

Student Support Services

University Center - Room 302, (573) 651-2512

E-mail - tunderwood@semo.edu

Website - <http://www4.semo.edu/sss/>

Office Hours - M-Th 8:00 a.m. - 6:00 p.m., F 8:00 a.m. - 5:00 p.m.

The purpose of Student Support Services is 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. Student Support Services helps these students to stay in college until they can earn their baccalaureate degree from Southeast Missouri State University.

Student Support Services is a federally funded TRIO program designed to assist students in reaching their educational goals. This program enables students to receive free tutoring, supplemental advising, supplemental financial assistance, and access to a computer lab.

Students must apply to participate in the program, meet the eligibility requirements and be active in the program to receive services. To qualify, applicants must meet one of the following criteria:

- Be a first generation college student
- Demonstrate economic need
- Have a documented disability

Student Support Services provides academic support programs including supplemental advising and assistance; and workshops in time management, textbook reading, note taking, and personal development.

Learning Assistance Program & Disability Support Services

University Center - Room 302, (573) 651-2273

E-mail - lapdss@semo.edu

Website - <http://www6.semo.edu/lec/>

Office Hours - M-Th 8:00 a.m. - 6:00 p.m., F 8:00 a.m. - 5:00 p.m.

The Learning Assistance Programs (LAP) provides support services to assist students in being successful with their academic experience. Services include: Disability Services, Tutoring, Academic Improvement Plans, Enrichment Workshops, and Supplemental Instruction.

Students wishing to use Disability Services should contact the LAP and make an appointment with the Associate Director. Services include academic accommodations, mediation, assistive technology, and advocacy. The initial form to request services as well as additional information about Disabled Student Services is available on the LAP website or may be picked up in the LAP office.

Tutoring services are available through individual appointments or on a walk-in basis in the Academic Assistance Labs. These services are free of charge and students can fill out a tutor request form by either coming to the LAP or by completing the request form online, available through the LAP website. There is a lab schedule posted on the LAP's website.

Academic Improvement Plans (AIP) are offered on a voluntary and mandatory basis. Part of the AIP process is to help students identify their learning style and academic strengths and weaknesses through such assessments as the LASSI and the VARK.

Enrichment Workshops are offered on an ongoing basis and can be scheduled for specific groups of students when requested. These workshops focus on topics that are designed to enhance student's academic skills as well as personal well-being. To find out the schedule of workshops for a specific semester, please contact the LAP.

Supplemental Instruction (SI) is a free service offered for selected courses each semester. SI is usually provided in high risk courses and is designed to help all ranges of students. SI study sessions are offered throughout the week. To find out which courses have SI attached with them each semester, please contact the LAP.

Students may drop in the LAP at any time for more information, find information on the website, or they may make an appointment to meet confidentially with one of the professional staff members to set up one or more of these services.

Educational Access Program

University Center - Room 414, (573) 986-6135

Towers—Room 204, 986-6040

E-mail - minstuprog@semo.edu

Website - <http://www4.semo.edu/EAP/>

Office Hours - M-Th 8:00 a.m.-6:00 p.m., and F 8:00 a.m.-5:00 p.m.

The Educational Access Program enhances the quality of the educational experience for minority students in particular and all students in general, through programs, services, advocacy, and referral to appropriate resources. In addition, the Educational Access Program responds to the needs of all students and helps them get involved in a wide range of multicultural activities and initiatives.

Opportunities for involvement include the Minority Peer Academic Coaching Program (MPAC), Minority Mentor Program and the Matching / Merit Success Award. Check out the website for application forms and additional information.

The Center for Writing Excellence

Kent Library - Room 412, (573) 651-2159

Website - <http://ustudies.semo.edu/writing/> OR

<http://ustudies.semo.edu/writing/owl.asp>

Office Hours - Monday -Thursday 9:00 a.m.-9:00 p.m., and Friday 9:00 a.m.-2:00 p.m., closed Wednesdays during noon hour;

Sunday afternoons from 1:00 - 5:00 p.m.

Appointments: Not required but advisable for drafts ten pages or longer

The Center for Writing Excellence is for all students -- graduate and undergraduate, first- year to seniors, international and non-traditional -- who think they might benefit from an experienced tutor's advice about their writing. Students may receive help with matters ranging from grammar and mechanics to broader concerns like focus, development, organization, and style. And it's **absolutely free**. Students may submit drafts or questions via the Web site, and tutors will reply within 24 hours.

Nontraditional and Commuter Student Services

University Center - Room 422 - (573) 651-2135

E-mail - deanofstudents@semo.edu

Website - <http://www5.semo.edu/commuters>

Commuter students and nontraditional students are balancing many personal obligations in addition to college life. The Office of Student Development provides services for students living off campus. Commuter students can obtain information on off campus housing, meal plans, banking services, child care, and car pooling.

