRENEURIAL STUDIES AND SMALL BUSINESS MANAGEMENT** provides business education, research, information services, and outreach initiatives focused on entrepreneurship and small business management.

The **CENTER FOR FAULKNER STUDIES** sponsors and supports educational, research, and public service projects related to Nobel Prize-winning author William Faulkner, the South, and American and World literature. The Center, a unit of the Department of English and the College of Liberal Arts, was established in 1989 following the University's acquisition of the internationally acclaimed private collection of Faulkner materials assembled by Louis Daniel Brodsky of St. Louis. In addition to serving students and visiting scholars on campus, the Center assists Faulkner readers and researchers around the world through its website.

The **CENTER FOR REGIONAL HISTORY AND CULTURAL HERITAGE** serves the University and the region through its work in documenting, preserving, and presenting various aspects of local and regional history, architectural trends, archaeology, ethnic and folk traditions. Members of the Center staff provide assistance to museums, historical societies, schools, and a number of city, county, state and national agencies. The Center offers a wide variety of consultative services, including museum registration and cataloging, cultural resource management, historic architectural surveys, as well as program planning in regional and local history. The Center is also involved in public outreach activities which serve to promote the value of historic preservation and regional cultural expression. The Center is administered within the College of Liberal Arts and serves as a support unit for student and faculty work in history, historic preservation, anthropol-

ogy, archaeology, and folklore, as well as other fields.

The **INSTITUTE OF GERONTOLOGY**, established in 1990, was designed to encourage and coordinate the interdisciplinary teaching, scholarship, and service of interested faculty members. Currently, 23 faculty members, representing several major academic units, are listed as associates of the Institute. To facilitate students' understanding of aging, the University offers a 21-hour interdisciplinary minor in Gerontology with courses offered in the Departments of Biology; Communication Disorders; Health, Human Performance & Physical Education; Human Environmental Studies; and Psychology.

The **LINDA M. GODWIN CENTER FOR SCIENCE AND MATHEMATICS EDUCATION** was established for the purpose of improving mathematics, science, and technology education through the cooperation of University science, mathematics, technology, and education faculty with K-12 educators and educational organizations. Its functions include the development of curricula and teaching materials at the elementary, middle, and secondary levels; maintenance of a network of communications among Southeast Missouri educators concerning science and mathematics enhancement efforts; acquisition and distribution of relevant educational materials and information; stimulation and support of research on the educational process; administration of the NASA Educator Resource Center (NASA ERC); administration of graduate studies in science education; and continuing curricular, instructional and educational program improvement at the University.

The **SMALL BUSINESS DEVELOPMENT CENTER** provides confidential business consulting, business assessments and action plans to improve processes and financial performances, procurement assistance, technology assessments, and training.

TECHNOLOGY RESOURCE CENTER. As part of the School of Polytechnic Studies, this center introduces students, faculty, and industries to the latest technologies to improve productivity.

RESIDENCE LIFE

Residence Life offers a wide variety of living options to encourage participation in the rich tradition of living on campus. Residential communities encourage students to broaden their academic pursuits, experience personal growth, develop leadership skills, and make new friends along the way! Residential options include community and suite-style living arrangements, specialty floors such as Honors, Healthy Lifestyles, 12-month housing, Quiet Floor, and Transfer Student. Apartments are also available for students with families and non-traditional students.

Southeast Missouri State University requires all students to live on campus for two years unless they are living with parent(s) or legal guardians in the Cape Girardeau area, over 21, married, have dependent children, have 57 degree credit hours, or a veteran.

Information on residential options and residency requirements may be obtained from the Office of Residence Life, located in Towers Complex, or by calling (573) 651-2274.

SCHOOL OF UNIVERSITY STUDIES

Center for Scholarship in Teaching and Learning

The Center for Scholarship in Teaching and Learning, established in 1985, serves as a campus resource for faculty, graduate students, researchers, and others interested in the teaching/learning process. Located in Kent Library, the Center assists faculty in designing instruction, provides workshops on the enhancement of teaching, and sponsors and conducts scholarship focusing on college teaching and student learning. The Center's Office of Instructional Technology assists faculty with integrating technology with teaching and learning. The Center offers Technology Serving Learning workshops for faculty, hosts most of the instructional and course web pages on campus, and houses Southeast On-line which delivers Southeast's web-based courses.

