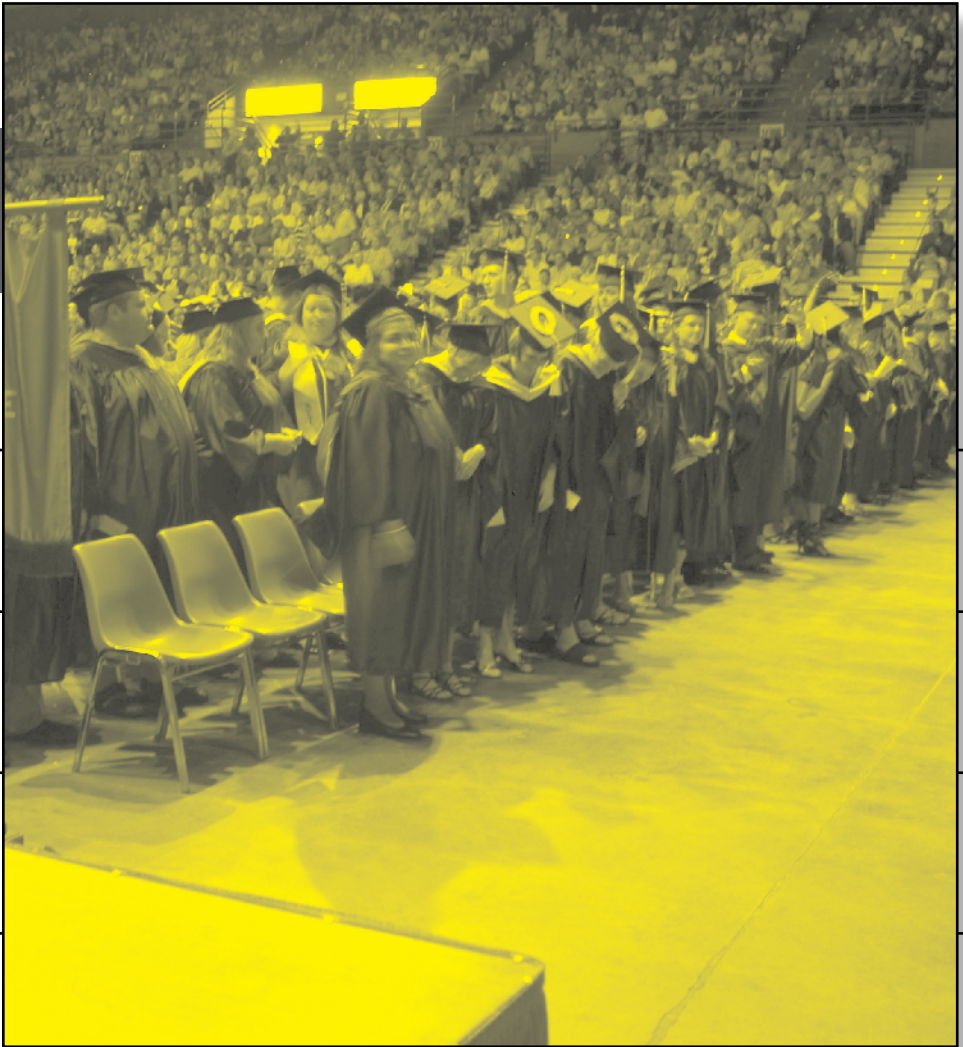


*General Information*

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## **ATHLETICS**

Southeast Missouri State University competes at the NCAA Division I level and is a member of the Ohio Valley Conference (OVC). Southeast has won a total of 41 OVC regular-season championships and 16 OVC tournament titles during its first 19 years in the league. Southeast has won 7 of the last 15 OVC Women's All-Sports trophies. Southeast sponsors six men's sports and nine women's sports. The men compete in football, basketball, cross country, baseball and indoor and outdoor track & field. The women compete in volleyball, soccer, basketball, cross country, gymnastics, softball, tennis, and indoor and outdoor track & field. This past fall the football team won their first OVC Championship and advanced to the 2010 NCAA Football Championship Subdivision Playoffs for the first time in program history.