A nontraditional student study room and computer room are available for use. Both are located on the 4th floor of Kent Library. These are study rooms that have been dedicated to nontraditional students. The family computer room is a study room with computers where nontraditional students can bring their children, if necessary, while the student works on the computer.

Office of International Education and Services

International Center, 939 College Hill, (573) 986-6863, fax (573) 986-6866

E-mail - intadmit@semo.edu

Website - <http://www2.semo.edu/intadmit/>

The Office of International Education and Services promotes and supports international initiatives on campus, including services to US students pursuing long-term study abroad; faculty, student and staff exchanges, and domestic and international student, faculty, and staff services. Assistance is available on a walk-in and appointment basis. E-mail communication is quite appropriate.

Mathematics Learning Center

Johnson Hall - Room 112, no phone in lab

Hours - Monday through Thursday 8:00 a.m.-5:30 p.m.

Fridays 8:00 a.m.-3:00 p.m.

Website- http://www5.semo.edu/math/mathematics_learning_center.htm

The Math Learning Center provides help for any student needing assistance with math homework. The assistance is **free** and students can drop in without an appointment. Students knowledgeable in the area of mathematics provide these services.

Campus Health Clinic

E-mail - chc@semo.edu

Website - <http://www4.semo.edu/chc/>

Office Hours - M-F 8:00 a.m. - 5:00 p.m.

Health Services

Crisp Hall - Room 101, (573) 651-2270

Nurse practitioners and nurses employed by Southeast Missouri Hospital will provide assessment and treatment of acute and chronic illnesses; assessment and treatment of injuries; physical exams and consultations; pap and pelvic exams; prescription services; laboratory services and tests; immunizations; allergy shots; medical procedures; special equipment such as crutches, ice packs and heating pads; contraception education; condoms and birth control medications; sexually transmitted disease information; weight management and smoking cessation information; eating disorder assessment, education and support; health care, mental health and medical specialist referrals.

Counseling Services

Dearmont Hall - Room B1, (573) 986-6191

Workshops, group therapy sessions, and individualized counseling sessions are available throughout the semester. If a student is experiencing problems, he or she can call or stop by the Center to schedule an intake appointment. During that first appointment, the counselor and the client will discuss and clarify the client's counseling needs. Issues addressed at the CHC include, but are not limited to, the following: relationships, sexuality, stress, depression, anxiety, healthy decision-making, loss, life changes/transitions, eating disorders, or sexual/physical/emotional abuse.

Costs - Individual counseling is provided at **no cost** to enrolled students. A small fee may be charged for testing services or group services. All fees will be charged to the student's account.

Office of Substance Abuse Prevention and Education

Dearmont Hall - B1, (573) 986-6191

E-mail - sape@semo.edu

Website- <http://www6.semo.edu/sape>

Substance Abuse Prevention and Education (SAPE) services are available to students, faculty and staff. A variety of educational programs, individual counseling, and prevention activities are provided upon request. Topics of education and support services provided include:

- Alcohol and other drug assessment, counseling, and referral
- How to help a friend or family member with an alcohol or other drug problem
- Information, support and counseling for "adult children of alcoholics"
- Education regarding the most abused drugs on campus
- Current statistics related to alcohol and drug use among Southeast students
- "DON'T CANCEL THAT CLASS": Classroom and organization presentations

Office of Student Conduct

University Center - Room 422 - (573) 651-2264

E-mail - stuconduct@semo.edu

Website - <http://www6.semo.edu/judaffairs>

Office Hours - M-F 8:00 a.m.-5:00 p.m.

The Office of Judicial Affairs is responsible for administering the rights and responsibilities of students. The Statement of Student Rights and Code of Student Conduct is published and administered by this office. Judicial Affairs supervises the judicial system including the imposition of sanctions upon students found to have violated the Code of Student Conduct.

Student Financial Services

Academic Hall - Room 123, (573) 651-2253

Office Hours - M-F 8:00 a.m.-5:00 p.m. fall and spring

M-F 8:00 a.m.-4:00 p.m. summer and spring break

CASHIER'S OFFICE

All payments to the University should be submitted to the Cashier's Office located on the first floor of Academic Hall. Payments may be made in person, or by mail via check, money order, or credit card (MasterCard, VISA, or Discover). Please be sure the student's name and Southeast ID Number is clearly identified on all payments. Mail payments to Southeast Missouri State University, Attn: Cashier's Office-MS3275, One University Plaza, Cape Girardeau MO 63701.

You can now pay your bill online, using your checking account, by the Automated Clearing House (ACH) transaction through MySoutheast at <http://portal.semo.edu>.

STUDENT ACCOUNTS

An Installment Payment Plan (IPP) is available which distributes payment of all current semester charges over two, three, or four payments during the fall or spring semester. Past due charges cannot be placed on the IPP. Students may sign up for the IPP by checking the appropriate box on their pre-registered billing statement, online through <http://portal.semo.edu> or by stopping by the Student Financial Services Office, AC123. There is a minimal charge to be placed on the IPP each semester the student chooses this plan. The IPP is not available during the summer sessions. For further information, please visit our website at www.semo.edu/cs/financing or contact Student Financial Services at 573-651-2253.