Southeast Online Programs

Southeast Online Programs provides web-based and blended (i.e., web-enhanced; a mixture

Transitions and First-Year Experience Programs to obtain information regarding assessment and retention of new students. For additional information, contact the office at (573)651-5166 or stop by the office in Memorial Hall Room 211.

First-Year Experience Program

The First-Year Experience Program, housed in Memorial Hall Room 210, is responsible for academic and orientation programs that serve new students. These responsibilities include administration of the First-Year Seminar, UI 100, a required, 3-credit, interdisciplinary, theme-based introduction to the University Studies Program. Office personnel provide faculty development support for seminar instructors, collaborate with Admissions, New Student Programs, Residence Life, Student Financial Services, Student Development, among numerous other offices to provide students the support needed to make their first year at Southeast a successful experience. Call (573)651-2579 for further details about the program.

Career Linkages

Students and other patrons seeking career assistance can come to the office on the second floor of the University Center or call (573)651-2583. Career Linkages services include computerized career exploration, career advising to assist with choosing a major or career field, resume/cover letter review, job search and interviewing assistance, mock interviews, a career resources library, and trained personnel to respond to career-related inquiries. Career Linkages provides information about career events and on-campus interviews, job postings, internship/practica opportunities, access to computerized career guidance systems (e.g., FOCUS), and much more. Readers may contact the office for assistance on any matter related to connecting academic and career planning. Staff professionals also work with academic program leaders on experiential learning programs, both locally and in the greater St. Louis area, to provide students coordinated and carefully planned pre-professional practice opportunities in their fields of study. Additionally, thanks to a unique and dynamic partnership with Missouri's

Division of Workforce Development, students may contact Career Linkages counselors in offices strategically located in or near academic advising centers in the various schools and colleges. Call (573)651-2583 for details and to make appointments to see any of the Career Linkages personnel.

STUDY ABROAD PROGRAMS

Semester and yearlong study abroad programs and short-term opportunities are available through the Office of International Programs, Harrison College of Business and the Colleges of Education and Liberal Arts. In addition, the University maintains membership in CCIS, an organization that sponsors study abroad experiences, Australearn, and Maastricht Consortium of Transatlantic Studies. Through the options available, a student has a choice of many fields and countries in which to study. Financial aid, which a student receives for study at Southeast, applies to overseas study experiences, also. Scholarships are available in some departments through endowments and various organizations. Since each program has its own requirements regarding GPA and academic background, students interested in pursuing study abroad or exchange programs are encouraged to contact the Office of International Programs for program descriptions and for assistance in identifying programs best suited to their needs.

UNIVERSITY DINING SERVICES

University Dining Services, operated by Chartwells, provides quality food through the Towers residence hall dining center, retail operations including the Skylight Terrace and Café Court in the University Center (featuring Tuscan Oven, Chick-Fil-A, Casa Ortega and Columbo Frozen Yogurt), Rowdy's in the Towers Complex, Scully Café, The Beanery, the Kent Library Coffee-Cart and a full-service catering operation. Dining Services is available for faculty, staff, students, student groups and the Cape Girardeau community. Added value dollars called Redbucks may be purchased through Chartwells for use in any campus dining or retail facility operated by Chartwells.

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VISITORS SERVICES AND CAMPUS INFORMATION

Visitors to the campus may contact the Information Desk in the University Center, (573) 339-INFO (4636), for campus maps and audio tours, general campus and local information, and the location of specific services, programs, and offices on campus. The Information Desk hours are Monday-Thursday, 8:00 am - 7:00 pm and Friday, 8:00 a.m.-5:00 p.m.. Students interested in attending Southeast should contact the Office of Admissions, Academic Hall, Room 256, (573) 651-2590.



