

2011 Guide to Assist Students

Office of New Student Programs



	TOPIC	QUESTION?	ANSWER!	
ACADEMIC ISSUES	Catalog	When will I get an Undergraduate Bulletin (course catalog)?	New students will receive their Bulletin in their UI100 course, or they can view it online. www.semo.edu/bulletin	
	Classes	Where can I get answers to questions about my class schedule?	Your academic advisor or the Office of the Registrar Academic 129, 651-2250, www.semo.edu/registrar or registrar@semo.edu	
	Academic Advising		How do I contact my advisor?	School of University Studies Advising (Exploratory/Undecided) 986-7328, www.semo.edu/usac or usac@semo.edu
				Harrison College of Business Advising, 651-5090 www5.semo.edu/cobadvising or businessadvising@semo.edu
				College of Health and Human Services Advising, 651-2015 www.semo.edu/hhs/advising or healthhumsvcadv@semo.edu
				College of Science and Mathematics Advising, 651-2173 www2.semo.edu/cosmadvising or scienceadvising@semo.edu
				College of Education Advising, 651-2412 www5.semo.edu/cea or educadvising@semo.edu
				College of Liberal Arts Advising, 651-2007 www.semo.edu/liberalarts/advising/ or liberalartsadv@semo.edu
				School of Polytechnic Studies Advising, 651-5930 www.semo.edu/polytech/advising/ or polytech@semo.edu
				Southeast Online, 651-2766 www.semo.edu/online or southeastonline@semo.edu
	Enroll In or Drop Classes	How do I enroll in or drop classes?	Through your academic advisor or by using My Southeast Portal, portal.semo.edu or Office of the Registrar, Academic 129, 651-2250, www.semo.edu/registrar	
	Major	How do I change my major?	Contact the department in which that major is housed. Make an appointment with an academic advisor or faculty member in that major to discuss your options and complete the appropriate paperwork.	
	Testing Services	How do I test out of a course?	Testing Services, Academic 347, 651-2836 www.semo.edu/testing or testingservices@semo.edu	
How can I find out my English/math course placement?		Your academic advisor or Office of the Registrar, Academic 129, 651-2250 www.semo.edu/registrar		
Textbooks	Where do I pick up/drop off my textbooks?	Textbook Rental, Kent Library, 1st floor, 651-2236, www2.semo.edu/bookstore		
Transcripts	Where can I get an official transcript?	Office of the Registrar, Academic 129, 651-2250, www.semo.edu/registrar		
	How do I submit a request for an official transcript?	My Southeast Portal, portal.semo.edu		
Tutoring	How do I get a tutor?	Learning Assistance Programs, UC 302, 651-2273, www6.semo.edu/lapdss Your instructor Center for Writing Excellence, Kent Library 412, 651-2159, ustudies.semo.edu/writing		
FINANCIAL ISSUES	Banking	Where can I bank on campus?	Commerce Bank is located in the Southeast Bookstore, 986-7025 www.CommerceBank.com	
		Where can I find out where to bank in Cape Girardeau?	Chamber of Commerce, 1267 Mt. Auburn, 335-3312, www.capechamber.com Convention & Visitors Bureau, 100 Broadway, 335-1631, www.visitcape.com	
	Bills from the University	Where do I get information about my bills?	Student Financial Services, Academic 123, 651-2253 www.semo.edu/sfs or sfs@semo.edu My Southeast Portal, portal.semo.edu	
	Employment	How do I find a job on or off campus?	Career Linkages, UC 206, 651-2583 www.semo.edu/careerlinkages or careerlinkages@semo.edu	
	Financial Aid	How do I apply for a loan, grant or scholarship? Who can answer my questions about financial aid?	Student Financial Services, Academic 123, 651-2253 www.semo.edu/sfs or sfs@semo.edu	

Office of New Student Programs
University Center 210 • (573) 651-5166
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www.semo.edu/nsp

