



Office of New Student Programs
2009 GUIDE TO ASSIST STUDENTS
Welcome to your First-Year Experience!



| QUESTION? | ANSWER! |
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| 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 at http://www.semo.edu/bulletin |
| When will I get a University Studies Handbook? | During First STEP Orientation, Transfer Orientation or online at http://www.semo.edu/ustudies/handbook/ |
| Classes | |
| Where can I get answers to questions about my class schedule, how to read it and how to interpret it? | Your academic advisor or the Office of the Registrar, Academic 129, 651-2250, http://www2.semo.edu/registrar/ or registrar@semo.edu |
| Academic Advising | |
| How do I contact my advisor? | School of University Studies Advising (Exploratory/Undecided) 986-7328 , http://www.semo.edu/usac or usac@semo.edu Harrison College of Business Advising – 651-5090 http://www5.semo.edu/cobadvising/ or businessadvising@semo.edu College of Health and Human Services Advising – 651-2015 http://www.semo.edu/hhs/advising/index.htm or healthhumsvcadv@semo.edu College of Science and Mathematics Advising – 651-2173 http://www2.semo.edu/cosmadvising/ or scienceadvising@semo.edu College of Education Advising – 651-2412 http://www5.semo.edu/cea or aelincoln@semo.edu College of Liberal Arts Advising – 651-2007 http://www.semo.edu/liberalarts/advising/ or liberalartsadv@semo.edu School of Polytechnic Studies Advising – 651-5930 http://www.semo.edu/polytech/advising/ or polytech@semo.edu |
| Enroll In or Drop Classes | |
| How do I enroll in or drop classes? | Through your academic advisor, or by using <i>My Southeast Portal</i> , http://portal.semo.edu Office of the Registrar, Academic 129, 651-2250, http://www2.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 http://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, http://www2.semo.edu/registrar/ |
| Textbooks | |
| Where do I pick up/drop off my textbooks? | Textbook Rental, Kent Library, 1 st floor, 651-2236 http://www2.semo.edu/bookstore/ |
| Transcripts | |
| Where can I get an official transcript? How do I submit a request for an official transcript? | Office of the Registrar, Academic 129, 651-2250, http://www2.semo.edu/registrar/trans.html <i>My Southeast Portal</i> , http://portal.semo.edu |
| Tutoring | |
| How do I get a tutor? | Learning Assistance Programs and Disability Support Services, UC 302, 651-2273 http://www6.semo.edu/lapdss/ or See your instructor Writing Lab, Kent Library 412, 651-2159 http://ustudies.semo.edu/writing/ |
| FINANCIAL ISSUES | |
| Banking | |
| Where can I bank on campus? | Commerce Bank is located in the Southeast Bookstore, 986-7025, http://www.CommerceBank.com |
| Where can I find out where to bank in Cape Girardeau? | Chamber of Commerce, 1267 Mt. Auburn, 335-3312 http://www.capechamber.com/ Convention & Visitors Bureau, 100 Broadway, 335-1631 http://www.capegirardeaucvb.org/ |
| Bills from the University | |
| Where do I get information about my bills? | Student Financial Services, Academic 123, 651-2253 http://www.semo.edu/cs/financing/ or sfs@semo.edu <i>My Southeast Portal</i> , http://portal.semo.edu |
| Employment | |
| How do I find a job on or off campus? | Career Linkages, University Center 206, 651-2583 http://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 http://www.semo.edu/cs/financing/ or sfs@semo.edu |

LIVING ON & OFF CAMPUS

Commuter Student Services

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| 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. |
| Is there a commuter student lounge? What services are there for commuter students? | The Center for Student Involvement (CSI) features a TV lounge for all students on the 2 nd floor of the UC. For more commuter student information, contact the Office of Student Development, UC 422, 651-2263 http://www5.semo.edu/commuters/services.htm |

ID Card

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| Where do I get a student ID card? | ID Services Desk, 3 rd floor, University Center, 339-4636 http://www6.semo.edu/idservices/ or idservices@semo.edu |
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Mailing Address

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| How do I change my mailing address? | Office of the Registrar, Academic 129, 651-2250 http://www2.semo.edu/registrar/ or registrar@semo.edu <i>My Southeast Portal</i> , http://portal.semo.edu |
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Parking

