

Welcome to the learning community at Southeast Missouri State University!

I am so pleased that you have made the decision to join us at Southeast and all of us look forward to helping you get acquainted with your new environment. This Orientation Handbook is designed to provide useful information to help you navigate your way through your new community. Inside you will find several resources that are available to you as a student. Always remember there are numerous resources at your disposal and we encourage you to take advantage of them while you are a student here at Southeast.

The first year of college is a time of excitement, change, and transition. Here at Southeast, you will operate within an academic community which offers you many opportunities. I would strongly encourage you to become involved in your campus community. Whether you are commuting or living in the residence halls, I invite you to make connections with the many student organizations, academic and cultural events, and service opportunities which enrich the life of the University. Students who become involved in the University are more likely to persist and succeed in their academic and professional goals.

Please know that we who work in the Office of New Student Programs support you in achieving your educational goals. I wish you success in accomplishing a smooth and enjoyable transition here at Southeast. Congratulations!

Sincerely,



Dr. Theresa Haug-Belvin
Director of Student Transitions

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Understanding the advising and enrollment process

A College Degree at Southeast

► **Minimum of 120 hours of credit**

- Most courses are worth 3 semester hours of credit: A 3-hour course typically meets Monday, Wednesday and Friday (M-W-F) for 50 minutes each day or Tuesday and Thursday (T-R) for 75 minutes each day every week of the 16 week semester.

► **University Studies (Gen Ed)**

- The University Studies Program provides knowledge, skills and experiences that enable students to lead full and productive lives as educated men and women.
- The program consists of a total of 51 hours.

► **Major**

- A specialized area of study in which a degree is earned.
- Hours required in a major can range from 30 to 60.
- Majors with 30-40 hours generally require a minor.

► **Minor**

- An area of study that compliments your major and/or gives you a broader base of knowledge. Majors with 30-40 hours generally require a minor.
- Minors can be completed whether required or not.
- Minors generally require between 15 and 21 hours.

► **Minimum 2.0 GPA overall**

- A minimum 2.0 GPA in your major (transfer students must also have a 2.0 GPA in major courses at Southeast) and a minimum 2.0 GPA in coursework taken at Southeast.
- Some degrees and majors have higher GPA requirements. Always check your DegreeWorks audit for specific GPA requirements.

► **CL sequence MAPP and WP003 required for graduation**

- CL001 - CL004—Career proficiencies assist students with career planning throughout their college career.
- MAPP assessment – General education assessment exam
- WP003—Writing proficiency assessment taken after 75 hours completed.

► **Elective Credits**

- Used as additional classes to complete the 120 hours needed for graduation.
- Any course in which a student has an interest.
- Students must meet all prerequisites required.
- Taking a course in which you have an interest may help you to decide on a major.

**Students review their DegreeWorks audit reports through the portal. Students are encouraged to review their DegreeWorks reports with their advisors prior to choosing classes for the next semester. The DegreeWorks audit indicates required courses for the major, minor and University Studies. It also indicates the specific GPA requirements for a particular major/degree.*

Course Placement

English Placement Options

EN 099 – Writing Skills Workshop (non-degree credit)

EN 100 – English Composition (University Studies Requirement)

EN 140 – Rhetoric & Critical Thinking (University Studies Requirement)

Center for Writing Excellence
(573) 651-2159 • ustudies.semo.edu/writing

Mathematics Placement Options

MA 101 – ACT Math Subscore of 20 or below

Logical Systems Course – ACT Math Subscore of 21 or above (University Studies Requirement)

Department of Mathematics
(573) 651-2164 • www5.semo.edu/math/

Enrollment at your First STEP Orientation

How many classes should I take?

Five classes (15 credit hours) are considered a normal course load. You must enroll in 12 credit hours to be a full-time student. It is important not to overload yourself since the first semester will be a time of transition for you.

How should I choose a schedule?

Your academic advisor assists you with course planning. A typical first-year student schedule looks like this:

► **UI 100** – First-Year Seminar Course is required of all beginning first-year students. Varying themes are offered and it is easy to fit a UI 100 in your schedule.

► **CL 001** Zero credit hour course taken in conjunction with UI 100. You will complete a career assessment inventory as an assignment in this course.

► **CL 002** Zero credit hour course taken in conjunction with UI100. You will learn how to interpret the results of your career assessment.

► **MX 001** Zero credit hour general education assessment exam

► **EN 099/ EN 100 and Math Course** Based on your placement, your advisor will assist in selecting the appropriate English and math courses.

► **University Studies Course/Major Course** Subsequent pages outline course descriptions for 100-200- level University Studies courses. Some majors have required University Studies courses. Your advisor helps you select the appropriate University Studies courses.

Academic Advising Centers

Donald L. Harrison College of Business Advising
Dempster Hall, Room 123 • (573) 651-5090
www5.semo.edu/cobadvising
businessadvising@semo.edu

College of Education Advising
Scully Building, Room 309 • (573) 651-2412
www.semo.edu/cea
aelincoln@semo.edu

College of Health and Human Services Advising
Serena Building, Room 310 • (573) 651-2015
www.semo.edu/hhs/advising
healthhumsvcadv@semo.edu

College of Liberal Arts Advising
Serena Building, Room 310 • (573) 651-2007
www.semo.edu/liberalartsadv@semo.edu
liberalartsadv@semo.edu

College of Science and Mathematics Advising
Rhodes Hall, Room 117 • (573) 651-2173
www2.semo.edu/cosmadvising
scienceadvising@semo.edu

School of Polytechnic Studies Advising
Seabaugh Polytechnic Building, Room 118
(573) 651-5930
www.semo.edu/polytech/advising
aeller@semo.edu

School of University Studies Advising
University Center, Room 209 • (573) 986-7328
www.semo.edu/usac
usac@semo.edu

Athletic Advising
Redhawks Success Center
Upper Level of Rec Services Center South
(573) 986-6182 • (573) 986-5999
gosoutheast.cstv.com/ot/successcenter.html
athleticacademic@semo.edu

Southeast Online Advising
Kent Library Room 317 • (573) 651-2889
online.semo.edu/advising
southeastonline@semo.edu

Jane Stephens Honors Program

To be admitted, students with less than 12 semester hours of college credit must have a cumulative high school GPA of at least 3.4 on a 4.0 scale (or its equivalent) and an ACT composite score of at least 25 (or its equivalent).

Students who do not meet the initial criteria and transfer students may be admitted to the Stephens Honors Program after they have completed 12 semester hours of college credit with a cumulative college GPA of at least 3.25.

Completion of the Stephens Honors Program requires 24 hours of honors credit including 6 hours at the upper-division level, a senior honors project, and maintaining at least a minimum 3.25 cumulative GPA.

The Stephens Honors Program offers educational opportunities tailored to the needs, aspirations and motivations of students with superior intellectual and creative abilities. Honors students can earn honors credit in specially-designated honors sections of courses or by contracting for honors credit in non-honors sections taught by honors faculty. Honors courses emphasize creative and active learning with attention to student initiative. In addition, the Stephens Honors Program offers co-curricular and social activities through which honors students can meet other members of the honors community and enjoy a more rewarding and enriching University experience.

Dr. Craig Roberts, director of the Jane Stephens Honors Program
Honors House, 603 North Henderson Avenue
(573) 651-2513
croberts@semo.edu
www.semo.edu/honors/

School of University Studies
 Kent Library 305
 651-2783
 univstudies@semo.edu www.semo.edu/ustudies

The University Studies Program is a general education program designed to provide the knowledge, skills, and experiences that are necessary to enable students to lead full and productive lives as educated members of society. The program consists of a total of 51 hours.

Structure of the University Studies Program

I. Program Theme: Understanding and Enhancing the Human Experience

- ▶ **First Year Introductory Course (UI 100 First Year Seminar):** An academic skills-centered seminar that introduces students to the University Studies Program and the value of liberal education while addressing one of a variety of themes. Required of all students entering the University with 23 or fewer credit hours.....3 hours
- ▶ **English Composition (EN 100 English Composition):** Focus on techniques of effective written expression. Prerequisite: EN 099 or appropriate score on University Placement Test..... 3 hours

II. Theme: Acquisition of Knowledge: Gaining Perspectives on the Individual, Society and the Universe

- ▶ The 100-200-level core curriculum is separated into three perspectives with four categories of courses in each perspective. One course is required from each of the twelve categories.....36 hours

Perspectives on Individual Expression	Perspectives on Natural Systems	Perspectives on Human Institutions
Artistic Expression 3 hours	Behavioral Systems.....3 hours	Development of a Major Civilization 3 hours
Literary Expression 3 hours	Living Systems3 hours	Economic Systems 3 hours
Oral Expression 3 hours	Logical Systems3 hours	Political Systems 3 hours
Written Expression 3 hours	Physical Systems3 hours	Social Systems 3 hours

III. Theme: Integration of Knowledge: Living in an Interdependent Universe

- ▶ Each student takes two 300-level courses that integrate two or more categories of the core curriculum..... 6 hours
- ▶ Each student also takes a 400-level senior seminar that integrates two or more perspectives of the core curriculum and that requires students to demonstrate the ability to do appropriate interdisciplinary scholarship and present it in both oral and written forms 3 hours

Total 51 hours

University Studies Student Checklist

List the University Studies courses as you take them to monitor your progress.

First Year Introductory Course (UI 100 First Year Seminar).....	3 hours
English Composition (EN 100 English Composition).....	3 hours
100-200-Level Core Curriculum.....	36 hours

Perspectives on Individual Expression

Artistic Expression	_____	3 hours
Literary Expression	_____	3 hours
Oral Expression	_____	3 hours
Written Expression	_____	3 hours

Perspectives on Natural Systems

Behavioral Systems	_____	3 hours
Living Systems	_____	3 hours
Logical Systems	_____	3 hours
Physical Systems	_____	3 hours

Perspectives on Human Institutions

Development of a Major Civilization	_____	3 hours
Economic Systems	_____	3 hours
Political Systems	_____	3 hours
Social Systems	_____	3 hours

300-Level Interdisciplinary	_____	3 hours
	_____	3 hours

400-Level Senior Seminar	_____	3 hours
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Perspectives on Individual Expression

Artistic Expression

(Choose ONE Course)

AR 108 Drawing in Society

A course combining studio drawing with the study of how drawing incorporates and communicates the experiences and values of society. (3)

AR 111 Ceramics: A Metaphor for Understanding Human Experience

Ceramics, one of mankind's oldest and lasting handicrafts, provides us with a record of human needs and aspirations through the ages. Pottery and other ceramic artifacts will be examined and compared for function, design, technique and decoration to gain enhanced understanding of cultures that created them. (3)

AR 112 Perspectives in Art

The course investigates the role and value of art as an essential human aesthetic experience. No prerequisites. (3)

DA 100 Dance Appreciation

Develops student ability to describe, analyze, interpret, and evaluate dance through exposure to writings, discussions, active learning dance experiences, and performances. (3)

FL 205 The Art of French Cinema

A study of artistic elements of French cinema through critical examination of directors, themes, and techniques. In English; no knowledge of French required. (3)

LI 205 The Art of Film

A study of the major artistic components of film and how those components are used to convey ideas and meanings. Prerequisite: EN 100 or its equivalent. (3)