## **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 150 student organizations including fraternities and sororities, leadership development programs, an information desk, lounge, computer lab, Southeast Bookstore, Commerce Bank, and administrative offices. The Redhawk Market, 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: University

Counseling and Disability Support Services including Substance Abuse Prevention and Education (SAPE); academic support centers including Educational Access Programs, Learning Assistance Programs, McNair Scholars Program, and Student Support Services; Office of Student Conduct; and the Pre-Collegiate Programs including GEAR UP for College. The Office of the Dean of Students also provides services for commuter and non-traditional students. The office can be reached by calling (573)651-2135.

### **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. The office can be reached by calling (573)986-6135.

### **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 barriers, explore possible solutions, and make connections to appropriate resources. Services provided through Learning Assistance Programs include University Tutorial, Supplemental Instruction, College Success Plans/Seminars, Academic Improvement Plans, and the Academic Enhancement Program. Additional resources 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. Disability Support Services collaborates with students, faculty, staff and community members to create usable, equitable, inclusive and sustainable learning environments. Both programs can be reached by calling (573)651-2273. Additional information may be accessed through the website [www.semo.edu/lapdss](http://www.semo.edu/lapdss).

### **McNair Scholars Program**

The Ronald E. McNair Post-Baccalaureate Achievement Program is a federally-funded grant program designed to encourage, support and assist a targeted population of 26 Southeast students to pursue education through the doctoral level. Applicants must either be first-generation college students who meet federal economic guidelines or historically underrepresented in their fields of study. For more information, visit our website at [www.semo.edu/mcnair](http://www.semo.edu/mcnair) or call (573)986-6117.

### **Pre-Collegiate Programs**

Pre-Collegiate Programs has as its mission 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 is received from sources such as the US Department of Education and the Missouri Department of Higher Education. Partnerships are established with the Bootheel school districts, Cape Girardeau schools and community organizations to assist students aspiring to and preparing for enrollment in post-secondary education. The office can be reached by calling (573)651-5171 or by accessing the website at [www.semo.edu/precollegiate](http://www.semo.edu/precollegiate).

### **Student Conduct**

The mission of the Office of Student Conduct 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. The Office of Student Conduct 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 Code as well as additional information related to the Office of Student Conduct is available at the following link: <http://www6.semo.edu/stuconduct/>. The office can be reached by calling (573) 651-2264.

### **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.

### **Student Support Services**

Student Support Services (SSS) is a federally funded grant program designed to assist a targeted population of

200 Southeast students in completing a post-secondary education. Applicants must either be a first-generation college student, have a demonstrated economic need as defined by federal guidelines or be registered with Disability Support Services. Services include tutoring, supplemental equipment, cultural enrichment activities, college success seminars and workshops, computer lab with free printing and supplemental grant aid for qualifying SSS participants. For more information, visit our website at [www.semo.edu/sss](http://www.semo.edu/sss) or call (573)651-2512.

### **University Counseling Services**

University Counseling Services provides confidential and affordable services available to all enrolled students. It is located on the first floor of Dearmont (east side). The licensed therapists provide services that include individual personal counseling, group counseling, couples counseling, psycho-educational groups such as assertiveness and self esteem training, and counseling referrals. The office can be reached at (573)986-6191 or online at [www6.semo.edu/ucs](http://www6.semo.edu/ucs). Substance Abuse Prevention and Education (SAPE) Services, located in the Dearmont Office, offers programs, workshops, 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).

## **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 at 1401 North Sprigg, 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.gov](http://www.fafsa.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.

**Federal Grants.** The Federal Pell Grant is the largest federal grant program available through the U.S. Department of Education. The FAFSA information is used to determine eligibility for the Federal Pell Grant. Eligibility is based on the Expected Family Contribution (EFC) and enrollment status. The Student Aid Report will indicate initial eligibility. Award amounts are prorated for less than full-time enrollment. The Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to Pell Grant eligible students with exceptionally high need. Awards and award amounts are determined annually based on the number of applicants

who complete the FAFSA by the priority processing deadline and by the EFC.

