

General Information



ACADEMIC SUPPORT CENTERS

The mission of the Academic Support Centers (ASC) 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 pre-college to undergraduate and graduate studies. The office can be reached by calling (573)986-6135 or visit the website at www.semo.edu/asc.

Educational Access Programs

The purpose of Educational Access programs (EAP) is to enhance the quality of the educational experience for minority students in particular, and all students in general, through programs, services, advocacy, and referral to appropriate resources. EAP is actively involved in the enrollment development functions of the University with respect to recruitment and retention of minority students. In addition, EAP responds to the need to expose all students to, and involve in, a wide range of multicultural activities and initiatives. EAP fulfills its purpose by working in cooperation with other administrative and academic units, student organizations, and the Cape Girardeau community. The office can be reach by calling (573)986-6135 or visit the website at ww.semo.edu/eap.

Learning Assistance Programs

Learning Assistance Programs provide 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. The office can be reached by calling (573) 651-2273. Additional information may be accessed through the website www.semo.edu/lap.

TRIO/McNair Scholars Program

TRIO/McNair Scholars Program is a federally funded program that encourages supports and assists academically promising students who have been historically underrepresented in various fields to pursue education through the doctoral level. The office can be reached by calling (573)986-6135 or visit the website at www.semo.edu/mcnair for additional information.

TRIO/Student Support Services

TRIO/Student Support Services is a federally funded program that assists a targeted population of 200 Southeast students in completing post-secondary education. The program provides academic services and supportive environment to increase the persistence and graduation

rates of eligible students and to foster an institutional climate that encourages their success. The office can be reached by calling (571)651-2512 or visit the website at www.semo.edu/sss for additional information.

ADMISSIONS

The Office of Admissions serves all undergraduate and graduate domestic students interested in attending Southeast. The office distributes University information and applications, provides college preparation outreach and new student recruitment services, and evaluates the applications and transcripts from new and returning students. Southeast's campus tour and visitor center is also housed in the office. The Office of Admissions is located in Academic Hall, room 100D. Call (573) 651-2590 for assistance.

New Student Programs, a function within the Office of Admissions, helps students make a smooth transition to the University through orientation programs including First STEP (Southeast's Testing and Enrollment Program), Opening Week, and Transfer Orientation. For additional information, contact the office at (573) 651-5166.

ATHLETICS

Southeast Missouri State University competes at the NCAA Division I level and is a member of the Ohio Valley Conference (OVC). Southeast has won a total of 48 OVC regular-season championships and 16 OVC tournament titles during its first 23 years in the league. Since joining the OVC in 1991, Southeast has won seven Women's All-Sports trophies. Southeast sponsors six men's sports and nine women's sports.

The men compete in football, basketball, cross country, baseball and indoor and outdoor track & field. The women compete in volleyball, soccer, basketball, cross country, gymnastics, softball, tennis, and indoor and outdoor track & field.

CAMPUS HEALTH CLINIC

The Campus Health Clinic, through a partnership with SoutheastHEALTH, health care professionals provide health treatment including physical exams, laboratory services, immunizations and allergy shots, medical procedures, prescription services, well women exams and assessment and treatment of illness/injuries for Southeast Missouri State University students, faculty, and staff. Both appointments and walk-in patients are seen. Charges for services can be billed to insurance or applied to one's student account. Additional details can be found at <http://www.semo.edu/healthclinic/>.

CAMPUS LIFE

www4.semo.edu/campuslife
(573)651-5120

University Center

www4.semo.edu/uc

The University Center (UC) is the family room of the campus. As a “hub” of campus activity, the UC offers services, programs and facilities, which meet the various needs of students, faculty, staff, alumni and friends. Services include the Center for Student Involvement (CSI), home to 150 student organizations including fraternities and sororities, leadership development programs, an information desk, lounge, computer lab, Southeast Bookstore, US Bank, and administrative offices. The Redhawk Market, Starbucks and Skylight Terrace dining areas offer hot and cold entrees, soup and salad bar, grill items, coffee and smoothie bars, and your favorite brands - “Papa John’s,” “Chick-Fil-A,” and more. Student Government offices are also housed in the UC in addition to a variety of student initiated activities that are planned every year by the Student Activities Council. For more information, contact Campus Life and Event Services at (573) 651-2280.