MM 101 Theories of Music in Culture

Fundamentals of music in resources and practices of Western and non-Western cultures. Prerequisites: None, but a strong knowledge of note reading is necessary. Previous musical performance experience is recommended. (3)

MU 181 Musical Encounters

A course in music appreciation which develops informed judgment about music through exposure to live performance. (3)

MU 182 Music: An Artistic Expression

An examination of music as artistic expression and an analysis of the role music has played in the human experience. (3)

MU 190 Jazz Appreciation

A journey through the various languages of Jazz—America's unique art form—and the societal developments that have influenced Jazz music in the U.S.A. (3)

PG 284 Photography Fundamentals

The aesthetic and technical aspects of photography within an overall sociological construct are examined. Black and white photos are produced. (3)

PL 203 Aesthetics and the Arts

An introduction to the concepts, theories, literature, methods of criticism, and modes of perception appropriate to understanding the arts, developing aesthetic attitudes, and making reasoned aesthetic judgments. (3)

TH 100 Theater Appreciation

Promotes an appreciation for and an understanding of theater in contemporary society. Emphasizes the script, artist, and audience interaction. (3)

TH 101 Acting for Non-Majors

Acting as a form of self-expression. Emphasizes personal awareness, relaxation, concentration, coordination and integration, vocal skills, and scene study. (3)

Literary Expression

(Choose ONE Course)

FR 220 French Literature

Designed to develop ability to read French literary texts; to acquaint students with a selection of major French authors; to introduce basic concepts of literary analysis; to increase students' ability to speak and understand French through class discussions in French. Prerequisite: FR 200 or equivalent. (3) This course is open to beginning freshmen who have had exceptional high school preparation (4-5 years). Students who complete this course as their first course in French are eligible to receive an additional 9 credits under the Department of Foreign Languages Retroactive Credit policy.

GN 220 German Literature

Designed to develop the ability to read German literary texts; to acquaint students with a selection of major German authors; to introduce basic concepts of literary analysis; to increase students' ability to speak and understand German through class discussions in German. Prerequisite: GN 200 or equivalent. (3) This course is open to beginning freshmen who have had exceptional high school preparation (4-5 years). Students who complete this course as their first course in German are eligible to receive an additional 9 credits under the Department of Foreign Languages Retroactive Credit Policy.

LI 220 Fiction and the Human Experience

A study of short stories and novels by significant writers past and present. Prerequisite: EN 100. (3)

LI 221 Poetry and the Human Experience

Focus on the elements of poetry and the techniques of interpretive reading in a survey of significant poetry. Prerequisite: EN 100. (3)

LI 222 Mythic Dimensions of Literature

A study of mythology and of literature with mythological themes. Prerequisite: EN 100. (3)

LI 243 Children's Literature

Study of best forms of literature for children; development of criteria for judging children's books. Does not count on major or minor in English. Prerequisite: EN 100 and EL 120. (3)

LI 250 World English Literature

A survey of the world's literatures written in English, with emphasis on analyzing and writing about literature. Pre- or co-requisite: EN 140 or equivalent. (3)

LI 256 The Variety of Literature

A survey of literature in all its variety--short stories, novels, poems, and drama. Emphasis on reading, analysis, and writing about literature. Prerequisite: EN 100. (3)

MH 252 The Evolution of Musical Style Since 1827

An analytical examination of representative musical works since 1827 with emphasis on understanding the manipulation of musical symbols and its effect. Prerequisite: The ability to read music. (3)

PL 110 Readings in Philosophy

An exploration of the main issues in philosophy through philosophical and literary readings. (3)

RS 201 New Testament Literature

A study of the literary genres and historical contexts of the New Testament writings. (3)

RS 202 Old Testament Literature

A historical and critical study of the literature of the Old Testament, using methods of modern biblical scholarship. (3)

SN 220 Hispanic Literature

Designed to develop ability to read Hispanic literary texts; to acquaint students with a selection of major Hispanic authors; to introduce basic concepts of literary analysis; to increase students' ability to speak and understand Spanish through class discussions in Spanish. Prerequisite: SN 200 or equivalent. (3) This course is open to beginning freshmen who have had exceptional high school preparation (4-5 years). Students who complete this course as their first course in Spanish are eligible to receive an additional 9 credits under the Department of Foreign Languages Retroactive Credit policy.

Oral Expression

(Choose ONE Course)

FR 100 French Language and Culture I

Acquisition of an appreciation of the culture of French-speaking peoples and study of speaking, understanding, reading, and writing French. (3)

FR 120 French Language and Culture II

Continued study of the culture of French-speaking peoples through the practice of speaking, understanding, reading, and writing French. Prerequisite: FR 100 or equivalent. (3) Students who complete this course as their first course in French are eligible to receive an additional 3 credits under the Department of Foreign Language Retroactive Credit policy.

FR 200 French Language and Culture III

Continued study of French language and culture. Cultural, conversational, and structural activities leading to increased proficiency and cross-cultural awareness. Prerequisite: FR 120 or equivalent. (3) This course is open to beginning freshmen who have had very good high school preparation in French (3-4 years). Students who complete this course as their first course in French are eligible to receive an additional 6 credits under the Department of Foreign Languages Retroactive Credit policy.

GN 100 German Language and Culture I

Acquisition of an appreciation of the culture of German-speaking peoples and study of speaking, understanding, reading, and writing German. (3)

GN 120 German Language and Culture II

Continued study of the German-speaking peoples through the practice of speaking, understanding, reading, and writing German. Prerequisite: GN 100 or equivalent. (3) Students who complete this course as their first course in German are eligible to receive an additional 3 credits under the Department of Foreign Languages Retroactive Credit Policy.

GN 200 German Language and Culture III

Continued study of German language and culture. Cultural, conversational, and structural activities leading to increased proficiency and cross-cultural awareness. Prerequisite: GN 120 or equivalent. (3) This course is open to beginning freshmen who have had very good high school preparation in German (3-4 years). Students who complete this course as their first course in German are eligible to receive an additional 6 credits under the Department of Foreign Languages Retroactive Credit policy.

SC 105 Fundamentals of Oral Communication

The development of proficiency in oral communication through the study of rhetorical theories, principles, and strategies. (3)

SC 107 Online Oral Presentations

A course that adapts principles of effective public speaking to the online environment and evaluates students' application of those principles. (3)

SC 155 Fundamentals of Interpersonal Communication

Consideration of the elementary principles involved in effective person to person communication. (3)

SN 100 Spanish Language and Culture I

Acquisition of an appreciation of the culture of Spanish-speaking peoples and study of speaking, understanding, reading, and writing Spanish. (3)

SN 120 Spanish Language and Culture II

Continued study of the culture of Spanish-speaking peoples through the practice of speaking, understanding, reading, and writing Spanish. Prerequisite: SN 100 or equivalent. (3) Students who complete this course as their first course in Spanish are eligible to receive an additional 3 credits under the Department of Foreign Language Retroactive Credit policy.

SN 200 Spanish Language and Culture III

Continued study of Spanish language and culture. Cultural, conversational, and structural activities leading to increased proficiency and cross-cultural awareness. Prerequisite: SN 120 or equivalent. (3) This course is open to beginning freshmen who have had very good high school preparation in Spanish (3-4 years). Students who complete this course as their first course in Spanish are eligible to receive an additional 6 credits under the Department of Foreign Languages Retroactive Credit policy.

SW 121 Helping Skills for the Human Services

This course emphasizes the development of competence in interpersonal communication through the study of verbal communication principles and strategies, helping strategies, and the influence of gender and culture on communication. (3)

Written Expression

(Choose ONE Course)

EN 140 Rhetoric and Critical Thinking

Focus on effective written expression in the context of a liberal education; emphasis upon critical thinking and the research paper. Prerequisite: EN 100 or advanced placement. (3)

EN 190 Writing and the Environment

A course in writing with particular emphasis on environmental issues. All students must complete a group project. Fulfills same degree requirements as EN-140. Prerequisite: EN 100 or advanced placement. (3)

Perspectives on Natural Systems**Behavioral Systems**

(Choose ONE Course)

AN 100 Foundations of Human Behavior:

Sex/Aggression

Examines biological and cultural foundations of sex and aggression, with an emphasis on critical examination of the popular media. (3)

HL 120 Health Perspectives

Health topics with wide-ranging importance are examined. Issues are examined from various perspectives with special emphasis on the influence that individual health behavior decisions have on personal, societal and global health status. (3)

PL 204 Ethical Theory

A normative study of human behavior and conduct including an examination of ethical theories and theories of moral development. (3)

PY 101 Psychological Perspectives on Human Behavior

Examination of human behavior and experience from a psychological perspective. Application of psychological principles to understanding of human behavior. (3)

PY/CF 120 The Child: Development/Conception to Adolescence

An overview of the social, cognitive, physical and emotional changes that occur from conception to adolescence. Application of principles of development to the understanding of child development and behavior. (3)

PY 151 Social Decision-Making

Concepts, theories, and research that contribute to understanding, analyzing and evaluating people's thinking and behavior in social psychological interactions. (3)

PY 220 Psychological Development Across the Life Span

Broad overview of human development across the life-span. Reciprocal nature of the individual/ environment interaction is emphasized. (3)

PY 222 Development of the Adolescent

The basic physical, cognitive, social and personality development of the adolescent period will be examined.

Efforts will be made to understand current issues affecting adolescence in light of recent empirical and theoretical knowledge. (3)

Living Systems

(Choose ONE Course)

BI 151 Biological Reasoning

Use of scientific reasoning and evidence from various biological disciplines to test hypotheses about the common ancestry of organisms. (3)

BS 103 Human Biology

Emphasis on human cell, tissue, and organ system function. Discussions focus on a systems approach to human health and disease. Does not count on any major or minor in Biology Department. Prerequisite: SW 110 or equivalent. (3)

BS 105 Environmental Biology

Discussion of biological principles with application to environmental issues. (3)

BS 107 Investigations in Biology

Biological processes will be used to provide experience in scientific investigation and discussion of its implications and limitations. (3)

BS 108 Biology for Living

To acquaint students with and help them to understand some of the fundamental biological processes and problems which confront living organisms. (3)

BS 218 Biological Science: A Process Approach

This course applies scientific thought to structure, function, energetics, and ecology of living systems. Two one-hour lectures and one two-hour laboratory. Prerequisites: BS 118; PH 218. (3)

FN 235 Nutrition for Health

This course examines, analyzes, and evaluates the relationships between the science of nutrition, health and well being. (3)

Logical Systems

(Choose ONE Course)

CS 125 Ethics in the Cyber World

Social and ethical issues and controversies concerning new and evolving technologies in the cyber-world. Prerequisite: Credit for MA 101/102 and a passing score on the Intermediate Algebra Assessment, MA 095 with a grade of 'C' or higher, or ACT Math subscore of 18-20 with MA 095 placement score of 14 or higher, or ACT Math subscore of 21 or higher. (3)

