Redhawks Card Services

The Redhawks ID card serves as identification of Southeast students, faculty, and staff. In addition, the card gives access to dining services, textbook rental, library privileges, bookstore charges to a University account, access to the Student Recreation Centers, free or discounted tickets to athletic. Show Me Center, or River Campus events, Health and Counseling services, and Testing Services. You may obtain an ID card in person or through mail.

If you would like to come in person, you will need the following:
- High School or campus/center currently attending
- Your contact name and number
- The first, middle initial and last name of the student.
- Southeast ID # (S00000000)

Normal Operating Hours:
Monday - Thursday: 8 a.m. - 7 p.m.
Fridays: 8 a.m. - 5 p.m.
Saturday and Sunday: Closed
(During the start of the semester, ID Services hours mirror textbook rental hours.)

Location: University Center Information Desk, 3rd Floor

Submitting Information by Mail or Email for a Redhawks Card
- Using a digital camera, take and save pictures to a CD or Disk in the .jpg format.
- Students should be posed in front of a light colored wall or background and should hold in front on them a sheet of paper printed clearly with the following information:
  - Last Name
  - First Name
  - Middle Initial
  - Southeast ID # (S00000000) or SS#
- In order of having their picture taken, they should also sign a log sheet with the same information as above printed on it. This will serve as a cross reference for ID Services personnel when we make the Redhawks Card.
- The disk/CD(s) should be wrapped in additional padding (sheets of paper, plastic, bubble wrap, etc.) and enclosed in an envelope with the log sheet(s) and mailed to:

ID Services/Information Desk, Southeast Missouri State University
One University Plaza, MS 1175
Cape Girardeau, MO 63701
- Please be sure to include a return address where the completed Redhawks Card(s), etc. should be mailed to and a contact name and number for the school official seeking the Redhawks Card(s) so that we may contact you with questions.
- You can also email small batches of photos (10 or less) to idservices@semo.edu and include all student identification information in the body of the email with photo attachments.

Please call ID services if you have any questions: (573) 339-4636.
Rental Textbooks

"A Scholarship for Every Student"

Southeast Missouri State University has a unique benefit for undergraduate students. Students can rent their textbooks for less than the purchase price. **A student ID and class schedule are required to rent textbooks.** The rental fee of $23.86 per course is charged to the student account and shows up on their University billing statement.

Rental texts can be obtained in two ways:

- At the main campus in the basement of Kent Library
  Southeast Bookstore Textbook Rental Hours
  Monday – Friday; 8:00 am - 4:00 pm
  Saturday & Sunday; CLOSED

- By completing the Rental Order form at
  [http://www2.semo.edu/bookstore/textbooks][1].htm
  Textbooks ordered online will be shipped to you via UPS.

**Shipping/Handling Fees for Ordered Textbooks**
Regular Rate: $8.95 for the first book,$2.95 for each additional book
All Other Shipping Methods: to be determined by location and weight

Orders received before 12 pm will be shipped the same day, while later orders will be shipped no later than the end of the next day.

**Returning Rental Textbooks:** all rental books must be returned to Textbook Services, the campus office at Sikeston, Malden, Kennett, or Perryville, or if mailed, postmarked NO LATER than the Monday after finals. If books are not returned or received with a late postmark, you will be billed the purchase price of the book. **PLEASE** make sure all returned textbooks have a **Tracking Number.** Textbook Rental is **NOT RESPONSIBLE** for lost textbooks.

**All Textbooks should be returned to:**
Southeast Bookstore-Textbook Rental
610 Washington Ave, North Dock
Cape Girardeau, MO 63701

Questions? Contact us at: rentabook@semo.edu OR (573) 651-2236.