**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, geographic location or special interests. The admission application is used to determine academic merit scholarships for first-time freshmen and transfer students. Endowed scholarships require a separate application which is available online through the student portal under Southeast Student Processes-Apply for Endowed Scholarships. Additional information regarding scholarships and deadlines is available through the Office of Admissions or Student Financial Services and online at <http://www.semo.edu> by selecting "Future Students" or "Current Students" and then "Financing Your Education." 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 William D. Ford Federal Direct Subsidized and Unsubsidized Loan for students, and the William D Ford Federal Direct PLUS Loan for parents of undergraduate students. To apply for a loan, follow the instructions provided with the award letter.

**Student Employment.** Student employment opportunities are available to students, either as regular student employment (non-need based) or Federal Work Study (need-based requiring a processed FAFSA by March 1). The number of FAFSA applicants meeting the priority processing deadline and the EFC determines who is eligible for Federal Work Study. Students may work up to 20 hours a week and are paid minimum wage or higher. Students must complete a Work Referral Authorization Form and related documents available through Student Financial Services before beginning employment. Students interested in student employment can view job openings through the Career Linkages website [www.semo.edu/careerlinkages/students/part\\_time.htm](http://www.semo.edu/careerlinkages/students/part_time.htm). Career Linkages administers the Job Location and Development program to offer students referral to part-time work opportunities at businesses and organizations in the local community.

**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.

**Satisfactory Academic Progress.** Students must be maintaining satisfactory academic progress towards a degree in order to maintain continued eligibility for federal and Missouri state aid (in addition to any other state aid requirements). Satisfactory Academic Progress for financial aid purposes is reviewed after each semester including summer. Students are sent a warning notice after a semester for which they do not meet the satisfactory progress requirements. Students who fail to meet satisfactory progress for two consecutive semesters are suspended from financial aid. Students may appeal, in writing, to have financial aid reinstated. If reinstated, students are considered to be on probation during the term they are receiving aid. Failure to meet requirements for this probationary period will result in financial aid suspension. Satisfactory Academic Progress for financial aid purposes is measured differently than for academic purposes. A student may be allowed to continue to enroll in courses but without financial aid eligibility. This will require that the student pay out of pocket for educational expenses. The Satisfactory Academic Progress policy is available online at <http://www.semo.edu/cs/financiing/sap.htm>.

For further information on Student Financial Services, call (573)651-2253, e-mail [sfs@semo.edu](mailto:sfs@semo.edu), or log online at <http://www.semo.edu> and select "Future Students" or "Current Students" and then "Financing Your Education."

## 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 at the graduate level are:

**Master of Arts:** Career Counseling, Communication Disorders, Elementary Education, Elementary Administration, English, Exceptional Child Education, School Counseling, Higher Education Administration, History, Human Environmental Studies, Mental Health Counseling, Public History, Secondary Education, Secondary Administration, TESOL, Teacher Leadership

**Master of Business Administration.**

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

**Master of Public Administration:** Public Administration.

**Master of Science:** Criminal Justice, Environmental Science, 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.

Graduate certificates are available in the following areas of study:

**Facilities Management**

**Heritage Education**

**Historic Preservation**

All requests for information or admission materials should be directed to the 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 proud of the 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. Student needs in the areas of electronic research, media production, information access, and collaborative and individual study space is met with the assistance of librarians. A comprehensive information literary program, offered through Kent Library, is

available to all Southeast faculty and students.

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 access to over 18,000,000 volumes statewide with delivery to the student in less than a week. In addition the library also provides more than 35,000 journals in electronic format. 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. Both the center for Scholarship in Teaching and Learning and the Writing Laboratory, which support faculty and student needs, are located within the library as working partners in the new total service Information Common concept. 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.

Blending current technologies with traditional library services and resources, further combined with personalized assistance from trained staff and faculty, form the basis for this 21st century academic library.

## OFFICE OF ADMISSIONS

The Office of Admissions serves all undergraduate domestic 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.

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 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 INNOVATION AND ENTREPRENEURSHIP (CIE)** at Southeast Missouri State University is one of the most comprehensive entrepreneurship-focused university centers in the Midwest, offering a wide array of academic and outreach programs and services, including: innovation development and research; entrepreneurship education, training and mentorship; and business incubation and development services. The CIE supports Southeast Missouri State University's strategic priority to advance the region's economic appeal and strength by accelerating local and regional economic growth and development that improves the quality of lives, communities and business in southeast Missouri and the surrounding region.