MA 118 Mathematics I

Introduction to problem solving strategies, sets, whole numbers and their operations and properties, number theory, numeration systems, computer usage, and the historical significance and applications of these topics in the K-9 mathematics curriculum. Prerequisites: Credit for MA 101/102 and a passing score on the Intermediate Algebra Assessment, MA 095 with a grade of 'C' or higher, or ACT Math subscore of 18-20 with MA 095 placement score of 14 or higher, or ACT Math subscore of 21 or higher. Declared education major in elementary, early childhood, exceptional child, middle school, or secondary mathematics or human environmental studies: child development option major. (3)

MA 123 Survey of Mathematics

A sampling of topics which mixes mathematics history, its mathematicians, and its problems with a variety of real-life applications. Prerequisites: Credit for MA 101/102 and a passing score on the Intermediate Algebra Assessment, MA 095 with a grade of 'C' or higher, or ACT Math subscore of 18-20 with MA 095 placement score of 14 or higher, or ACT Math subscore of 21 or higher. (3)

MA 134 College Algebra

Functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, binomial theorem. Prerequisite: Credit for MA 101/102 and a passing score on the Intermediate Algebra Assessment, MA 095 with a grade of 'C' or higher, or ACT Math subscore of 18-20 with MA 095 placement score of 14 or higher, or ACT Math subscore of 21 or higher. (3)

MA 155 Statistical Reasoning

Course will introduce statistical ideas to students. The student will reach an understanding of these statistical ideas, be able to deal critically with statistical arguments, and gain an understanding of the impact of statistical ideas on public policy and in other areas of academic study. Prerequisite: Credit for MA 101/102 and a passing score on the Intermediate Algebra Assessment, MA 095 with a grade of 'C' or higher, or ACT Math subscore of 18-20 with MA 095 placement score of 14 or higher, or ACT Math subscore of 21 or higher. (3)

PL 120 Symbolic Logic I

A formal study of argument and inference, emphasizing the application of symbolic techniques to ordinary language. Prerequisite: Credit for MA 101/102 and a passing score on the Intermediate Algebra Assessment, MA 095 with a grade of 'C' or higher, or ACT Math subscore of 18-20 with MA 095 placement score of 14 or higher, or ACT Math subscore of 21 or higher. (3)

Physical Systems

(Choose ONE Course)

CH 180 Chemistry in Our World

The principles governing the systematic behavior of matter, with applications to life and living. One may not receive credit for both CH 180 and CH 181. Two lectures and three hours of laboratory. Prerequisite: MA 101 and or MA 102; completion of high school chemistry is recommended. (3)

CH 181 Basic Principles of Chemistry

A one semester survey of the fundamental principles and systematic behavior of matter. Four lecture plus two lab hours. One may not receive credit for both CH 181 and CH 185. Pre or co-requisite: MA 101 and/or MA 102. (5)

CH 185/005/085 General Chemistry I

A study of atomic structure, chemical bonding, properties of matter and chemical reactions. Initial course in general chemistry sequence. Three lecture hours (CH 185), one recitation hour (CH 005), two lab hours (CH 085) must be taken concurrently. Prerequisite: MA 101 and/or MA 102. (5)

GO 150/050 Earth Science: Environmental Hazards

An examination of Earth's systems, how they work, and how they relate to people, with emphasis on natural and man-made hazards to society. Two lectures, one lab per week. (3)

PH 106 Physical Concepts

An introduction to the concepts and principles governing the natural physical world and their relation to society. Emphasis on developing an appreciation for the role of science in our life. Does not count on a major or minor. (3)

PH 109 Exploring the Universe

An examination of the physical nature of planets, stars and galaxies, their interrelationships and evolutionary processes. Emphasis on the role of scientific inquiry in our present understanding of the Universe. (3)

PH 120 Introductory Physics I

Concepts and principles of natural phenomena, including geometric optics, mechanics, work and energy, and rotational motion, with emphasis on the investigative processes. Three lectures and 2 two-hour labs. Prerequisites: MA 133 and MA 134 or equivalent. (5)

PH 218 Physical Science: A Process Approach

Major topics include atomic structure, elements and compounds, chemical reactions, mechanics and energy concepts of heat, light, sound, electricity and magnetism. Does not count for a physics major or minor. Prerequisite: BS 118. (3)

Perspectives on Human Institutions

Development of a Major Civilization

(Choose ONE Course)

EH 101 Early European Civilization

Survey of the history of Early European Civilization from ancient times to the post-Columbian era. (3)

EH 103 Modern European Civilization

A survey of the history of European Civilization from the Old Regime to the present. (3)

EH 115 Ancient Greece and Rome

A study of the development of ancient Greek and Roman civilizations, their cultures, art, government, and religious beliefs. (3)

GG 170 European Peoples and Civilization

An examination of the geographical expansion of distinctive peoples and regional cultures of Europe. Themes include hearth areas, patterns of diffusion, areas of distribution, and conflict between cultures. (3)

WH 100 African Civilization

A study of the development of African Civilization from ancient times to the present. (3)

WH 110 Chinese Civilization

A survey of the history of Chinese Civilization from its inception in Ancient times to the contemporary period. The course includes an examination of the cultural, social, economic and political forces which have shaped Chinese Civilization. (3)

WH 125 Islamic Civilization

A survey of the history of Islamic Civilization from the time of Muhammad until the present. (3)

WH 130 Latin American Civilization

A survey of Latin American civilization from Pre-Columbian times to the present with emphasis on the mixture of cultures and the struggle for modernity, including an examination of cultural, social, economic and political forces which have shaped Latin American Civilization. (3)

US 105 American History I

A study of the history of the United States from colonial beginnings to 1900. (3)

US 107 American History II

A study of the history of the United States from 1900 to the present. (3)

Economic Systems

(Choose ONE Course)

AG 201 World Food and Society

Food production and distribution in the advancement of societies in developed and developing countries. (3)

EC 101 Economic Problems and Policies

An introduction to the domestic and international economic problems facing the United States today and an analysis if the policies designed to alleviate these problems. (3)

EC 215 Principles of Microeconomics

U. S. market economic system. Demand, supply, competition, pricing, resource allocation concepts applied to issues in business, labor, and public policy. Prerequisites: AD 101 or BA 100 with a minimum grade of 'C' or IE 102;

MA 134 or equivalent. (3)

FE 200 Family Resource Management

A study of basic family management concepts and decision making within the context of the family system. Emphasis is placed on application in the management of human and economic resources in achieving goals. (3)

MN 220 Engineering Economic Analysis

Engineering economic topics include the effects of the time-value of money, concepts of equivalence, replacement analysis, cost/benefit analysis, tax consequences and cost of capital depreciation related to a manufacturing or engineering environment. Prerequisite: MA 134. (3)

Political Systems

(Choose ONE Course)

PS 103 United States Political Systems

Institutions and processes of national and state government, including an analysis of the United States and Missouri Constitutions. (3)

PS 104 Comparative Political Systems

The institutions, cultures and practices of democratic and nondemocratic governments, including the United States, and an analysis of the Missouri Constitution. (3)

Social Systems

(Choose ONE Course)

AN 101 Observing Other Cultures

Students will learn and apply scientific methods of observing cultural and social behavior. Provides foundation for anthropological study of culture. (3)

CD 110 Language and Culture of the Deaf

A study of the history and culture of the deaf, including an introduction to Signed English designed to enable students to communicate with and develop a basic understanding of persons in the deaf community. (3)

CF 102 Relationships in the 21st Century

Insights into relating to others through the framework of dating, committed relationships, family and friends. (3)

GG 150 People and Places of the World

Spatial treatment of ethnic diversity of the world's macro cultures (e.g. Europe) and contemporary social problems associated with economic development. (3)

GG 180 Cultural Geography

Study of the interrelationship of the components of human cultures, i.e., belief, social and material systems. Emphasis on social geographic principles and issues. (3)

MC 101 Mass Communication and Society

An examination of the media in the United States, emphasizing what impact they have upon society. (3)

PE 201 Sport and Society

The study of interrelationships between society, culture, values and sport, and the ways in which they influence one another. (3)

PL 245 Social Philosophy

A study of basic concepts theories and issues in the organization of society, with attention to the problems of justice and economic distribution. (3)

RC 100 Leisure in a Diverse Culture

Study of leisure and its impact on contemporary culture, diverse populations, and the lives of individuals. (3)

RS 101 World Religions

A study of major world religions, including an examination of various definitions and characteristics of religion as exemplified in the histories of religions and their impact on societies. (3)

SE 275/EL 274 Diversity in America's Schools

Exploration of race, ethnicity, social class, and gender issues in schooling today. (3)

SO 102 Society, Culture and Social Behavior

A series of lectures, projects and group discussions analyzing the impact of society and culture on human social behavior. (3)

SO 120 Cities and Society

An analysis of urbanization, including city life and problems, land use patterns and the future of the city. (3)

SW 207 Understanding Social and Cultural Diversity

This course explores knowledge, understanding, affirmation and respect for people from diverse backgrounds within their cultural contexts at the interpersonal level. (3)

Transfer students (who have 24 or more college credit hours, not including dual-credit hours) have the option of attending a Transfer Student orientation or making their own advising appointment. Transfer students will work with their academic advisor to schedule their classes. Listed below are the 300-, 400- and 500-level University Studies courses. Academic advisors will assist students with pre-requisite information.

**University Studies
300-Level Courses**

- IU 300 Cyberlaw
- IU 301 Historical Perspective: American Agriculture*
- IU 304 Gender and Intimacy*
- IU 305 Entrepreneurship
- IU 306 Perspectives on Urban Design
- IU 308 Effective Interpersonal Communication
- IU 309 Writing for Science & Technology
- IU 310 Government & Politics of East Asia
- IU 315 Ethics in the Cyber World
- IU 300 Drugs and Behavior
- IU 301 Managerial Communication Processes
- IU 304 The History and Culture of West Africa
- IU 305 Judicial Reasoning
- IU 306 Film and History
- IU 307 Economic Geography
- IU 308 Cultural & Physical Landscapes of the World: A Geographical Analysis*
- IU 309 Crime and Human Behavior*
- IU 310 The American Musical Experience*
- IU 312 Perspectives on the Present
- IU 313 The African-American Experience
- IU 315 Electronics and Computers in Music
- IU 316 Contemporary Legal Studies
- IU 317 Human Sexuality*
- IU 318 Earth Science: A Process Approach
- IU 319 Science, Technology and Society*
- IU 320 The Modern Presidency
- IU 322 International Political Economy
- IU 326 Australian Culture
- IU 330 Experimental Methods in Physics and Engineering I*
- IU 331 Biochemistry I*
- IU 332 Images of Women in Literature*
- IU 336 Religion in America*
- IU 337 Issues in Modern Architecture*
- IU 339 North American Indians*
- IU 340 Housing Perspectives*
- IU 341 Victorian Studies
- IU 342 Modern Political Thought*
- IU 343 Transcultural Experience: Economic and Cultural Institutions*