STUDENT EMPLOYMENT

At Southeast, the Missouri Division of Work Force Development will help you find that job. Their satellite office is located on campus in the University Center, Room 206. Job openings, on- and off-campus, are posted online at Career Linkages and more information can be found by visiting <http://www.semo.edu/cs/financing/employment.htm>.

If you work on campus, you may work a maximum of 20 hours per week while classes are in session. When classes are not in session (summer, spring break or semester break), you may work up to 37.5 hours per week. Unless your

department supervisor specifies a higher wage rate, you will be paid the current minimum wage. Paychecks are issued bi-weekly.

WHOM TO CONTACT:

Subject	Office	Phone	Web Site	E-mail
General Billing Info	SFS	573-651-2253	www.semo.edu/cs/financing	sfs@semo.edu
Financial Aid	SFS	573-651-2253	www.semo.edu/cs/financing	sfs@semo.edu
Class Schedule	Registrar Office	573-651-2250	www2.semo.edu/registrar	registrar@semo.edu
Housing Assignment	Residence Life	573-651-2274	www.semo.edu/housing	residencelife@semo.edu
Parking Permit	DPS	573-651-2215	www5.semo.edu/dps	dps@semo.edu
Student Insurance	Student Resources	800-767-0700	www.studentresources.com	

Career Linkages

University Center - Room 206, (573) 651-2583

E-mail - careerlinkages@semo.edu

Website - <http://www.semo.edu/careerlinkages>

Office Hours - M-F 8:00 a.m. -5:00 p.m.

Career Linkages goal is to educate students and alumni through career exploration and planning, incorporating experiential learning experiences to assist with the facilitation of employment opportunities and graduate/professional school in collaboration with employers, the Division of Workforce Development and the University community. They have services that can assist students with choosing a major or career field, job search strategies, internship opportunities, interview skills, and resume development. Students can call or visit the University Center 206 to use the career resource library, ask for career assistance, or schedule an appointment to meet with a trained career professional.

Advising Centers

Donald L. Harrison College of Business Advising

Mishea Culbreath, Coordinator, businessadvising@semo.edu
Becky Decker, Academic Advisor
Dempster Hall Room 123
(573) 651-5090

College of Education Advising

Dr. Joe Huskey, Coordinator, aelincoln@semo.edu
Secondary Education and Middle School, scwick@semo.edu
Scully Building Room 304
(573) 651-2412

College of Health and Human Services Advising

Linda Little, Coordinator, healthhumsvcadv@semo.edu
Academic 104
(573) 651-2015

College of Liberal Arts Advising

Carol Heisserer, Coordinator, liberalartsadv@semo.edu
Academic 104
(573) 651-2007

College of Science and Mathematics Advising

Heather Seabaugh, Coordinator, hseabaugh@semo.edu
Jean Miller, Academic Advisor, scienceadvising@semo.edu
Rhodes Hall Room 117
(573) 651-2173

School of Polytechnic Studies Advising

Amanda Eller, Coordinator of Special Programs & Services,
aeller@semo.edu
Courtney Lawson, Academic Advisor, clawson@semo.edu
Polytechnic Building Room 118
(573) 651-5930, polytech@semo.edu

School of University Studies Advising

Dana Daniel, Coordinator, usac@semo.edu
Tina Hotop, Academic Advisor, usac@semo.edu
Academic 317
(573) 986-7328

Athletic Advising

Sharon Burgard, Coordinator, sburgard@semo.edu
(573) 986-6182
Sonya Bain, Assistant Coordinator, sbain@semo.edu
(573) 986-6007
Redhawk Success Center
2nd Floor - Rec Center - South

Southeast Online Advising

Heather Jones, Academic Advisor, southeastonline@semo.edu
Academic 318F
(573) 651-2889

Regional Campuses

Southeast Missouri State University - Sikeston

Kim Madigan, Coordinator, kmadigan@semo.edu
(573) 472-3210

Southeast Missouri State University - Malden

Lisa Webb, Coordinator, lwebb@semo.edu
(573) 276-4577

Southeast Missouri State University - Kennett

Karen Tucker, Academic Advisor, ktucker@semo.edu
(573) 888-0513

Perryville Higher Education Center

Sally R. Werner, Director, swerner@mineralarea.edu
(573) 547-4143

Southeast Programs at Poplar Bluff

Lisa Webb, Coordinator, lwebb@semo.edu
(573) 840-9135

For other helpful resources

Visit the Southeast Missouri State University Advising Centers' webpage: <http://www.semo.edu/advising/>

STUDENT RESOURCES

**This brochure was created by the
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**Southeast Missouri
State University
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