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, ethnic and folk traditions. Members of the Center staff provide assistance to historical societies, schools, museums, and a number of city, county, state and national agencies. The Center offers a wide variety of consultative services, cultural resource management, as well as program planning in regional and local history. The Center also publishes books on various aspects of the history of southeast Missouri. The Center is involved in a variety of public outreach activities which serve to promote, preserve and interpret the history of the southeast Missouri service region. Administered within the College of Liberal Arts, the Center serves as a support unit for student and faculty work in history, historic preservation, archaeology, and folklore, as well as other fields.

**GERONTOLOGY INITIATIVES**, formerly the Institute of Gerontology, was designed to encourage and coordinate the interdisciplinary teaching, scholarship, and service of interested faculty members. Currently faculty members representing several major academic units teach related courses. 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. This is done by University faculty in these areas cooperating with one another and with K-12 educators and educational organizations. Its functions include the development and dissemination of innovative workshops and curricula for the elementary, middle, secondary and undergraduate levels, stimulation and support of research on teaching and learning in science education, administration of graduate studies in science education and assistance in continuing curricular, instructional and educational program improvement at the University. The Godwin Center collaborates with the Missouri NASA Education Program, the Southeast Regional Professional Development Center, the Center for Scholarship in Teaching and Learning, and the BioQUEST Curriculum Consortium in sharing resources and expertise.

**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 recreation facilities on campus – the Student Recreation Center – North (SRC- North), Student Recreation Center – South (SRC- South), and the Student Aquatic Center (SAQ).

Located on the north end of campus (just west of the Show-Me-Center @ 750 New Madrid – under the pedestrian bridge), the SRC – North is a 100,000 square foot facility consisting of a large free-weight room (plate loaded and selectorized weights), an extensive array of cardiovascular equipment (treadmills, bikes, steppers, elliptical trainers and more), five racquetball courts, an indoor walking/jogging track (180 meters), five basketball/seven volleyball courts, a group fitness studio, two multi-purpose rooms, a 30-foot indoor climbing wall and locker rooms. It's also the home to all of our administrative offices.

The SRC – South is located southeast of Houck Stadium (926 Bellevue). In this 22,000 square foot facility, we provide patrons with a large array of cardio equipment that includes treadmills, steppers, bikes, elliptical trainers and selected weight equipment. Additionally, the Student Aquatic Center (located just behind the SRC – North) showcases a six-lane, 25-yard lap pool, a leisure pool featuring a bouldering wall, zip-line, rope swing and a 12-person whirlpool spa.

Recreation facilities are open over 180 hours weekly during the academic year. For exact hours in the SRC's and the SAQ, please visit our website at [www.semo.edu/recservices](http://www.semo.edu/recservices).

All students enrolled in at least one credit hour and paying student fees are eligible to use the facilities. Students and members must present their valid Redhawks ID card to enter any of our facilities. Facilities are also available to rent by individuals or student groups.

Programmatic opportunities also exist in Recreation Services in intramural sports (over 30 sports annually), fitness and wellness (over 20 group fitness classes weekly and personal training opportunities), wellness seminars, health fairs, outdoor equipment rentals (tents, backpacks, stoves, sleeping bags, canoes, and much more), our Southeast Challenge program – which provides leadership training to small or large groups and utilizes our outdoor low ropes course, youth and family programming (including Redhawks Kids Camp, birthday parties and instructional clinics), and a complete

aquatic program which includes swim lessons, scuba diving and much more! For more information on all of our facilities and programs, visit [www.semo.edu/recservices](http://www.semo.edu/recservices) or call us at (573) 651-2105.

## **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, learning communities such as honors, education, science and transfer student. Limited 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
- Center for Writing Excellence
- Jane Stephens Honors Program
- Southeast Online Programs
- Testing Services
- UI 100 and First Year Experience
- University Studies Advising Center
- University Studies 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.

### **Center for Writing Excellence**

The Center for Writing Excellence promotes better writing throughout the University and the community by means of three major projects.

The Writing Lab, located in Kent Library room 412, provides individual assistance to students, faculty, and the community. Tutors will help writers gain confidence, generate and organize ideas, and revise more effectively, in addition to reviewing the basics of spelling, punctuation, and grammar. The Writing Lab will not proofread your work; rather, the tutors will help you to become a better editor of your own writing. You can make an appointment by calling (573)651-2460, but walk-ins are welcome. Tutors will also provide online assistance. Details are available at <http://ustudies.semo.edu/writing>.