- UI 343 Transcultural Experience: Health and Human Services
 - UI 344 Plants and Humanity*
 - UI 345 Nonverbal Communication*
 - UI 347 Living in a Global Society
 - UI 349 Comparative Economic Systems
 - UI 350 Middle East Politics*
 - UI 351 Public Opinion Management
 - UI 352 Medical Ethics*
 - UI 354 Lifestyle Enhancement*
 - UI 355 Consumer and the Market*
 - UI 357 Early American Political Thought
 - UI 358 Foundations of Political Thought
 - UI 359 Consumers: Buying/Having/Being
 - UI 360 Recycling and Waste Management
 - UI 361 Contemporary Political Theory
 - UI 362 Contemporary French Culture
 - UI 366 Law and Economics
 - UI 368 Mind, Meaning and Value*
 - UI 369 Vice and Virtue
 - UI 370 Media Ethics
 - UI 371 Government and Business*
 - UI 372 Earthquakes and Society*
 - UI 373 Earth/Life Through Time
 - UI 375 European Film*
 - UI 382 History and Philosophy of American Mass Media
 - UI 384 History of the Musical
 - UI 386 Environmental Health
 - UI 387 Environmental Law and Public Policy*
 - UI 392 The Age of Romanticism
 - UI 393 The Age of Modernism
 - UI 394 Music and Culture 1600-1750
 - UI 396 The Age of Beethoven
 - UI 397 Music in Medieval Renaissance Culture
 - *See Handbook online for pre requisite
- 400-Level Senior Seminar Courses**
- UI 400 Business and Ethics*
 - UI 401 American Cultural Landscapes: Regional Architecture and Settlement Systems*
 - UI 402 Music in World Cultures*

- UI 406 Transforming the Female Experience
- UI 410 Manufacturing Research in a Global Society*
- UI 412 American Health Care Systems & Issues*
- UI 415 Science and Religion
- UI 416 Planetary Exploration: From Galileo to the Present and Beyond*
- UI 418 European Mind
- UI 422 Scientific Reasoning*
- UI 423 Political Communication
- UI 425 Persuasion: Understanding, Practice and Analysis*
- UI 427 Service and Community
- UI 429 Environmental Ethics*
- UI 430 Aging Successfully: Critical Issues Facing the Individual in the 21st Century*
- UI 431 Shakespeare's Tragedies and the Human Condition
- UI 432 Shakespeare's History Plays & Comedies & the Human Condition*
- UI 433 Aesthetics of Movement: Athletic Dancers and Artistic Athletes
- UI 435 Literature of Sport
- UI 436 Agricultural Ethics
- UI 438 The Nature and Growth of Mathematical Thought
- UI 440 The Holocaust
- UI 443 Professional Experience in Chemistry
- UI 446 The Civil Rights Movement
- UI 450 Capstone Experience
- UI 454 Perspectives of Literacy: Challenges and Solutions
- UI 455 Understanding Men & Male Development
- *See Handbook online for pre requisite

500-Level Senior Seminar Courses

- UI 500 History of the English Language (See Handbook online for pre requisite)
- UI 501 Principles of Language
- UI 503 Age of Alexander the Great
- UI 504 Leaders of Social Change
- UI 505 Health-Related Quality of Life Across Life Span

Dean of Students Office
University Center 422
986-6888
deanofstudents@semo.edu
<http://www.semo.edu/dean/>

Commuter Student Services

Commuter students are those students who do not live in the residence halls on campus. They may be any age, marital status, or classification. Services are available to assist the commuter student in maintaining a sense of inclusion in the life of the campus, addressing concerns relevant to parking, dining, studying facilities, and advocating for students' concerns. A list of resources is available at this site:
<http://www5.semo.edu/commuters/services.htm>

Off Campus Housing

Students who are not required to live on campus may need assistance in finding off campus housing. A Landlord Directory of rental properties close to campus is available in the Dean of Students Office or by emailing a request to deanofstudents@semo.edu. Students can find additional assistance at this site:
www.semo.edu/housing/off_campus.htm

Nontraditional Student Services

Nontraditional students can be described as one or more of the following: financially independent (living without parents' income); Over 25 years old; Veteran; Married; Parent; have a GED. A list of resources is available at this site:
<http://www5.semo.edu/commuters/services.htm>

Emergency Locator Service

Please note that in the event a family emergency arises family members may call the Department of Public Safety (651-2215) to assist with locating students on campus if the emergency requires their presence.

Child Care

The University School for Young Children offers day care at reasonable rates for children of Southeast students. Full-time, part-time, and flex-time options are available. Contact 290-5135 for more information.

Student Accounts
 Memorial Hall 122
 Phone: 651-2253 Fax: 651-5006
 sfs@semo.edu www.semo.edu/sfs

To access your student account online:

- ▶ Login to your Student Portal portal.semo.edu)
- ▶ Select the Students tab
- ▶ Click on "Self Service" link (twice)
- ▶ Select "Student"
- ▶ Select "Student Records"
- ▶ Select "Account Summary"
- ▶ Click on "Account Summary" button – a new window will open

Several options are available from the Menu Page including Installment Payment Plan setup, Account Summary (which includes access to account detail from current and prior semesters) and Direct Deposit setup/adjustments for student refunds.

Billing and Payment Information

Fall billing statements are mailed the first week of July and are typically due in early August. Spring billing statements are mailed the first week of December and are typically due in early January. The first bill of the semester is always mailed to the student's permanent address. All subsequent bills are mailed to the student's local or temporary address (including the on campus address, if applicable); unless a billing address has been specified in writing or updated online through the Southeast portal.

(Students tab/Personal Information).

Southeast accepts payment by cash, check, money order or credit card (MasterCard, Visa, or Discover). Payments can be mailed, made in person, by phone for debit or credit card payments, check payments on-line through the Southeast portal, or placed in the drop box at the Cashier's Office in Memorial Hall. You may make an online payment (with your checking account) at <http://portal.semo.edu> by logging in with your SE key and password.

Financial Probation/Suspension/Withdrawal

If a student's account is past due, the student may be placed on financial probation. If the account is not brought current by the probation deadline, the student may be placed on financial suspension. If placed on financial suspension, they will not be allowed to attend classes, take exams, or participate in University sanctioned events. When, after University efforts to notify the student of financial suspension, the student does not take appropriate action to pay delinquent charges, the student may be administratively withdrawn from the University.

Refund Information

Students can withdraw from the University or drop specific classes using the web registration system, until the published "Last Day to Drop a Class." After that date, students must contact the Office of the Registrar. The effective date of the withdrawal/dropped class is the date the class or classes are deleted from the student's record. If dropping a class online, be sure to complete the transaction and review your schedule to make certain the class is dropped. For students withdrawing from all classes, Student Financial Services will refund fees approximately three weeks after the withdrawal is processed. A "Request for Refund of Credit Balance" form, available at the Student Financial Services Office, MUST be completed by the student fully withdrawing to initiate the processing of a refund check. All balances due to the University as a result of other obligations will be deducted from the amount to be refunded. Any remaining balance due the student will be mailed to the student's permanent address. Southeast Missouri State University complies with Federal regulations regarding refunds on student accounts having Federal Title IV program funds applied to the account. Federal regulations mandate the amount and order of Federal Title IV funds that must be returned to the student's lender (in the case of a student loan) or to the Pell Grant or the Perkins loan when a student withdraws from the University. In some cases, the mandated return of Federal Title IV funds to the student's lender, Pell Grant or Perkins loan will leave an unpaid balance on the student's account, for which the student is responsible.

Based on the withdrawal/dropped class effective date, the following refund schedules for fees will apply:

Sixteen-Week Sessions (Fall/Spring)	Percentage of Fee Refunded
Through the first week of the semester	100%
Second week of the semester	70%
Third week of the semester	60%
Fourth week of the semester	50%
After the fourth week of the semester	0%

Six & Eight-Week Sessions (Fall/Spring/Summer)	Percentage of Fee Refunded
Through the first week of the session	100%
Through the first day of the second week	70%
Remainder of the second week of the session	50%
After the second week of the session	0%

Four-Week Sessions (Summer)	Percentage of Fee Refunded
Through the first two days of the session	100%
Remainder of the first week of the session	50%
After the first week of the session	0%

For additional information regarding refunds and withdrawals, please visit: www.semo.edu/cs/financing/refunds.htm

Direct Deposit Program

All credit balance refunds on student accounts are eligible for direct deposit. A refund resulting from excess student Financial Aid or overpayment of your student account will be transferred automatically to the student's checking or savings account. The Direct Deposit bank account information will remain on your account until you remove it or after 12 months of inactivity. If you change account numbers or close your account, you must contact Student Financial Services in writing or update/stop your direct deposit bank account information online through your Account Summary on the portal web site at portal.semo.edu.

Southeast e-mail Notifications

Student Financial Services will send important information and/or warning notices to your Southeast e-mail account. Failure to check your University assigned e-mail account can cause vital information to be missed.

Please be sure to check your University student e-mail account on a regular basis.

Questions?

General Billing Information

Student Financial Services
 573-651-2253
www.semo.edu/cs | sfs@semo.edu

Financial Aid

Student Financial Services
 573-651-2253
www.semo.edu/cs | sfs@semo.edu

Class Schedule

Registrar's Office
 573-651-2250
www.semo.edu/registrar | registrar@semo.edu

Housing Assignment

Residence Life
 573-651-2274
www.semo.edu/housing | residencelife@semo.edu

Parking Permit

Department of Public Safety
 573-651-2310
www5.semo.edu/dps | dps@semo.edu

Student Insurance

Student Assurance Svcs Insurance Company
 800-328-2739
www.sas-mn.com

Unsure of what department you need?

Campus Switchboard
 573-651-2000
www.semo.edu/atoz/index.asp
 *click on "Financing Your Education"

Fee Schedule (Based on 2011-12 Fees)*** Fall 2011 • Spring 2012 • Summer 2012

Missouri Resident	Residence Hall	Semester Rate	+ Private Room	Parking Permits (Annual)
Undergraduate (per credit hour)	Vandiver Hall	\$2,875.00	\$1,437.50	Preferred Resident/Commuter A, B, C \$155.00
Incidental Fees \$187.80	New Hall	\$2,875.00	\$1,437.50	Preferred River Campus \$135.00
General Fees \$30.70	Henderson Hall	\$2,875.00	\$1,437.50	River Campus Upgrade \$25.00
Total** \$218.50	Towers (North & West) Dble	\$2,825.00	\$1,412.50	Perimeter \$105.00
	Towers (North & West) Trple	\$2,825.00	\$1,412.50	Evening \$55.00
	Myers	\$2,750.00	\$1,375.00	
	Group Housing	\$2,425.00	\$1,212.50	Additional Fees
	Cheney	\$2,125.00	\$1,062.50	RHA Fee \$15.00
	Towers (South & East)	\$2,000.00	\$1,000.00	Technology \$25.00
	Dearmont	\$1,875.00	\$937.50	Cable TV \$30.00
				Refrigerator Rental (Annual) \$150.00
Non-Missouri Resident				
Undergraduate (per credit hour)				
Incidental Fees \$355.80				
General Fees \$30.70				
Total** \$386.50				
Other Fees (per credit hour)				
South Campuses (000-200 level courses) \$134.50				
ITV Fee \$5.50				
Web Fee \$12.50				
Textbook Rental—per UG course \$25.94				
Off Campus \$4.00				
Special Course Fees and Program Fees (varies by course/program)				

Meal Plan Rates (Semester)

19 Meals + \$58 Flex Dollars	\$1,285.00
15 Meals + \$70 Flex Dollars	\$1,180.00
10 Meals + \$80 Flex Dollars	\$1,065.00
5 Meals + \$135 Flex Dollars	\$910.00

****Special Course Fees may apply. Please see detailed listing online: www.semo.edu/pdf/sfs/SFS_SpecialCourseFees-FY11_2010.pdf**
Students should refer to the Southeast Web site for additional fees and current policies: <http://www.semo.edu/sfs/fees.htm>
*****All fees and financial policies are subject to change by the Board of Regents without prior notice.**

Cost Calculator

Interactive Cost Estimator also available at: www.semo.edu/costcalculator
 Net Price Calculator available: www.semo.edu/sfs
 (click on the Southeast Missouri State Net Price Calculator button)

Incidental Fees	
In State \$187.80 X _____ (number of credit hours)	_____
OR	OR
Out of State \$355.80 X _____ (number of credit hours)	_____
General Fees	
\$30.70 X _____ (number of credit/enrolled hours)	_____
Textbook Rental	
\$25.94 X _____ (number of courses enrolled)	_____
Room & Board	
Contracted On Campus Housing	_____
Contracted Meal Plan (Required with Housing Contract)	_____
RHA Fee (Required with Housing Contract)	_____
Technology Fee (Required with Housing Contract)	_____
Cable Fee (Required with Housing Contract)	_____
Parking Decal (Optional)	
Optional estimate for the year = \$105	_____
TOTAL estimated direct cost per semester	_____
Subtract Confirmed Financial Aid	_____
Estimated Expenses (EE)	_____

Installment Payment Plan Information

For your convenience, Southeast offers an Installment Payment Plan (IPP). IPPs are arranged through Student Financial Services, and can be set up online when making your first payment of the semester. IPP information is included with the first billing statement of the fall and spring semesters. The IPP is not available for summer.