CENTER FOR ACADEMIC ADVISING & CAREER SERVICES

The primary mission of the Center for Academic Advising & Career Services is to assist students at important points throughout their academic careers at Southeast. The Center helps students identify and use available campus resources to meet personal, academic, and career goals. Services in this office fall into three main categories:

Academic Advising: Academic advising is provided for students with majors in the Colleges of Liberal Arts, Health & Human Services, and the School of University Studies in the Center for Academic Advising located in Academic Hall. Students with majors in the Harrison College of Business, and the Colleges of Education and Science, Technology and Agriculture are advised through Academic Advising Centers in their respective colleges.

Academic advisors work with students as they progress through their academic programs. Academic advising is an intentional, collaborative relationship that promotes the student’s development of competence, autonomy, and sound decision making skills. As a result of academic advising experiences, students will:

1. Be more informed regarding university and college policies, procedures, and courses as they relate to their academic program.

2. Know the requirements of their academic program and develop/follow an academic plan by: a) interpreting their degree audit by using DegreeWorks, b) selecting appropriate elective courses which enhance their background and preparation, c) following appropriate registration procedures.
3. Generate appropriate questions and apply academic advice.
4. Select activities and opportunities that enhance professional growth and development.

Career Advising: Career counselors work with students in all majors at Southeast to assess career opportunities and select a career path and major that matches their interests and abilities. They provide quality career advising services to current students, alumni, faculty, and staff through individual appointments and group presentations including career proficiency checks, workshops, and other University presentations. Career counselors keep current in career and employment trends and work collaboratively within the Center for Academic Advising & Career Services making appropriate student referrals within the Center and to other resources across campus.

Career Services: Professionals in Career Services provide career assistance and support to students and alumni across all majors at Southeast. Services include computerized career exploration, resume/cover letter review, job search and interviewing assistance, mock interviews, a career resources library, and trained personnel to respond to career-related inquiries. Career Services provides information about career events and on-campus interviews, job postings, internship/practica opportunities, and much more. Staff professionals also work with academic program leaders on experiential learning programs, both locally and in the greater St. Louis area, to provide students coordinated and carefully planned pre-professional practice opportunities in their fields of study. Career Services also coordinates employment opportunities available to students, graduates, and alumni through an online career management system.

COUNSELING and DISABILITY SERVICES

Counseling Services provides confidential and affordable services to all enrolled students. It is located on the first floor of Dearthmont Residence Hall (north-east corner). The licensed counselors provide services that include individual personal counseling, couples counseling, and counseling referrals. The office can be reached at (573)986-6191 or online at www.semo.edu/ucs. Substance Abuse Prevention and Education (SAPE)

Services, located in the Dearmont Office, offers programs and outreach services. Any currently enrolled student is eligible for services. Confidential referral services are available. The office can be reached at (573)986-6191 or online at www.semo.edu/SAPE.

The Campus Violence Prevention Program raises awareness and promotes the primary prevention of interpersonal violence to create a safe campus environment. The Campus Violence Prevention Program Education and Outreach Coordinator plans and coordinates programs (i.e. trainings, workshops) to educate students, faculty, and staff on the realities of violence, sexual assault, and stalking. The Education and Outreach Coordinator participates in a variety of directed activities to provide direct support to students who experience sexual assault and interpersonal violence. The program informs students and employees of their rights regarding reporting instances of violence and ensures access to counseling, victim advocacy, legal assistance, and supportive services available on campus and in the community. The program serves a vital role in promoting bystander intervention and educating the campus to prevent interpersonal violence. The Campus Violence Prevention Program can be reached at (573)-986-6899 or online at <http://www.semo.edu/ucs/violence-prevention/index.html>.

Students with disabilities are registered with Disability Services, which is the institutionally recognized program designated to provide federally mandated services for students with disabilities by ensuring equal access to curricular and co-curricular opportunities. Disability Services collaborates with students, faculty, staff and community members to create useable, equitable, inclusive and sustainable learning environments. Both programs can be reached by calling (573)-651-5927. Additional information may be accessed through the website www.semo.edu/ds

DEAN OF STUDENTS

The Dean of Students serves as a student advocate within the University community and to the general public. This advocacy includes providing individual support and guidance to students in need. The Office of the Dean of Students provides education to reduce the risk of drug and alcohol abuse and sexual violence among college students. The Statement of Student Rights and Code of Student Conduct is published and administered by the Office of the Dean of Students. Students are encouraged to contact the Dean of Students when they will be absent from class due to a substantial personal emergency. The Dean of Students Office will

send a Temporarily Out of Class notice to faculty on behalf of the student. This does not serve as an excused absence from class nor does it excuse the student from the course requirements. Students will be responsible for following up with their faculty members to make arrangements for making up missed coursework. It is up to each individual faculty member to determine if missed work will be allowed to be "made up." The Office of the Dean of Students can be reached by calling (573)986-6888.