Southeast
Missouri State University™

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LIVING ON & OFF CAMPUS	Commuter Student Services	Can commuter students eat in any dining hall on campus? Is there a commuter student lounge?	Commuter students can eat in any dining hall on campus by purchasing Redbucks, a meal plan, or paying cash on site through Chartwells, 986-6025. www.dineoncampus.com/sem0 The Center for Student Involvement (CSI) features a TV lounge for all students on the 2nd floor of the UC.
	ID Card	Where do I get a student ID card?	ID Services Desk, UC, 3rd floor, 339-4636 www6.semo.edu/idservices or idservices@semo.edu
	Mailing Address	How do I change my mailing address?	Office of the Registrar, Academic 129, 651-2250 www.semo.edu/registrar or registrar@semo.edu My Southeast Portal, portal.semo.edu
	Parking	Where do I get parking information? Where do I get a parking decal?	Department of Public Safety, 1401 N. Sprigg St., 651-2310 www5.semo.edu/dps/parking or dps@semo.edu
	Recreation Services	Where can I work out on campus? Whom do I contact for Recreation Center hours?	Student Rec Center, North Campus, 651-2105 Student Rec Center, South Campus, 651-2600 Recreation Services, 651-2105, www.semo.edu/recservices
		Where can I find information on aerobics, intramural, and club sport programs for students?	Fitness & Wellness (aerobics), Student Rec Center, 651-2367 www.semo.edu/recservices/programs/fitness Intramural Sports, Student Rec Center, 651-2571 www.semo.edu/recservices/programs/intramurals Sports Clubs, Student Rec Center, 986-7379 www.semo.edu/recservices/programs/clubsports
	Residence Halls	When can I check in to my residence hall?	New students check in to their rooms on Thursday, Aug. 18. Returning students can move in Aug. 19-21.
		How do I change rooms? How do I get a meal plan? Where can I get a refrigerator?	Office of Residence Life, Towers Complex, 1st floor, 651-2274 www.semo.edu/housing or residencelife@semo.edu
	Shopping	Where can I find out where to shop in Cape Girardeau?	Convention & Visitors Bureau, 400 Broadway, 335-1631, www.visitcape.com Chamber of Commerce, 1267 Mt. Auburn, 335-3312, www.capechamber.com
	Transportation/ Shuttles	Is there time to get from one class to another if I have classes in buildings that are far away from each other? How do I get across campus?	Although there is enough time allotted in the schedule for you to get from one class to the next, including to and from the River Campus, shuttle buses are available. For shuttle schedule information, contact Shuttle Transit Service, Parking Services, 1401 N. Sprigg St., 651-2215, www5.semo.edu/dps/parking/transit.asp
STUDENT LIFE ISSUES & SERVICES	Campus Safety	Where do I report a crime? Where do I get information on campus crime statistics?	Department of Public Safety, 1401 N. Sprigg St., 651-2215 www5.semo.edu/dps/crimestatistics/statistics.asp or dps@semo.edu
	Campus Computing	Where do I go for computer support? Where can I find a list of computer labs on campus?	Information Technology, Academic 140, 651-4357, www6.semo.edu/infotech www.semo.edu/cs/services/computerlabs.htm
		To whom do I talk about having a computer in my residence hall room?	Office of Residence Life, Towers Complex, 1st floor, 651-2274 www.semo.edu/housing or residencelife@semo.edu
		Where do I activate my Southeast Key email address? Where do I check my Southeast Key email address?	My Southeast Portal, portal.semo.edu
	Disability Services	Where do I seek assistance if I have a disability? <small>A disability is defined as a physical or mental impairment that substantially limits a major life activity [ADA, 1990].</small>	Disability Support Services, UC 302, 651-2273, www6.semo.edu/lapdss
	Student Organizations/ Greek Life	How do I join a student organization or learn more about fraternities and sororities?	Campus Life & Event Services, UC 203, 651-2280 www4.semo.edu/campuslife
	Medical Assistance	Where can I seek medical attention or assistance in dealing with personal problems?	Campus Health Clinic, Crisp Hall 101, 651-2270 www.sehealth.org or campushealthclinic@sehosp.org Counseling Services, Dearmont Hall B1, 986-6191
	Religious Services	Where are the religious services held on campus?	Campus Ministries Liaison, Counseling Services, Dearmont Hall B1, 986-6191 www.semo.edu/cs/studentlife/ministries.htm
Where are the churches in Cape Girardeau?		Convention & Visitors Bureau, 100 Broadway, 335-1631, visitcape.com	

Welcome to your First-Year Experience!