These options are available online through the Southeast Portal for the students to choose, including the ability to review a "pre-calculation" screen prior to selecting and enrolling in that option. Enrollment in the IPP is required for each semester. Students may also sign up for one of the payment options by indicating their choice on their Statement of Account and Class Schedule (billing statement) and returning it along with the appropriate payment, by the payment due date.

Additionally, the IPP will calculate **ALL CURRENT SEMESTER CHARGES** for the installment amounts. The first payment of each plan will include the first installment, plus associated costs to enroll in the specific plan, plus any prior semester charges (if applicable). Past due charges cannot be placed on the IPP but must be paid on or before the time the IPP enrollment is submitted.

Students will be sent monthly billing statements for the installments due, plus any additional charges that may have recalculated their amount due. Payments must be received and receipted by the end of business on the due dates. Failure to make payments on time will result in assessment of late fees and possible class cancellation. Please contact Student Financial Services Office with any questions.

Installment Payment Plan (IPP) Due Dates

2 Payments: Aug./Jan. 3*	Sept./Feb. 20*		
3 Payments: Aug./Jan. 3*	Sept./Feb. 20*	Oct./March 20*	
4 Payments: Aug./Jan. 3*	Sept./Feb. 20*	Oct./March 20*	Nov./April 20*

*Estimated Dates

Financial Aid
 Memorial Hall 122
 Phone: 651-2253 Fax: 651-5006
 sfs@semo.edu www6.semo.edu/sfs
 Federal School Code: 002501

Financial Aid Basics

The most important form to complete for financial aid consideration is the **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**. This application is available online at www.fafsa.gov. If you are unable to complete the form on-line you may request a paper copy by contacting the Department of Education at 1-800-433-3243. The FAFSA is required in order to receive any type of federal financial aid, many types of state aid, as well as some types of institutional aid. Results of the 2011-2012 FAFSA, sent to you as a Student Aid Report (SAR) and to the school electronically, will be used by our office to determine your eligibility for various federal aid programs for the fall 2011, spring 2012, and summer 2012 semesters. Even if you do not qualify for any grant programs, you may still be eligible for financial aid in the form of student loans, parent loans, and/or work. For many students, federal and state programs offer the largest pool of aid money. Federal and state governments are not the only sources of financial assistance. For example, Southeast maintains a variety of scholarship programs. Information and applications for these scholarships are available through the Student Financial Services office and on-line at www.semo.edu/financing/index.htm. Also, there are a large number of local and regional scholarships available to qualified students. Qualifications for scholarships may require that the recipient demonstrate financial need as determined by the FAFSA or at least have a completed FAFSA on file with the institution. Some good reference sources for locating scholarships and other aid programs are your high school, local businesses or organizations, books and magazines available at many bookstores or your local library, and various Web sites on the Internet.

Federal Pell Grant – the largest and most widely known federal grant program. This form of aid is need-based and is determined by your Expected Family Contribution

(EFC) as calculated based on the FAFSA information you supply. For the 2011-2012 academic year the maximum award is \$5550.

Federal Supplemental Education Opportunity Grant (FSEOG) – as the name implies, this is a supplemental grant program. This program is need-based and eligibility is usually limited to recipients of the Federal Pell Grant with the lowest EFCs. Funding may not be sufficient to cover all eligible applicants. Consideration will be given to those who have a processed FAFSA on file by March 1st and have low EFCs.

Federal Teach Grant – this grant program is for students pursuing a baccalaureate or masters degree in Education. The FAFSA is required. This grant requires a service obligation to teach full-time as a highly qualified teacher in a high-need field for at least four years after completing the eligible program. Failure to meet the service obligation results in the total grant becoming a Federal Direct Unsubsidized Loan. Maximum grant awards range from \$1000 for less than half-time to \$4000 for full-time enrollment.

Federal Direct Student

Loan Program – this program includes Federal Stafford Loans (subsidized and unsubsidized) and Parent Loans (PLUS). These loans are low-interest and have a 10-year repayment option. Your FAFSA information along with other financial aid eligibility determines what kind of loan you are eligible to receive. Students must be enrolled in at least 6 credit hours to receive one of these loans.

Federal Perkins Loan – a low-interest, need-based loan funded by the federal government and administered through the institution. This program is for students with high need as determined by the FAFSA. Priority application deadline is March 1 each year.

Federal Work Study – a need-based employment program for students. There are two advantages for students who are eligible for the FWS program at Southeast: most departments on campus want to hire students who have been awarded FWS due to a break in the payroll costs to them; and students who work and earn FWS monies report those funds on the FAFSA the following year and the funds are then excluded from the calculation that determines the expected student contribution. This program has a FAFSA priority application deadline of March 1 each year. The number of eligible applicants and the amount of funds available annually determine who is awarded.

Access Missouri Award – a state of Missouri grant available to Missouri residents who **complete the FAFSA by April 1, 2012**. Additionally, students must be enrolled full-time, maintain satisfactory academic progress, a minimum cumulative GPA of 2.5 and have an EFC of 12,000 or less. The maximum award for 2011-2012 was \$1000. The Missouri Department of Higher Education determines initial eligibility and the maximum award amounts annually.

Tips and Information Regarding the Financial Aid Process and Eligibility

► File your 2012-2013 FAFSA by March 1, 2012 to be considered for the most types of financial aid awarded by the school and the state. File before May 1, 2012 to allow sufficient time to process aid prior to the first billing due date for the fall semester (usually August 1). Take an active role in applying for your financial aid. You will have to complete the FAFSA every year to be considered for federal, state and some institutional aid. Learn the process because we will be talking to you about your aid eligibility. Apply for Southeast Endowment Scholarships by March 1 by completing the online application available on the student portal and at www.semo.edu/financing/endedowed.htm.

► Watch for an e-mail from our office letting you know that your financial aid award notification is available on-line. We begin sending award notifications to new students in April. Your FAFSA must be on file and verified, if selected, before an award notification is generated.

► There is a limit to the amount of aid you can receive each year based on your estimated cost of attendance and whether aid is considered need- or non-need based. Aid awarded after your initial award offer has been determined may result in a change in your loan amount or need-based aid.

► Understand that government /state regulations and funding do change. This may mean small or large changes in the aid programs for which you are eligible. These changes are beyond our control; however, we will try to keep you informed. As stated previously, watch your e-mail for any updates that affect you.

► Read all mail sent or e-mailed to you from our office. Our office will correspond with you through your Southeast e-mail account or through regular mail delivered via the U.S. Postal Service. Be sure to activate your e-mail account so you don't miss important information. It may include information that could affect your aid eligibility. Additionally, it is important that Southeast has your current address at all times. Changes can be made on-line through My Southeast Self-Service or at the Registrars Office (573-651-2250).

► Keep copies of your and your parents' tax information (including W-2s). Both the federal government and the institution select FAFSA records for verification. This will require that students and/or parents provide documentation of the information provided. You may be asked to provide a tax transcript from the IRS. The school will notify you if your record must be verified and what information must be provided.

► Don't assume that financial aid alone will cover your bill. Financial aid is financial assistance and often will not cover all your expenses. Be prepared to have some cash when you begin school in August. Refunds from your financial aid, if applicable, are often not available until the third or fourth week of the semester.

► If you are eligible for student loans, you do not have to accept the full amount awarded. Only borrow what you think you will need to cover your expenses. Do not consider private loans over the Federal Direct Loans until you have compared the cost, terms and benefits of the Direct Loans.

► The number of hours you take in a semester may affect how much aid you are eligible to receive. The number of hours you complete in a semester may affect how much aid you are able to continue to receive. Like other schools, we are required to make sure that you are making satisfactory progress if you are receiving federal/state financial aid. Read the Satisfactory Academic Progress Policy provided with your financial aid award notification.

► Ask questions. Our office employs many highly experienced people with extensive backgrounds in financial aid programs. They are here to help you through the process of applying for and receiving aid. Also, if you receive conflicting information from other sources, make sure you contact us to help you get the correct information.

Towers Complex
651-2274
residencelife@semo.edu www.semo.edu/housing

Residence Life at Southeast is a vibrant, growing program that provides excellent living and learning accommodations for all types of students in a variety of residence halls. Students living in the residence halls have an incredible opportunity to make friends, interact with faculty members, participate in a variety of programs, learn about others and succeed academically. Each residence hall is staffed by a Hall Director who works with the student staff members to assist residents in addressing problems, present programs, and assist in a student's success at Southeast. The Office of Residence Life provides full services for students who have questions about their meal plans, rooms, or any other concern about their living arrangements.

In an effort to maximize a student's college experience, Southeast Missouri State University requires all students to live on-campus during their first two years of school.

Exceptions to this policy exist for:

- ▶ Students commuting from a parent/guardian(s) home (within 50 miles of campus)
- ▶ Veterans
- ▶ Married students
- ▶ Students with dependents
- ▶ Students over the age of 21
- ▶ Students with at least 57 degree credit hours

How do I register for on-campus housing?

Once a student has been admitted to Southeast, s/he will receive information on completing their Contract for University Housing via an online process. Once a student has completed his/her online contract s/he must submit a \$150 Housing Deposit before s/he is considered for assignment to one of our residence halls. Hall, room, and roommate assignments are generally distributed during the first part of July for students beginning classes in the fall and during the first week of January for students beginning classes in the spring.

Why live on campus?