EXTENDED LEARNING

Extended Learning supports noncredit community programming and coordinates all for-credit programming offered away from the Cape Girardeau campus, including all learning activities at the regional campuses in Kennett, Malden and Sikeston, as well as the Perryville Higher Education Center and the Cape College Center. A wide variety of undergraduate degree programs are available at the regional campuses, including General Studies, Agribusiness, Child Development, Criminal Justice, Interdisciplinary Studies, Psychology, Social Science, Early Childhood Education, Elementary Education and Exceptional Child Education. Coursework is delivered face-face, ITV, online and blended which incorporates online and face-face delivery. For more information, visit the website at <http://www.semo.edu/extlearn/>.

FINANCIAL AID

Student Financial Services offers a comprehensive program of financial assistance for students needing supplemental financial support for their educational expenses. To apply for federal, state and institutional need-based aid, a student must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA can be accessed on-line at www.fafsa.gov or you may request a paper FAFSA by calling 1-800-433-3243. In order to be considered for priority packaging, the FAFSA should be received by the processor by March 1. To meet this deadline, submit your FAFSA electronically by mid-February. Students may complete the FAFSA through June 30 of the award year; however, this may result in limited aid eligibility.

Federal Grants. The Federal Pell Grant is the largest federal grant program available through the U.S. Department of Education. The FAFSA information is used to determine eligibility for the Federal Pell Grant. Eligibility is based on the Expected Family Contribution (EFC) and enrollment status. The Student Aid Report will indicate initial eligibility. Award amounts are prorated for less than full-time enrollment. The Federal Supplemental

Educational Opportunity Grant (FSEOG) is awarded to Pell Grant eligible students with a zero EFC. Awards and award amounts are determined annually based on the number of applicants who complete the FAFSA by the priority processing deadline.

Scholarships. The University offers an extensive scholarship program. Scholarships are awarded on the basis of financial need, academic achievement, artistic ability, athletic ability, college major, military commitment, community activities, geographic location or special interests. The admission application is used to determine academic merit scholarships for first-time freshmen and transfer students. Endowed scholarships require a separate application which is available online through the student portal under the Student SS tab. A link will be provided for Academic Works. Additional information regarding scholarships and deadlines is available through the Office of Admissions or Student Financial Services and online at <http://www.semo.edu> by selecting "Future Students" or "Current Students" and then "Financing Your Education." The State of Missouri provides need-based and merit awards primarily through the Access Missouri Financial Award and Bright Flight program. To be considered for a state of Missouri need-based award, the FAFSA must be received by the Department of Education Processor by April 1. Therefore, meeting the March 1 priority processing date will assure meeting the deadline date for Missouri State awards.

Loans. Loan programs administered by the University are the Federal Perkins Loan, the William D. Ford Federal Direct Subsidized and Unsubsidized Loan for students, the William D Ford Federal Direct PLUS Loan for parents of undergraduate students, and the Federal Direct Grad Plus Loan. To apply for a loan, follow the instructions provided with the award letter.

Student Employment. Student employment opportunities are available to students, either as regular student employment (non-need based) or Federal Work Study (need-based requiring a processed FAFSA by March 1). The number of FAFSA applicants meeting the priority processing deadline and the EFC determines who is eligible for Federal Work Study. Students may work up to 20 hours a week and are paid minimum wage or higher. Students must complete a Work Referral Authorization Form and related documents available through Student Financial Services before beginning employment. Enrolled students interested in student employment can view job openings through the Career Linkages website www.semo.edu/careers.

Verification. Often, FAFSA records are selected to be verified by the Department of Education and the University. This process requires that the University collect

documents (1040 tax transcripts, W-2 forms, worksheets, etc.) to verify data submitted on the FAFSA. A financial aid record is not considered complete and eligible for aid disbursement until verification has been completed and a revised student aid report is sent electronically to the University from the Department of Education. The last date verification forms or requested documentation will be accepted is the earlier of the last day of the semester or the student's last documented date of attendance for the semester.

