

*General Information*

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## **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 37 OVC regular season championships and 15 OVC tournament championships during its first 16 years in the league. Southeast has won 7 of the last 12 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](http://www4.semo.edu/campuslife)  
(573)651-5120

### **University Center**

[www4.semo.edu/uc](http://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 Center for Student Involvement (CSI), home to 120 student organizations including fraternities and sororities, leadership development programs, an information desk, lounge, computer lab, Southeast Bookstore, US Bank, and administrative offices. The Café Court, The Beanery and Skylight Terrace dining areas offer hot and cold entrees, soup and salad bar, grill items, coffee and smoothie bars, and your favorite brands - "Mamma Leone's," "Chick-Fil-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 Conduct is published and administered by the Office of the Dean of Students. The Dean of Students provides leadership for the following areas: Center for Health and Counseling including Substance Abuse Prevention and Education (SAPE); academic support centers including Educational Access Programs, Learn-

ing Assistance Programs and Disability Support Services, McNair Scholars Program, and Student Support Services; Judicial Affairs; Pre-Collegiate Programs including GEAR UP for College; and the VICTORY Program. The Office of Student Development also provides services for commuter and non-traditional students. The office can be reached by calling (573)651-2135.

## **Center for Health and Counseling**

The Center for Health and Counseling provides confidential and affordable services available to all enrolled students. Student Health Services, located on the first floor of Crisp Hall, room 101, provides adult ambulatory health care. The clinic is staffed by registered nurses and a family nurse practitioner (FNP). The walk-in clinic is free to all enrolled students, however, there are fees charged for lab tests, immunizations, special supplies, and over the counter medications. The family nurse practitioner, available by appointment, can provide assessment and treatment of acute and chronic health problems as well as family planning and well women exams. There is a user fee to see the nurse practitioner. Information on optional student medical insurance is available at the Center. The office can be reached at (573)651-2270 or online at [www4.semo.edu/chc](http://www4.semo.edu/chc). Counseling Services, located on the first floor of Dearmont (east side) provides free services for enrolled students. The licensed therapists provide services that include individual personal counseling, group counseling, couples counseling, psychoeducational groups such as assertiveness and self esteem training, and counseling referrals. The office can be reached at (573)986-6191 or online at [www4.semo.edu/chc](http://www4.semo.edu/chc). Substance Abuse Prevention and Education (SAPE) Services, located in the Dearmont Office, offers programs, workshops, personal counseling, and outreach services. Any currently enrolled student is eligible for services. Confidential referral services are available. The office can be reached at (573)986-6191 or online at [www6.semo.edu/SAPE](http://www6.semo.edu/SAPE).

## **Educational Access Programs**

The Office of Educational Access 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 Educational Access 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 Educational Access Programs offers academic support programs, including the Minority Mentor Program and the Minority Peer

Academic Coaching Program as well as a wide range of multicultural activities.

### **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 Assistance Programs & Disability Support Services**

Learning Assistance Programs and Disability Support Services promotes student learning and success for all students. Staff members are available for students, faculty, and staff to discuss academic concerns, identify problems, explore possible solutions, and make connections to appropriate services. Services provided through Learning Assistance Programs include University Tutorial, scheduled study sessions, college success plans/seminars, academic improvement plans, and the Academic Enhancement Program. Additional services are provided for students with disabilities registered with Disability Support Services, which is the institutionally recognized program designated to provide federally mandated services for students with disabilities by ensuring equal access to curricular and co-curricular opportunities. Targeted disability related services for students include academic accommodations, access to some assistive technology, advocacy, and mediation. Both programs can be reached by calling (573)651-2273 and additional information may be accessed through the website [www6.semo.edu/lapdss](http://www6.semo.edu/lapdss).

### **McNair Scholars Program**

The Ronald McNair Post-Baccalaureate Achievement (McNair Scholars) Program is designed to encourage low-income/first-generation or minority undergraduate students 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 who come from groups that are historically underrepresented in graduate studies to pursue education through the doctoral level. The office can be reached by calling (573)986-6117 or (573)986-6115.

### **Pre-Collegiate Programs: GEAR UP for College**

The mission of GEAR UP for College 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. Funding from the U.S. Department of Education allows GEAR UP, hosted by Southeast Missouri State University in cooperation with Bootheel school districts and community partners to assist students in aspiring to and preparing for enrollment in post-secondary education. The office can be reached by calling (573)651-5171.

### **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. The office can be reached by calling (573)651-2135.

## **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/parking>. Copies of parking and traffic regulations are available in the Department of Public Safety Office.