Why should you consider living in one of our many residence halls? Research indicates that students who choose to live in residence halls typically:

- ▶ Progress and graduate from college at a higher rate than students living off-campus
- ▶ Have better study facilities, including computer labs and study rooms
- ▶ Enjoy a well-rounded personal, academic, and social experience
- ▶ Save time by living close to their classes, labs, dining center and room
- ▶ Are more satisfied with their overall college experience

Meal Plans

Southeast offers a variety of meal plan options to fit every student's taste! Whether a student is on campus all day or off campus at an internship, Southeast's dining provider, Chartwells Educational Dining Services, offers delicious and nutritious food, attractively presented, and available up to 17 hours per day!

Meal Plans

All residential students are required to select one of the four available meal plans. The amount of flex dollars listed with each meal plan is for a semester.

The four meal plan options are:

19+

▶ You can eat up to 19 meals a week and \$58.00 in Flex for the semester

15+

▶ You can eat up to 15 meals a week and \$70.00 in Flex for the semester

10+

▶ You can eat up to 10 meals a week and \$80.00 in Flex for the semester

5+

▶ You can eat up to 5 meals a week and \$135.00 in Flex for the semester

Locations:

- ▶ Towers: All you can eat dining available breakfast/lunch/dinner
- ▶ University Center: Retail dining available breakfast/lunch/dinner
- ▶ Rowdy's & Olives: Retail dining available lunch/dinner/late night
- ▶ Skylight Terrace: Retail dining available lunch/dinner.

Weekend hours may vary.

Flex Dollars

Flex Dollars are held in a "declining balance account" that works on the same principle as a debit card. You can use your flex dollars to purchase beverages, snacks, or even a full meal at all campus dining locations. Each time you make a purchase, the purchase amount is subtracted from your Flex Dollars balance. Flex Dollars do not carry over from semester to semester, so budget them wisely.

Missed Meal Flex

This concept is unique to Southeast Missouri State University and allows students to have additional purchasing flexibility because it eliminates unused meals. Under this program, Chartwells Educational Dining Services will convert each unused meal to \$1.50 of Flex each week. These dollars can be spent in the same fashion as traditional Flex Dollars. However, balances do not carry over from semester to semester.

Value Exchange

Value Exchange (VE) allows students to eat in any retail/restaurant style location, up to an established dollar amount. Contact the Chartwells for more information.

2011*	Value Exchange Rates
Breakfast	\$4.00
Lunch	\$6.00
Dinner	\$6.00

*Value exchange may change at Fall 2012 contract renewal.

Residence Life Services

▶ **Customer Service Desk** - Each residence hall has access to a service desk which provides students with services such as mail delivery, change, stamps, phone numbers, and general information about the campus.

▶ **ResNet/Computer Access** - All residence halls are equipped with computer lab access or have easy access to an University computer lab. For access to the Internet and University network, plug into ResNet. ResNet provides reliable 24-hour access to the Internet available in all student rooms. .

▶ **Custodial Service** - Our custodial staff takes great pride in keeping the public areas clean. The public areas for which our custodial staff are responsible include: community bathrooms, hallways, lounges, and lobbies.

▶ **Telephone Service** - In-room telephone service is available through the Telecommunications Department, however, students are responsible for paying the cost for their phone, much like they would in an off campus apartment. Phones are not included as part of the room rate. Students may subscribe with the University for discounted long-distance service through Telecommunications.

Telecommunications is located at General Services 1, Room 100, 651-2575.

▶ **Maintenance and Repair Service** - Occasionally, repairs may be necessary in student rooms or on a student's floor. When these situations arise, students should complete a maintenance request online at facilities.semo.edu.

▶ **Cable Television** - Cable television is available in all residence hall rooms. All residence halls have cable television in the hall and floor lounges. Students need to bring their own cable cord.

▶ **Laundry Facilities** - Washers and dryers are located in each residence hall. In Towers South, Towers East, Myers, Vandiver, Merick, Henderson, and Cheney laundry facilities are located on the ground floors. In Towers West, Towers North, Dearmont, and Group/Greek Housing the laundry facilities are located on each floor. All costs for laundry are included in a student's room rate, so there is nothing for students to pay each time they do laundry.

▶ **Parking** - All residence hall students must register their vehicles with the University Police and Public Safety Department. Students may obtain parking decals for designated lots from Public Safety. A shuttle bus runs regularly from residence halls, academic buildings, and parking areas.

▶ **Air Conditioning** - Air conditioning is available in all residence hall rooms. Rooms without central air conditioning have portable units in each room with individual thermostat controls.

▶ **Smoking** - Smoking both indoors and outdoors is prohibited on University property and in University vehicles except in designated areas. The use of smokeless tobacco is prohibited inside all University buildings other than student residential housing units. Smoking outdoors and at outdoor campus events is restricted to designated outdoor areas.
www.semo.edu/hr/smoking.htm

Kent Library

(573) 651-2230 | <http://library.semo.edu>

What if I need help?

You can get help from a librarian by e-mail, phone, chat, or coming to the reference desk at the Cape Girardeau campus. You can also set up an individual appointment called a research consultation. Call (573) 651-2230 or visit <http://library.semo.edu/learn/askus.shtml>.

You can also help yourself by using the Library tutorial, Searchpath. Six different modules will take you through the research process and show you how to use the Library's services and resources. Access them at <http://library.semo.edu/searchpath/>.

A research guide is provided for many majors on campus. These guides will lead you to the best databases and top-notch Web sites for your subject, and will point out the best way to look for books on that subject. Access them at <http://semo.libguides.com/>.

A special section of the Kent Library Web page is devoted to distance learners who take classes at Kennett, Malden, Sikeston, Perryville, online or at other Missouri locations. You will find tips and tricks for distance learners, as well as visuals to help you along at <http://library.semo.edu/get/distance/index.shtml>

If you are experiencing extenuating circumstances that prohibit you from accessing or retrieving materials, please contact the reference desk to request special accommodations. Call (573) 651-2230 or visit <http://library.semo.edu/learn/askus.shtml>.

How can I check out books and videos/DVDs if I don't come to the Cape Girardeau Campus?

Items that are from Kent Library's General Collection, the Instructional Materials Center and the Government Documents Collection can all be requested through the Kent Library Catalog. Once requested, items may be shipped to Kennett, Malden, Sikeston, Perryville, Three Rivers Community College or Mineral Area College. Videos and DVDs from our collection of over 11,000 items can also be requested and delivered. <http://galahad.missouri.edu/search-53>.

Southeast Missouri State University students may also request books that are in the MOBIUS system. MOBIUS is a group of public, college and university libraries across the state of Missouri who agree to share their book collection. <http://mobius.missouri.edu/search>
Can I do my research from home?

YES! You can do your research from home, the public library, an internet café – anywhere you can get an internet connection. As previously mentioned, you can use the Kent Library Catalog to find items in Kent Library, request them and have them delivered to a location near you. You can also access the MOBIUS catalog online and search millions of items to find a book that is right for you. You can even renew books online by using the View Your Record feature of the Kent Library Catalog. (<https://galahad.mobius.umssystem.edu/patroninfo>).

Starting a project and need to get some background information? Kent Library subscribes to the Credo Reference and the Oxford Reference Collections. Between these two collections, you can find definitions, encyclopedia entries, illustrations, and biographies in over 700 reference books. Kent Library also has Oxford Music Online and Oxford Art Online. These collections have definitions, biographies, images and sound clips. CQ Researcher and the Issues and Controversies database provide information about current issues. Use

the Quick Facts & Reference Shelf Web page (http://library.semo.edu/find/quick_info.shtml) to start using these completely online resources.

Journal, Magazines & Newspapers

Kent Library provides access to over 20,000 electronic periodicals. That means over 20,000 journals, magazines and newspapers are accessible with a click. When your instructor asks for a peer-reviewed article, you can go the Find Articles webpage (<http://library.semo.edu/find/articles.asp>), select from the A-Z or Subject list that is right for your topic, search for an article and print out the full text, all from your living room.

To access the subscription services, Southeast students will log in using Last Name and Southeast identification number + SEMO. Example: S012345678semo

Wrap it Up!

Kent Library provides:

- ▶ Personal help with finding information
- ▶ Tutorials and guides to help you learn on your own
- ▶ A collection that comes to you. Request books and videos/DVDs
- ▶ Fast book delivery from libraries across the state
- ▶ Online book renewals
- ▶ Background information from online reference books and sites
- ▶ Full-text articles from Library subscription databases that you can print out at home!

Student Transitions

University Center 206

651-5166 | www.semo.edu/transitions

Student Transitions coordinates the University's efforts to assist students at important transition points while at Southeast, from immediately after admission until postgraduation.

Student Transitions includes:

- ▶ New Student Programs – coordinates all orientation programs for the University including First STEP orientation, Transfer Student orientation and Opening Week activities.
- ▶ Career Linkages – services include career assistance, career exploration, career advising, resume/cover letter review, job search assistance, interviewing assistance, career resources library, career events, job postings and internship opportunities. Career Linkages also oversees the Career Proficiency Checks (CL001-CL004) that all students must complete. Students will work with their academic advisors to sign up for the correct proficiency check.

Career Linkages

University Center 206

651-2583 | www.semo.edu/careerlinkages

Career Linkages seeks 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. Students interested in an on- or off-campus job may view current job listings at www.semo.edu/careerlinkages/students/part_time.htm. Questions can be directed to Career Linkages.

Learning Assistance Programs

University Center 302

651-2273 | www.semo.edu/lap

Learning Assistance Programs provide services to enhance both academic and personal enrichment skills through an holistic approach. The office provides direct services and resources through in-person and online programming for students to assist in the development of critical thinking skills, and to support their educational goals and attainment.

Programs include:

- ▶ University Tutorial Services (UTS) – appointment based tutoring with CRLA certified Learning Assistants
- ▶ Supplemental Instruction (SI) – targeted study session for high risk/high failure courses, led by an SI leader who previously excelled in the course
- ▶ College Success Plans (CSP) – individualized semester long plans to develop academic and personal success
- ▶ College Success Seminars (CSS) – academic, life skills and financial literacy related workshops provided throughout the semester

Academic Support Centers

University Center 414/Towers Complex 110

986-6135/986-6040 | www4.semo.edu/EAP/

The mission of the Academic Support Centers is to enhance the academic achievement and educational attainment of all students. Academic Support Centers include programs/services for underrepresented populations (first generation, low-income, students with disabilities or U.S. ethnic minority students) and academically at-risk students. The programs span the educational scope from undergraduate to graduate and professional programs.

- ▶ Educational Access Programs – Assuring equal access and opportunity for all students.
- ▶ Learning Assistance Programs – Assisting students in identifying and overcoming barriers to success.
- ▶ McNair Scholars Program – Preparing academically promising students for graduate studies.
- ▶ Student Support Services – Overcoming obstacles so promising students can earn a college degree.

The departments within the Academic Support Centers provide direct intervention with students, as well as consultation with faculty and staff colleagues that promote their intellectual, personal, and social development. The primary goal of Academic Support Centers is to help students acquire the skills necessary to act responsibly and persist in their academic pursuits on campus. The Centers strive to create an environment that offers assistance, guidance and challenging educational experiences to students throughout their collegiate career and beyond graduation.

Campus Health Clinic: A Service of Southeast Missouri Hospital

Crisp Hall 101

651-2270 | www4.semo.edu/chc/

Through a partnership with Southeast Health, primary care health care is provided to students, faculty and staff of Southeast Missouri State University by a team of Board certified nurse practitioners and registered nurses. Services are accessed by walking-in or an appointment may be scheduled. Walk-ins will be seen first-come, first-served and around scheduled appointments.

