

2017 GUIDE TO ASSIST STUDENTS

	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 semo.edu/bulletin
	Classes	Where can I get answers to questions about my class schedule?	Your academic advisor (see below) or Office of the Registrar, Academic Hall 057, 651-2250, semo.edu/registrar or registrar@semo.edu
	Academic Advising	How do I contact my advisor?	semo.edu/advising Center for Academic Advising - North, Polytech 301, 651-5090, advisingnorth@semo.edu College of Science, Technology and Agriculture Advising Harrison College of Business Advising Center for Academic Advising - South, Academic Hall 057, 651-2007, advisingsouth@semo.edu College of Education College of Health and Human Services College of Liberal Arts School of University Studies (Exploratory/Undecided)
			Southeast Online, Kent Library 317, 651-2766, online.semo.edu or southeastonline@semo.edu
			Athletic Advising, Redhawk Success Center, upper level Rec. South, 986-6007, gosoutheast.cstv.com/ot/successcenter.html or athleticacademic@semo.edu
	Enroll in or Drop Classes	How do I enroll in or drop classes?	With your academic advisor, by using My Southeast Portal, portal.semo.edu , or Office of the Registrar, Academic Hall 057, 651-2250, semo.edu/registrar
	Major	How do I change my major?	Contact the department in which your new 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.
	Minor	How do I add or change a minor?	Contact and/or visit the department in which your minor is housed and complete appropriate paperwork.
	Testing Services	How do I test out of a course?	Testing Services, Kent Library 108, 651-2836, 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 Hall 057, 651-2250, semo.edu/registrar
	Textbooks	Where do I pick up/drop off my textbooks?	Textbook Rental, Kent Library 123, 651-2236, semo.edu/textbookrental <i>University-operated rental program for textbooks.</i> Southeast Bookstore, University Center 1st floor, 388 N Henderson, 651-2220, semoshop.com <i>For books not available in the University-operated rental program, additional course materials and books required, and supplies. Rental, electronic, and new/used options available. The Bookstore is also the home for your Southeast apparel needs, and where you purchase your UI 100 textbook, "First-Year Seminar: Connecting to Southeast."</i>
	Transcripts	Where can I get an official transcript?	Office of the Registrar, Academic Hall 057, 651-2250, 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, University Center 206, 651-2273, semo.edu/lap or contact your instructor.	
FINANCIAL ISSUES	Banking	Where can I bank on campus?	U.S. Bank is located in the Southeast Bookstore, 332-1082, usbank.com
		Where can I find banking options in Cape Girardeau?	Chamber of Commerce, 1267 N. Mt. Auburn, 335-3312, capechamber.com Convention & Visitors Bureau, 400 Broadway, 335-1631, visitcape.com
	Bills from the University	Where do I get information about my bill?	Student Financial Services, Academic Hall 019, 651-2253, semo.edu/sfs or sfs@semo.edu
		Where can I view my account balance?	My Southeast Portal, portal.semo.edu (Portal > Student SS tab > Personal Information > Account Summary)
	Employment	How do I find a job on or off campus?	Career Services, Academic Hall 057, 651-2583, semo.edu/careers , careerservices@semo.edu , or redhawkjobs.com
	Financial Aid	How do I apply for a loan, grant or scholarship? Who can answer my questions about financial aid?	Student Financial Services, Academic Hall 019, 651-2253, semo.edu/sfs or sfs@semo.edu

We can't wait to see what you do.

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LIVING ON & OFF CAMPUS	Commuter Students Can commuter students eat in any dining hall on campus?	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, dineoncampus.com/semo	
	Is there a lounge space commuters can use?	The Center for Student Involvement (CSI) features a small computer lab, study space and a TV lounge for all students on the 2nd floor of the University Center.	
	ID Card Where do I get a student ID card?	ID Services Desk, University Center, 3rd floor, 339-4636, semo.edu/idservices or idservices@semo.edu	
	Mailing Address How do I change my mailing address?	Office of the Registrar, Academic Hall 057, 651-2250, semo.edu/registrar or registrar@semo.edu My Southeast Portal, portal.semo.edu (Portal > Student SS tab > Personal Information)	
	Parking Where do I get parking information? Where do I get a parking decal?	Department of Public Safety Parking Services, 1401 N. Sprigg St., 651-2310, semo.edu/parking or parking@semo.edu	
	Recreation Services	Where can I work out on campus? Whom do I contact for Recreation Center hours?	Student Rec Center, Student Aquatic Center Recreation Services, 651-2105, semo.edu/recservices
		Where can I find information on group fitness classes, personal training, intramurals and club sports?	Fitness & Wellness, Student Rec Center, 651-2367 Intramural Sports, Student Rec Center, 651-2571 Sport Clubs, Student Rec Center, 986-7379, semo.edu/recservices
	Residence Halls	When can I check in to my residence hall?	New students check into their rooms on Thursday, Aug. 17. Returning students can move in Aug. 18-20.
		How do I change rooms? How do I get or change a meal plan? Where can I rent a refrigerator?	Office of Residence Life, Towers Complex, 1st floor, 651-2274, semo.edu/residencelife or residencelife@semo.edu
	Shopping Where can I find out where to shop in Cape Girardeau?	Convention & Visitors Bureau, 400 Broadway, 335-1631, visitcape.com Chamber of Commerce, 1267 N. Mt. Auburn, 335-3312, 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?	Transit, 651-2310, semo.edu/transit You can walk from one class to the next class on the main campus, but shuttle buses are available for main campus and between the main and River Campus. Visit the website for routes, operating times and the shuttle tracker (also available in the Southeast app!).		
STUDENT LIFE ISSUES & SERVICES	Campus Safety Where do I report emergencies and get information about emergency preparedness on campus? Where do I get information on campus crime statistics?	Department of Public Safety, 1401 N. Sprigg St., 651-2215, semo.edu/dps 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, Memorial Hall 107, 651-4357 semo.edu/it (Also available in the Southeast app!)
		Where do I activate my Southeast Key email address? Where do I check my Southeast email?	My Southeast Portal, portal.semo.edu , mail.semo.edu
	Disability Services Where do I seek assistance if I have a disability?	Disability Services, Dearmont Hall B1, 651-5927, semo.edu/ds <i>A disability is defined as a physical or mental impairment that substantially limits a major life activity [ADA, 1990].</i>	
	Student Organizations How do I join a student organization?	Campus Life & Event Services, University Center 414, 651-2280, semo.edu/campuslife Connect with an involvement ambassador. semo.edu/campuslife/involvement-ambassadors	
	Greek Life How do I learn more about fraternities and sororities?	Office of Greek Life, University Center 413, 986-7301, semo.edu/greeklife or semogreeks.com	
	Medical Assistance Where can I seek medical attention or assistance in dealing with personal problems?	Campus Health Clinic, Crisp Hall 101, 651-2270, semo.edu/healthclinic or CHC@sehealth.org Counseling Services, Dearmont Hall B1, 986-6191, semo.edu/ucs	
	Religious Services	Where are the religious services held on campus?	Services vary by organization. See list for contact information, semo.edu/ministries
		Where are the churches in Cape Girardeau?	Convention & Visitors Bureau, 400 Broadway, 335-1631, visitcape.com , semo.edu/ministries
Military and Veterans' Services Where can I get information about services or support for veterans, military personnel and veterans' dependents?	Office of Military and Veterans Services, University Center 302, 651-2263, semo.edu/veterans or veterans@semo.edu		

New Student Programs

Academic Hall 123
651-5166
nsp@semo.edu
semo.edu/nsp



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