Satisfactory Academic Progress. Students must be maintaining satisfactory academic progress towards a degree in order to maintain continued eligibility for federal and Missouri state aid (in addition to any other state aid requirements). Satisfactory Academic Progress for financial aid purposes is reviewed after each semester including summer. Students are sent a warning notice after a semester for which they do not meet the satisfactory progress requirements. Students who fail to meet satisfactory progress for two consecutive semesters are suspended from financial aid. Students may appeal, in writing, to have financial aid reinstated. If reinstated, students are considered to be on probation during the term they are receiving aid. Failure to meet requirements for this probationary period will result in financial aid suspension. Satisfactory Academic Progress for financial aid purposes is measured differently than for academic purposes. A student may be allowed to continue to enroll in courses but without financial aid eligibility. This will require that the student pay out of pocket for educational expenses. The Satisfactory Academic Progress policy is available online at <http://www.semo.edu/sfs/financialaid/progress.htm>.

For further information, contact Student Financial Services by calling (573)651-2253 or e-mailing sfs@semo.edu, or logging online at <http://www.semo.edu> and select "Future Students" or "Current Students" and then "Financing Your Education."

GRADUATE STUDIES

The primary purposes of graduate study are to provide opportunities for advanced study of an academic discipline and advanced preparation for a profession. Students are introduced to research and scholarship in their field of study and prepared for increasing competence in their profession.

Admission to the School of Graduate Studies is based on satisfactory academic performance on the undergraduate level as measured by the cumulative GPA, specific courses in the appropriate major, and academic scores on such tests as the Graduate Record

Exam, TOEFL, or Graduate Management Admission Test. (See the Graduate Bulletin at www.semo.edu/gradschool for details.)

All requests for information or admission materials should be directed to the Dean of the School of Graduate Studies, Southeast Missouri State University, Cape Girardeau, MO 63701.

INTERNATIONAL and EDUCATION SERVICES

The mission of the Office of International Education and Services (IES) is to support the international students, scholars, and study abroad participants, as well as their families, from the time of recruitment and application through the completion of their academic program at Southeast. IES provides a comprehensive program of assistance to students, their families, and the campus community through immigration and personal advising, programming and outreach services, as well as study abroad programs. The International Center is located at the corner of Dearmont Circle and College Hill, immediately behind Dearmont Hall. Walk-ins are welcome or the office can be reached by calling (573) 986-6863. Additional information is available at www.semo.edu/ies.

Intensive English Program

The IEP serves the needs of international students who want additional English language study before undertaking, or to complement, their academic studies at the University, as well as students visiting from foreign colleges and universities. Undergraduate applicants who do not have the required IELTS or TOEFL may be given conditional admission, whereby they must complete the IEP prior to beginning undergraduate study. IEP students who successfully complete one or more advanced level courses may be eligible to bridge to undergraduate courses while completing the remaining IEP courses. Graduate applicants who do not have the required IELTS or TOEFL may be given conditional admission, whereby they must complete the graduate level of IEP with a grade of 'B' or higher prior to beginning graduate study. Additionally, individual departments may offer conditional admission to students also lacking the required GRE or GMAT; if so, missing scores must be submitted prior to beginning graduate study.

Study Abroad Programs

Studying abroad allows students to expand their horizons, academically and culturally, beyond Southeast Missouri State University. Study abroad can contribute

significantly to language acquisition, cultural awareness, in addition to the academic courses taken. Southeast Missouri State University provides many different study abroad programs for students, ranging from short-term, faculty-led programs to semester or academic year opportunities. Financial aid awarded to students at Southeast can be applied toward most study abroad programs.

If you are interested in learning more about study abroad opportunities, contact the Office of International Education and Services at (573) 986-6863 or email studyabroad@semo.edu. Additional information is available at www.semo.edu/studyabroad.

KENT LIBRARY

Kent Library is well positioned to support the needs of the 21st century learner. The library's staff and faculty are proud of the Information Commons, which combines state of the art technology with traditional library resources and services in one centralized, comfortable academic environment. This total service concept includes over 100 individual computers with network access designed for individual or group work. Student needs in the areas of electronic research, media production, information access, and collaborative and individual study space are met with the assistance of librarians. A comprehensive information literacy program, offered through Kent Library, is available to all Southeast faculty and students.

Traditional library resources and services are folded into the new technologies to form a solid platform for assisting students' individual needs. The library's general stack collection, approximately 500,000 volumes, is supplemented through the statewide MOBIUS consortium. The statewide consortium allows a Southeast Missouri State University student access to over 23 million items statewide with delivery to the books and 12,000 videos online. The library's Special Collections and Archives preserves and makes accessible research materials that document the historical, literary and cultural experience of Southeast Missouri State University. The Rare Book Room contains materials from the 13th through the early 20th centuries, as well as a world-class literary collection on William Faulkner. The Heather MacDonald Greene Multimedia Center houses the 3D design and production program. Additionally, three production rooms that provide video, photo and sound editing equipment as well as collaborative space for group work and web conferencing are available. The Instructional Materials Center offers access to a wide range of audiovisual materials, technology such as digital video cameras and projectors, and K-12 textbook and curriculum materials

collection, and a selective collection of children's and young adult literature.