- ▶ Patient care is provided Monday through Friday, 8:00 to 4:15 when the University is in session.
- ▶ Nurse practitioners: medical exams, evaluation of illness, well-women exams, assessment and treatment of injuries. Charges are based on the Southeast Hospital Physician, LLC fee schedule and will be billed to the patient's health insurance and/or student account.
- ▶ Registered nurses: immunizations, TB, tests, laboratory work (drawn with a provider's order), allergy shots. Fee of \$10 plus applicable supply charges.
- ▶ Laboratory services are available (mono, strep, flu, pregnancy tests) with provider order; may be billed to health insurance and/or student account.
- ▶ Over-the-counter medications are available for purchase; may be paid at the time of purchase or billed to the student account.
- ▶ After hours health services are provided through Southeast Health's ERexpress and/or Southeast Hospital Emergency Room. Hospital charges will apply.

Counseling Services

Dearmont Hall B1

986-6191 | www6.semo.edu/ucs/

Counseling Services Available:

- ▶ Licensed therapists (counselors and social workers) provide individual counseling, group therapy, educational outreach and consultation services. By appointment and no cost for enrolled students.
- ▶ Group therapy topics include relationships, self-esteem, sexual assault/abuse, sexual orientation and eating disorders.
- ▶ Substance Abuse Prevention and Education (SAPE) provides individual assessment, treatment referral services, educational outreach and consultation services at no cost for enrolled students.

Disability Services

University Center 302

651-5927 | www.semo.edu/ds

Disability Services is the institutionally recognized program designated to provide both federally mandated services as well as proactive services for students with disabilities, through ensuring equal access. By providing leadership, advocacy, mediation, and guidance to students with disabilities, Disability Services assists registered students with identifying barriers to their success and thusly identifying ways to address

those barriers. Through the provision of services and programs both in person and online, Disability Services strives to develop and retain Southeast students by:

- ▶ Encouraging students to achieve to their highest personal potential
- ▶ Fostering a sense of responsibility and commitment to personal growth
- ▶ Developing transferable skills useful in and out of the academic setting
- ▶ Advocating for at-risk students
- ▶ Distributing information about access and reducing barriers

Southeast Bookstore

University Center First Floor

651-2220 | www.southeastbookstore.com

Southeast Bookstore Offers:

- ▶ Balloon bouquets
- ▶ Graduation announcements
- ▶ Fax Service-Incoming and Outgoing
- ▶ Academic priced computer software
- ▶ Southeast apparel
- ▶ Graduate textbooks
- ▶ Study guides, course packets, supplementary materials for classes
- ▶ Banking services provided by Commerce Bank

Students are allowed to charge \$500 per semester, with a \$10 minimum per use. Students must be active in the semester for which the charge is being used, and have no University delinquencies on the account. These charges will appear on the student's University bill.

Textbook Rental

Kent Library - Basement | 651-2236

www.southeastbookstore.com

Textbook rental program furnishes undergraduates with textbooks on a rental or purchase option. A rental fee is charged per course. Textbooks must be returned by the Monday after final exams, or students will be billed for the purchase price of the textbook.

University Police

1401 N. Sprigg Street

651-2215 | www5.semo.edu/dps

Open 24 hours a day

The Department of Public Safety (DPS) serves as the police agency on campus at Southeast. The Department provides 24-hour assistance, including emergency help and crime prevention programs. Campus Safety Tips:

- ▶ Lock all doors to rooms and apartments whether someone is there or not
- ▶ Don't leave notes on the door indicating no one is home
- ▶ Ask for identification when letting in repair or service professionals
- ▶ Keep blinds and curtains closed at night
- ▶ Always have keys ready when approaching a vehicle, residence hall, room or apartment

- ▶ Avoid poorly lit areas
- ▶ Walk in groups whenever possible
- ▶ If being followed, go to one of the emergency call boxes on campus and contact DPS
- ▶ Notify friends whenever traveling on-campus during low traffic hours
- ▶ Look inside a vehicle before entering

Parking Services

1401 N. Sprigg Street

651-2310 | www5.semo.edu/dps/parking

Parking Information:

- ▶ All vehicles that park on campus must display a University parking permit
- ▶ Perimeter parking permits are the only permits available at this time and can be requested on-line at MySoutheast, or at Parking Services, 1401 N. Sprigg Street. Preferred parking permits are issued through a lottery in July, prior to the academic year. Watch for information about the parking lottery on the web and in your July billing statement.
- ▶ Parking permits are valid from August until the following August. The permit you purchase for the spring semester will be valid for summer sessions. A new permit is required in August for the new academic year.
- ▶ Students with disabilities may park in disabled parking spaces with the display of a perimeter parking permit in addition to a state issued disabled license plate or disabled hang tag
- ▶ If a student has purchased a decal but drives a car without the decal, a temporary permit is available from Parking Services. This permit is free.
- ▶ Students who purchase a new vehicle or trade a current vehicle should remove the old parking permit and bring it to Parking Services to receive a replacement permit. There is no charge for a replacement when the original permit is returned.
- ▶ Visitors, guests and parents of the University are encouraged to obtain a free temporary parking permit from Parking Services when they visit campus.
- ▶ The University provides a shuttle system with services to both the main campus and the River Campus. The shuttles run Monday-Friday from 7:30 a.m.-2 a.m., Saturday- Sunday from 11a.m.-2 a.m. All University shuttles are accessible for people with disabilities.

University School for Young Children

2089 Bessie

290-5135 | www.semo.edu/ucec/

The University School for Young Children is accredited by the National Association of the Education of Young Children (NAEYC). The school offers a developmentally appropriate program that enhances the child's social-emotional, physical and cognitive growth. The school is open year round, Monday through Friday from 7:30 a.m. - 5:30 p.m. (The school closes at 4:30 during the summer and Spring Break) The school will be closed on University holidays and days when the University's main campus is closed due to inclement weather.

Center for Writing Excellence

Kent Library 412

573-651-2460 | <http://ustudies.semo.edu/writing>

► **Writing Placement Exam** – During First STEP Orientation this 50-minute essay exam is given to students who do not have an English ACT of 22. Students with an EACT of 22 or above are enrolled in EN100. Students taking the placement exam who receive a 3.0 or below (on a 6 point scale) are enrolled in EN099; students receiving a 3.5 or above are enrolled in EN100.

► **WP002: The EN140 Exit Examination** – This exam is administered at the end of the required course in Written Expression (EN140, EN190, or PL115). It consists of two parts: the first requires students to write a personal experience essay; the second asks students to compose an argumentative essay based on their experience and a set of supplemental readings supplied on the day of the exam.

► **WP003: The 75-Hour Writing Proficiency Exam** – Students take this exam, required for graduation, after they have completed 75 hours of college credit. This exam is similar in structure to the WP002.

► **The Writing Lab** – Students may have their papers reviewed at the Writing Lab. Open Hours: 9 am – 9 pm, Monday through Thursday; 9 am -- 2 pm on Friday; 1 -- 5 pm on Sunday. An appointment is not necessary. The Online Writing Lab is also available at ustudies.semo.edu/writing.

Information Technology

Open Computer Labs & Help Desk Information

► **Open Computer Labs:**

www6.semo.edu/openlab

Student Technology Handbook:
www6.semo.edu/infotech/pdf/files/STH.pdf

Labs:

Crisp Hall	Rm 215	573-651-2964
Dempster Hall	Rm 113	573-986-6066
Kent Library		
Information Commons	3rd Floor	573-651-2812
Magill Hall – Closed until 2013		
New Residence Hall	Rm 129	573-651-5159
Towers Complex	Rm 107	573-651-5917
River Campus	RCS ARC 103	573-651-2755

► **IT Help Desk:**

- Memorial Hall, 2nd floor
- Towers Complex 109
- 573-651-HELP www6.semo.edu/helpdesk

Recommended minimum personal computer & laptop specifications:

- Processor: Pentium IV or equivalent
- Memory: 512 MB RAM
- Hard Drive: 20+ GB
- Operating System: Windows XP with all critical updates

Other Software:

- Microsoft Office XP or newer
- Internet Explorer 8

- Adobe Acrobat Reader 10 (X)
 - Antivirus Software with a current subscription
 - Anti-spyware/malware
- Other Hardware:
- 10/100BASE-T Ethernet adaptor (usually built-in)
 - 15'-25' CAT-5 Ethernet cable
 - CD/DVD RW drive
 - USB Flash Drive (for portable storage)

► **Campus residents:**

- Only network connection allowed: Direct connection of Category 5 Ethernet cable between your computer's Ethernet Adapter and wall jack

- Not allowed: intervening hubs, switches, routers, wireless equipment, etc.

► **Residence hall wireless connectivity:**

- Available in all social areas
- Currently available in some living quarters
- Personal routers are prohibited

► **University recommendation:**

Use updated Antivirus software or download free Microsoft Security Essentials; an antivirus program that provides real-time protection against viruses, spyware, and other malicious software. Download available at: <http://www.microsoft.com/securityessentials/>

► Information Technology reserves the right to temporarily or permanently disconnect your ResNet access until any inappropriate or illegal actions or issues have been resolved.

► See Usage and ResNet policies links at <http://ww6.semo.edu/infotech>

Center for Student Involvement

University Center – Second Floor

651-2896 | www.semo.edu/leadership/csi.htm

The Center for Student Involvement (CSI) provides office space and resources to the University's student organizations. The CSI is home to Student Government, Student Activities Council, three Greek Councils, select Greek chapters, Emerging Leaders and Alpha Phi Omega. The CSI resource area contains marketing tools such as a laminator, die cut machine, poster machine and more. The CSI houses computers and e-mail stations for use by Southeast students.

Student Government

Center for Student Involvement www2.semo.edu/studentgov Student Government is designed to allow students to represent their peer students in providing services and making recommendations to the University administration for the betterment of the campus community.

Student Activities Council

Center for Student Involvement www2.semo.edu/sac

Student Activities Council (SAC) is the largest student programming organization at the University. SAC plans and facilitates a wide variety of educational, social, cultural and recreational programs for the campus community.

Greek Life

Center for Student Involvement

www.semo.edu/studentlife/greeklife.htm

Southeast offers 18 national fraternities and sororities and are governed by three separate councils. The National Pan-Hellenic Council (historically African-American fraternities and sororities), Panhellenic (sororities) and the Interfraternity Council (fraternities) are the governing bodies of their respective systems. Fraternities and sororities provide a unique experience with a great balance of academics, service, athletics and social activities.

Clubs & Organizations

Center for Student Involvement

www.semo.edu/leadership/studentorgs

Co-curricular opportunities abound at the University and reflect the campus community's diverse interests. Opportunities for involvement exist in over 150 registered student organizations as well as in a wide variety of University committees and special projects. Students who become involved with an organization gain valuable experience in leading groups, understanding business practices, refining personal skills, socialization, budget and event planning.