The Writing Assessment Program provides individual and institutional assessment of writing. Through a series of exams, the program offers feedback to students on their writing skills, and in conjunction with the Writing Lab, support for the further development of those skills.

The Writing in the Disciplines program provides collaborative assistance to faculty in assessing the teaching of writing in their classes and development of improved teaching methods. Faculty can work individually with Writing Associates and attend periodic workshops on specific aspects of teaching writing in all academic fields.

### **Southeast Online Programs**

Southeast Online Programs provides web-based, blended (a mixture of web-based class sessions and face-to-face or ITV sessions), and webinar (courses delivered using video conferencing software) courses to students locally and at a distance. Instruction, assignments, and class discussions – all facets of a high quality course – are part of the online learning experience. Students can complete a Bachelor of General Studies degree, Bachelor of Science degree with a major in Interdisciplinary Studies, and a Bachelor of Science in Business Administration degree with a major in Organizational Administration. Completion programs in Industrial Technology (Bachelor of Science degree) and Nursing (Bachelor of Science in Nursing degree) are available for students who already have an associate's degree.

A Master of Business Administration, Master of Arts in Teaching English to Speakers of Other Languages and Master of Science in Criminal Justice are also available online. Other programs include an Alternative Certification curriculum for prospective teachers and English for Speakers of Other Languages (ESOL) Certification. Students can choose from over 150 courses in a wide variety of disciplines. Southeast Online 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 Based Graduate Record Exam (GRE), the Graduate Management Admission Test (GMAT), 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 Disability Services. Students and other community members can make testing arrangements for correspondence exams and for various subjects in the College Level Examination Program (CLEP).

### **UI 100 and First-Year Experience**

The First-Year Experience Program, housed in Kent Library room 316, is responsible for academic and orientation programs that serve new students. These responsibilities include administration of the First-Year Seminar, UI 100, a required three-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)561-2092 for further details about the program.

## **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 initially provide programming to help students get oriented, get connected, and subsequently get settled through a variety of dynamic orientation programs. Personnel help beginning students connect academic planning and

career planning through the first two of four career proficiencies. 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)651-5166.

### **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.

### **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. For additional information, contact the office at (573)651-5166.

## STUDY ABROAD PROGRAMS

Study Abroad Programs at Southeast Missouri State University includes both “outgoing”—Southeast students studying in countries outside the USA, and “incoming”—college students from countries outside the US who come to Southeast as a part of their higher education experience.

Less than one percent of today’s American college students expand their studies outside their home institutions to the many culturally and academically rich opportunities available to them outside the United States. Southeast offers international year long, semester length and short term studies through the Office of International Education and Services and through various university colleges and schools. Southeast students are able to choose from among a broad array of fields and countries in which to study. Financial aid that may be awarded to assist students in their studies at Southeast applies to overseas study experiences also. Persons interested in additional information on specific programs and countries of study should contact the Office of International Education and Services.

Students enrolled in higher education institutions in countries outside the United States may also choose to study at Southeast for an academic year, a semester, or during one of our three to five week language and culture programs. Fields of study vary including English language studies for those interested in learning English in Southeast Missouri. International students interested in exploring these options should contact the international studies center at their home institutions or the Office of International Education and Services at Southeast.

## 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 Redhawk Market in the University Center (featuring Hearthstone, Chick-Fil-A, Acentos Latino and Chef Yan Can Cook), Rowdy’s in the Towers Complex, Scully Café, The Beanery, Olive’s, River Campus Cafe 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.

## UNIVERSITY PRESS

Southeast Missouri State University Press, founded in 2001, serves both as a first-rate publisher in our underpublished region and as a working laboratory for students interested in learning the art and skills of literary publishing. The Press supports a minor in Small Press Publishing for undergraduate students in any major who wish to acquire the basic skills for independent-press publishing and editing. Awards won by the press’ books include the James Jones First Novel Award, the Langum Award for Historical Fiction, two Missouri Governor’s Book Awards, the United We Read selection, and the Kniffen Book Award.

## 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.