**Shuttle.** The Southeast Missouri State University Shuttle Service provides transportation from perimeter parking lots to the interior of campus and from the main campus to the River Campus. All busses 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 can be accessed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or you may request a paper FAFSA by calling 1-800-433-3243 or 1-317-337-5665. In order to be considered for priority packaging, the FAFSA should be received by the processor by March 1. To meet this deadline, 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 Access Missouri Financial Award and Bright Flight program. To be considered for a state of Missouri need-based award, the FAFSA must be received by April 1. Therefore, meeting the March 1 priority processing date will assure meeting the deadline date for Missouri State awards.

**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](mailto:sfs@semo.edu), or log on-line at [www.semo.edu/financing/index.htm](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 [www.semo.edu/gradschool](http://www.semo.edu/gradschool) 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.

**Doctor of Education:** Educational Leadership; Cooperative degree with the University of Missouri.

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 is well positioned to support the needs of the 21st century learner.

The library's staff and faculty are excited over the opening of its new Information Commons concept combining state of the art technology with its traditional library resources and services in one centralized, comfortable academic environment. This new total service

concept includes over 100 individual computers with network access designed for individual or group work. Within this array of new technology, students needs in the areas of electronic research, media production, information access and collaborative and individual study space will be met with the assistance of reference librarians and trained specialists.

Traditional library resources and services are folded into the new technologies to form a solid platform for assisting students' individual needs. The library's general stack collection, approximately 400,000 volumes, is supplemented through the statewide MOBIUS consortium. The statewide consortium allows a Southeast Missouri State University student to access over 17,000,000 volumes statewide with delivery to that student in less than a week. The library's Rare Book Room houses numerous vintage items. The centerpiece of the room is the Louis Daniel Brodsky Collection, an internationally acclaimed collection of works by and about William Faulkner. The Center for Scholarship in Teaching and Learning and the Writing Center, supporting both faculty and student needs, are located within the library as working partners in the new total service Information Commons concept. Additionally, the library provides more than 25,000 journals in electronic format. 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 array of new technologies blended with traditional library services and resources, further combined with personalized assistance from trained staff and faculty, form the basis for the new concept of an academic library as a fully functioning Information Commons.

## 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 also coordinates the updating and publishing of the semester schedules of classes and the undergraduate bulletin. 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** and the Child Development Center at Southeast Missouri State University-Sikeston are units of the Department of Human Environmental Studies. They serve as model learning environments 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. Both Centers facilitate parent involvement and education through a variety of activities including daily interaction, conferences, and newsletters. They also function as instructional laboratories where University students observe and work with children. In addition, each Center is utilized for research in the field of child development by other human development programs on campus. Both Centers are licensed by the Department of Health and Senior Services, Bureau of Child Care and the Center for Child Studies 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, anthropology, 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 faculty members representing several major academic units are 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-16 educators and educational organizations. Its functions include the development of curricula and teaching materials at the elementary, middle, secondary and college 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.

**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.

## RECREATION SERVICES

([www.semo.edu/recservices](http://www.semo.edu/recservices))

The Department of Recreation Services is home to all things recreation on the Southeast campus! Join us at any of our three recreational facilities on campus – SRC-North, SRC-South, and the Student Aquatic Center. Located on the North end of campus (just west of the Show-Me-Center – 750 New Madrid – under the pedestrian bridge), the Student Recreation Center – North is a 94,000 square feet facility consisting of a large free-weight room (plate loaded and selectorized weights), an extensive array of cardiovascular equipment (that includes treadmills, bikes, steppers, elliptical trainers, and more), six racquetball courts, an indoor walking/jogging track (180 meter), five basketball or seven volleyball courts, a group fitness studio, two multi-purpose rooms, a 30-foot indoor climbing wall, and locker rooms for showering and changing. It's also the home to all of our administrative offices (573-651-2105)

The Student Recreation Center – South is located southeast of Houck Stadium (926 Bellevue). In this 25,000 square foot facility, we provide patrons with a large array of cardio equipment that includes treadmills, steppers, bikes, and elliptical trainers, and an array of selected weight equipment.

Additionally, the new Student Aquatic Center (SAQ) opened in December 2007 and showcases a 6-lane, 25-year lap pool, a 12-person whirlpool spa, and a leisure pool. The Student Aquatic Center facility showcases our new Leisure Pool Boulderling Wall, the first of its kind in the United States. This bouldering wall, along with a zip line and other water amenities, is located just behind the SRC-North (directly east of the parking garages).

All students enrolled in at least one credit hour and paying student fees are eligible to use the facilities. Most students are assessed a general fee by the university of which a portion supports facilities and programs offered by the Department of Recreation Services. Students and members must present their valid Redhawks ID card to enter any of our facilities.