Residence Hall Association

Towers Complex 111

651-2330 | www4.semo.edu/rha

RHA is the governing body for all campus residents and oversees the Hall Councils in each building. RHA membership is open to all residents and includes formal representation from each hall. RHA meets every week and residents are encouraged to attend. Recent achievements of RHA include working to provide unlimited laundry access to all on-campus residents; working with the Office of Residence Life to increase security measures on campus; helping to address student concerns in the residence halls and food service areas; and assisting students in attending regional and national leadership conferences.

Athletics

651-2227 | www.GoSoutheast.com

Southeast Missouri State University is a member of the Ohio Valley Conference and participates in 15 intercollegiate sports.

Women's Sports

Basketball	651-5030
Cross Country	986-7302
Gymnastics	651-2604
Soccer	986-6013
Softball	651-2993
Tennis	986-1314
Track	986-7302
Volleyball	986-6140

Men's Sports

Baseball	986-6002
Basketball	651-5030
Cross Country	986-7302
Football	651-2110
Track	986-7302

Cheer and Dance

Cheerleaders & Sundancers	651-2818
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Recreation Services

Student Recreation Center –North (SRC-N)

Student Recreation Center-South (SRC-S)

Student Aquatic Center (SAQ)

651-2105 | www.semo.edu/recservices

- ▶ **Facility Information:** The Department of Recreation Services is your home to all things recreation on the Southeast campus! Join us at any of our three facilities on campus: SRC-North, SRC-South, and the Student Aquatic Center (SAQ).
- ▶ The SRC-North is located just west of the Show Me Center and is a 94,000 square foot facility consisting of a free-weight room, cardiovascular equipment, racquetball courts, indoor walking/jogging track, basketball and volleyball courts, fitness studio, indoor climbing wall and locker rooms. The Department of Recreation Services also offers the Southeast Challenge that facilitates organizational leadership and team building.
- ▶ The SRC-South is located just south of Houck Stadium (926 Bellevue) and is a 20,000 square foot facility that is open to the students and members on the south end of campus. Sharing the facility with Athletics, the SRC-South contains a fitness room with the latest cardiovascular line (ellipticals, treadmills, steppers, and bikes), several pieces of selectorized weight machines, and a small free weight room. We also have a three-lane indoor walking/jogging track that circles the varsity athletics weightroom and locker rooms for both men and women.
- ▶ The Student Aquatic Center is located just behind the SRC-North and features a 6-lane lap pool, a whirlpool spa, leisure pool including a climbing wall, zip line and rope swing.

- ▶ The Outdoor Recreation Complex is located on the corner of Sprigg and Bertling streets and features five lighted softball/soccer/flag football fields, tennis courts, ropes course, restrooms, and picnic shelters. Outdoor sand volleyball courts are located at the Towers Complex and Parker field. All facilities are available for rent or use by student groups.
- ▶ **Utilization Requirements:** All students enrolled in at least one credit hour and paying general student fees are eligible to use facilities. Students and members must present a valid Redhawks ID Card to enter all indoor recreational facilities or to use outdoor recreational fields and facilities.
- ▶ **Sport Clubs:** Sport Clubs are student initiated and led organizations created to provide additional opportunities for participation in unique sports instruction and experiences. Sport Clubs are open to all Southeast students/faculty/staff with all skill levels from novice to expert. Sport Clubs are formed by individuals motivated by a common interest and desire to participate in a recreational, instructional or competitive activity. Please visit the Department of Recreation Services Web site for Club listings and more information (www.semo.edu/recservices).
- ▶ **Intramural Sports:** The Department of Recreation Services provides individual, dual, team and co-rec (coed) recreation offerings as well as recreational, competitive, Greek, and residence hall divisions of play. Teams can be organized within Greek organizations, residence halls, and independent groups. The department will match you up with a team if you have no one to play with and need help locating a team or individual that shares your interest in an event! Please visit the Department of Recreation Services Web site for more information.

- ▶ **Fitness & Wellness:** Fitness & Wellness offers over 20 group fitness classes weekly, ranging from step, core strength, indoor cycling, water classes and yoga. Classes are offered several times throughout the day, Monday through Friday. We offer fitness assessments, personal and buddy training sessions, nutrition counseling, massage therapy, exercise incentive programs, wellness seminars, American Red Cross CPR and First Aid classes and fitness instructor/personal trainer courses. Additionally, several wellness workshops are available throughout the year, many of which are free of charge!



Campus Ministries

www.semo.edu/cs/studentlife/ministries.htm

We offer opportunities for Christian students through denominational and interdenominational campus ministries as well as opportunities for students who are Jewish, Muslim or Pagan. The Association of Campus Ministries will work with other faith perspectives in developing opportunities for spiritual development as well.

Association of Campus Ministries

- ▶ **Baptist Student Center**
Website: baptiststudentcenter.org
Email: bwgentry@semo.edu
Phone: 573-335-6489
- ▶ **Baptist Student Union (BSU)**
Director: Eric Barb
Website: www.southeastbsu.com
Phone: 573-578-6300
Email: director@southeastbsu.com
- ▶ **Campus Outreach Ministries**
Website: comemphus.org
Director: Brett Powell
Email: bpowell@campusoutreach.org
- ▶ **Cape First REMIX**
Website: CapeFirstREMIX.com
Email: Curious@CapeFirstREMIX.com
Contact: Jon French
Phone: 573-334-4421
- ▶ **Catholic Campus Ministry**
Address: 512 N. Pacific St, Cape Girardeau, MO
Phone: 573-335-3899
Email: catholic@ccmin.org
Website: ccmin.org
- ▶ **Ignite**
Website: ignitesemo.com
Address: 415 N. Pacific St, Cape Girardeau, MO
Pastor: Brett Cheek
Parent Church: La Croix United Methodist
- ▶ **IT Student Ministry**
Website: www.itstudentministry.com
Email: itstudentministry@semo.edu
Phone: 573-225-4337
- ▶ **Lutheran Chapel of Hope**
Contact: Rev. Wayne Schwiesow
Phone: 573-204-1944
Email: [wndsch@clas.net](mailto:wnds@clas.net)
Website: www.lutheransonline.com/chapelofhope
- ▶ **Muslim Student Association**
Email: semomsa@gmail.com
Website: www2.semo.edu/msa/

Academic Issues

When will I receive an Undergraduate Bulletin?
New students will receive their Bulletin in their UI 100 course or you can view it at www.semo.edu/bulletin.

Whom do I speak with about my class schedule?

Academic advisor or the Office of the Registrar, Memorial Hall 122, 651-2250.

How do I contact my academic advisor?

Advisor contact information is available on page 2 of this booklet.

Who would I contact if I needed career-related assistance?

Contact Career Linkages, 651-2583, www.semo.edu/careerlinkages/ or careerlinkages@semo.edu.

How do I access my Southeast e-mail address and the My Southeast Portal?

Your Southeast e-mail address is known as your SE Key. Your SE Key will allow you to access your e-mail, computers and printing in open computer labs, student web publishing, and the My Southeast Portal. To access your SE Key you first must activate it. Go to portal.semo.edu and click "SE Key Activation." Follow the directions and if you experience any difficulties, please contact the Information Technology Help Desk at 651-4357 or helpdesk@semo.edu.

Do I need to use my SE Key?

Absolutely! Many Southeast faculty members will require you to check your SE Key regularly.

How do I enroll in or drop a class?

Academic advisor or by using the portal at portal.semo.edu.

How do I declare or change my major?

Contact the department in which the major is housed to complete the appropriate paperwork.

How do I test out of a course?

Testing Services, Kent Library 113, 651-2836 or www.semo.edu/testing.

Where do I pick up/drop off my textbooks?

Textbook Rental, Kent Library, 651-2236.

Where can I get an official transcript?

Office of the Registrar, Memorial Hall 122, 651-2250 or request through the portal at portal.semo.edu.

Who should I contact for further information about the Jane Stephens Honors Program?

Contact Dr. Craig Roberts, Director of the Jane Stephens Honors Program, 651-2513, www.semo.edu/honors/, or croberts@semo.edu.

How do I get a tutor?

Learning Assistance Programs & Disability Support Services, University Center 302, 651-2273, www.semo.edu/lapdss; Writing Lab, Kent Library 412, 651-2159, ustudies.semo.edu/writing; Mathematics Learning Center, Johnson Hall 112

Financial Issues

Where can I bank on campus?

Commerce Bank offers services in the Southeast Bookstore located in the University Center.

Where do I get information about my bill?

Student Financial Services, Memorial Hall 122, 651-2253, www.semo.edu/cs/financing or through the portal at portal.semo.edu.

How do I find a job on- or off-campus?

Career Linkages, University Center 206, 651-2583, www.semo.edu/careerlinkages.

How do I apply for a loan, grant or scholarship?

Student Financial Services, Memorial Hall 122, 651-2253, www.semo.edu/cs/financing.

On- or Off-Campus Living

Where can commuter students eat on campus?

Commuter students can eat in any dining hall on campus by purchasing Redbucks or a meal plan through Chartwells or paying with cash, debit or credit card. Chartwells, University Center, 651-2569.

Is there a commuter student lounge?

The South Dining Room in the University Center features a TV lounge for all students.

Where do I get a student ID card?

ID Services Desk, University Center 3rd floor, 651-2280.

How do I change my mailing address?

Office of the Registrar, Memorial Hall 122, 651-2250 or through the portal at portal.semo.edu.

Where do I get information on where to park my car?

Where do I get a parking decal?

Department of Public Safety, Parking/Transit Services, 1401 N. Sprigg Street, 651-2310, www5.semo.edu/dps/Parking.

Where can I work out on campus?

Student Recreation Center – North and South and the Student Aquatic Center, 651-2105, www.semo.edu/recservices.

Where do I get information on my housing?

Office of Residence Life, Towers Complex, 651-2274, www.semo.edu/housing.

Are there shuttles available on campus and at the River Campus?

Shuttle buses are available at both campuses. Parking/Transit Services, 1401 N. Sprigg Street, 651-2310, www5.semo.edu/dps/Parking/transit.asp.

Student Services

Where do I go for computer support or to find a list of computer labs on campus?

Information Technology, Memorial Hall 122, 651-4357, www6.semo.edu/infotech or www.semo.edu/cs/services/computerlabs.htm.

If I have a question about a technology issue is there anyone I can call?

Contact the Information Technology Help Desk on the Cape Girardeau campus, 651-HELP, www6.semo.edu/infotech/, helpdesk@semo.edu.

Where do I get information on campus crime statistics?

Department of Public Safety, 651-2215 www5.semo.edu/dps/CrimeStatistics/statistics.asp.

Where can I go to see a counselor?

University Counseling Services, Dearthmont Hall B1, 986-6191, www6.semo.edu/ucs.

Where do I seek assistance if I have a disability?

Disability Support Services, University Center 302, 651-2273, www.semo.edu/lapdss.

Where can I seek medical attention?

Campus Health Clinic, Crisp Hall 101, 651-2270, www4.semo.edu/chc.

Where are religious services held on campus?

Refer to page 15 in this book for complete listing of Campus Ministries.

Is there a place on campus I find out about minority student services?

Contact Educational Access Programs in the University Center, Room 310, 986-6135, www4.semo.edu/EAP/, minstuprog@semo.edu.

How do I find out about student organizations, fraternities and sororities?

Campus Life & Event Services, University Center 202, 651-2280, www4.semo.edu/campuslife.