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| Where do I get information on where to park my car? Where do I get a parking decal? | Department of Public Safety, Dearmont Hall, 651-2310 http://www5.semo.edu/dps/Parking/ or dps@semo.edu |
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Recreation Services

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| Where can I work out on campus? | Student Rec Center, North Campus, 651-2105 Student Rec Center, South Campus, 651-2600 |
| Whom do I contact for Recreation Center hours? | Recreation Services, 651-2105, http://www.semo.edu/recservices/ |
| Where can I find out information on aerobics, intramural, and club sport programs for students? | Fitness & Wellness (aerobics), Student Rec Center, 651-2367 http://www.semo.edu/recservices/programs/fitness/ Intramural Sports, Student Rec Center, 651-2571 http://www.semo.edu/recservices/programs/intramurals/ Sports Clubs, Student Rec Center, 986-7379 http://www.semo.edu/recservices/programs/clubsports/ |

Residence Halls

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| When can I check in to my residence hall? | New students check-in to their rooms on Thursday, August 20. Returning students can move-in from August 21- August 23. |
| How do I change rooms? How do I get a meal plan? | Office of Residence Life, Towers Complex, 1 st floor, 651-2274, http://www.semo.edu/housing/ or residencelife@semo.edu |
| Where can I get a refrigerator? | Office of Residence Life, Towers Complex, 1 st floor, 651-2274, http://www.semo.edu/housing/ or residencelife@semo.edu |

Shopping

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| Where can I find out where to shop in Cape Girardeau? | Convention & Visitors Bureau, 100 Broadway, 335-1631 http://www.capegirardeaucvb.org/ Chamber of Commerce, 1267 Mt. Auburn, 335-3312 http://www.capechamber.com/ |
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Transportation/Shuttles

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| Is there time to get from one class to another if I have class 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, Dearmont Hall, 651-2215, http://www5.semo.edu/dps/Parking/transit.asp |
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STUDENT LIFE ISSUES & SERVICES

Campus Safety

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| Where do I report a crime? Where do I get information on campus crime statistics? | Department of Public Safety, Dearmont Hall, 651-2215 http://www5.semo.edu/dps/CrimeStatistics/statistics.asp or dps@semo.edu |
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Campus Computing

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| Where do I go for computer support? | Information Technology, Academic 140, 651-4357, http://www6.semo.edu/infotech/ |
| Where can I find a list of computer labs on campus? | http://www.semo.edu/cs/services/computerlabs.htm |
| To whom do I talk about having a computer in my residence hall room? Where do I activate my Southeast Key email address? Where do I check my Southeast Key email address? | Office of Residence Life, Towers Complex, 1 st floor, 651-2274, http://www.semo.edu/housing/ or residencelife@semo.edu <i>My Southeast Portal</i> , http://portal.semo.edu <i>My Southeast Portal</i> , http://portal.semo.edu |

Disability Services

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| Where do I seek assistance if I have a disability? <i>A disability is defined as a physical or mental impairment that substantially limits a major life activity [ADA, 1990]</i> | Disability Support Services, UC 302, 651-2273 http://www6.semo.edu/lapdss/ or lcenter@semo.edu |
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Student Organizations/Greek Life

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| How do I join a student organization or learn more about fraternities and sororities? | Campus Life & Event Services, UC 203, 651-2280 http://www4.semo.edu/campuslife/ |
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Medical Assistance

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| Where can I seek medical attention or assistance in dealing with personal problems? | Campus Health Clinic, Crisp Hall 101, 651-2270 http://www.southeastmissourihospital.com/content/CampusHealthClinic.htm or chc@semo.edu University Counseling Services, Dearmont Hall B1, 986-6191 |
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Religious Services

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| Where are the religious services held on campus? | Campus Ministries Liaison, Counseling Services, Dearmont Hall B1, 986-6191 http://www.semo.edu/cs/studentlife/ministries.htm |
| Where are the churches in Cape Girardeau? | Convention & Visitors Bureau, 100 Broadway, 335-1631 http://www.capegirardeaucvb.org/ |