Faculty, staff, and community members are also encouraged to purchase a membership. Contact the Department of Recreation Services main office at (573)651-2105 for more information regarding membership options and rates. Facilities are also available to rent by individuals or groups.

Programmatic opportunities also exist in Rec Services in intramural sports (over 30 championships annually), fitness and wellness (over 20 group fitness classes weekly and personal training opportunities),

Outdoor Adventure (patrons can take trips sponsored by the department or rent camping equipment like tents, backpacks, stoves, sleeping bags, canoes, and much more), our Southeast Challenge Program, Youth and Family Programming (RedHawks Kids Camp, birthday parties, instructional clinics), and much more!

For more information, contact the Department of Recreation Services at (573)651-2105 or go to [www.semo.edu/recservices](http://www.semo.edu/recservices).

## RESIDENCE LIFE AND HOUSING

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, Wellness, 12-month housing, 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 AND ACADEMIC INFORMATION SERVICES

Center for Scholarship in Teaching and Learning  
Honors Program  
Kent Library  
Southeast Online Programs  
Testing Services  
University Studies Advising Center  
University Studies Program  
Writing Outcomes Program

### 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 Online which delivers Southeast's blended and web-based courses.

### **Southeast Online Programs**

Southeast Online Programs provides web-based and blended (a mixture of some web-based class sessions and some face-to-face or ITV sessions) courses to students locally and at a distance. Instruction, assignments, class discussions - all facets of a high quality class - are a part of the online learning experience. Students can complete a degree in General Studies, and majors in Industrial Technology, Interdisciplinary Studies, or Organizational Administration. A Master's Degree in Business Administration and an Alternative Teaching Certificate are also available online. Over 150 courses are offered in a wide variety of disciplines including business, English, technology, communications, criminal justice, and many more.

Southeast Online Programs is located on the third floor of Kent Library, Room 305H, and online at <http://online.semo.edu>.

### **Testing Services**

Testing Services offers numerous examinations including national exams, institutional exams and individual tests. National exams include the Subject Matter Graduate Record Exam (GRE), the Miller Analogy Exam (MAT), the ACT, the PRAXIS and GED Exams. Testing Services also supports the individual testing needs of students who have authorized accommodations from the Learning Assistance Programs and Disability Support Services. Students and other community members can make testing arrangements for correspondence exams and for various subjects in the College Level Examination Program (CLEP).

### **Writing Outcomes Program**

The Writing Center provides individualized tutorials for all Southeast students. Tutors will help students approach writing with confidence, generate and organize ideas, and revise more effectively, in addition to reviewing the basics of spelling, punctuation, and grammar. The Center is not an editing service. Its goal is to help students to become better editors of their

own writing. Assistance is given to "walk-ins" as well as by appointment. Students may also submit drafts and questions for response by Center staff online (via the Online Writing Lab, <http://www.ustudies.semo.edu/writing/owl2/submit.asp>). The Writing Center is located on the fourth level of Kent Library, Room 412.

The Writing Assessment Program provides individual and institutional assessment of the teaching and learning of writing. Through a series of exams, the program provides students with formative and summative feedback on their writing skills, and in conjunction with the Writing Center, support for the further development of those skills. In addition, the Writing Assessment Program provides faculty with assessment of and support for improving the teaching of writing skills in all disciplines.

## **STUDENT TRANSITIONS**

The Office of Student Transitions coordinates the University's efforts to assist students at important transition points in their academic careers at Southeast, from immediately after admission to the University until post-graduation. Personnel in the unit provide programming to help students get oriented, get connected, and subsequently get settled by connecting academic planning and career planning through a series of developmental career proficiency checks. Transitions professionals counsel students on possible majors that would allow them to maximize their talents, abilities, and interests, and work with academic advisors as students declare, enter, and progress through academic programs. Other professionals connect students with employers in pre-professional practice and also help students further their post-graduation plans, whether for graduate school or to enter the workforce. Contact the office at (573)651-2579 or visit Memorial Hall room 210 for additional information.

### **Career Linkages**

Students and other patrons seeking career assistance can come to the University Center, room 206 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 advisors 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.

### **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.

### **New Student Programs**

The Office of New Student Programs helps students make a smooth transition to the University through orientation programs including First STEP (Southeast's Testing and Enrollment Program), Opening Week Orientation, and Transfer Orientation programs. Office personnel also cooperate with partners in International Student Programs to coordinate testing and enrollment procedures for international students. In addition to these activities, New Student Programs professionals work with the Director of Student 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.

### **STUDY ABROAD PROGRAMS**

Semester and yearlong study abroad programs and short-term opportunities are available through the Office of International Education and Services, 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 Education and Services 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, 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.

### **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 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.