Blending current technologies with traditional library services and resources, further combined with personalized assistance from trained staff and faculty, form the basis for this 21st century academic library.

MILITARY AND VETERAN'S SERVICES

The Office of Military and Veteran's Services (OMVS) supports military and veteran students as well as their dependents in their endeavors to seek academic and personal success. The OMVS offers a myriad of services and referrals including, but not limited to, assisting transitioning service members to the academic setting, counseling and processing VA educational benefits, tuition assistance, and the transferability of military coursework. Referrals to on and off campus services to include student services, Disability Services, tutoring, counseling and Veteran Affairs services, as well as other state and federal resources and services. Their mission is to serve all military-affiliated students and their families. The OMVS is located in the University Center, room 302, and can be reached by calling (573)651-2263. The website is www.semo.edu/veterans.

OFFICE OF THE REGISTRAR

www.semo.edu/registrar

The Office of the Registrar is charged with implementing academic policies with regard to program and degree requirements; the maintenance and integrity of the student database; the maintenance of the Master Catalog; the maintenance of the Master Schedule; the production of the Undergraduate and Graduate Bulletin; the maintenance of the degree audit program; evaluation of domestic and international credit for transfer recording of grades; management of the enrollment and withdrawal processes; meeting the student reporting needs of other offices; implementation of academic policies with regard to graduation requirements, course requirements, and major and minor requirements; processing of applications for graduation; determination of eligibility of applicants for graduation; coordination of commencement and honors convocation; verification of eligibility of athletes to participate in varsity sports; and verification of courses taken, grades and grade point averages and degrees completed.

For additional information, contact the office at (573)651-2250.

ONLINE LEARNING

The Office of Online Learning has a leadership role in the development, implementation, and marketing of high-quality programs and course offerings taught in a variety of modes. The office consists of two divisions, Southeast Online Programs and the Center for Scholarship in Teaching and Learning.

Southeast Online Programs (SEO) works to help ensure the best possible experience for prospective and current online students. SEO staff work to meet the needs of online students from first contact through application, admission, registration, and advising through to graduation. SEO also collaborates with academic departments to optimize the availability of course offerings for online majors.

The Center for Scholarship in Teaching and Learning (CSTL) offers comprehensive services to faculty to promote effective course design and teaching in courses offered in all modes, including face to face, online, blended, ITV, and webinar. The CSTL organizes and delivers a wide variety of workshops and presentations on pedagogy and technology for faculty. It oversees the administration and interpretation of the IDEA student evaluation, and delivers the annual week-long Teaching Enhancement Workshop for new faculty. It comprises a staff of instructional designers, a faculty associate, the Office of Instructional Technology, and the Office of Media Services.

The CSTL's Instructional Designers work individually and as part of development teams with faculty content experts to develop effective learning environments, both online and face-to-face. They oversee the University's Quality Matters program, certifying quality in online courses and assisting faculty in achieving certification.

The Office of Instructional Technology (OIT) supports faculty with assistance in the implementation and effective use of pedagogical technologies. OIT's Learning Management System administrators install, maintain, and upgrade LMS and related software on Southeast servers for faculty and student use. The OIT's student technicians provide one-on-one assistance to faculty, answering questions about instructional technology and helping solve technical problems.

The Office of Media Services designs, installs, and maintains audio and video transmission and recording equipment for pedagogical use by faculty. The office oversees the networks and systems required for delivery of ITV courses, and offers audio/video recording and presentation services to faculty both on the main campus and at the regional campuses. The office also trains faculty in the use of ITV equipment.

PROGRAM CENTERS

The **CENTER FOR ECONOMIC AND BUSINESS RESEARCH** is designed to maintain accurate and current data, information and analyses summarizing and interpreting business and economic conditions.

The **CENTER FOR FAULKNER STUDIES** sponsors and supports educational research and public service projects related to Nobel Prize-winning author William Faulkner, the South, and American and World literature. The Center, a unit of the Department of English and the College of Liberal Arts, was established in 1989 following the University's acquisition of the internationally acclaimed private collection of Faulkner materials assembled by Louis Daniel Brodsky of St. Louis. In addition to serving students and visiting scholars on campus, the Center assists Faulkner readers and researchers around the world through its website.

The **DOUGLAS C. GREENE CENTER FOR INNOVATION AND ENTREPRENEURSHIP (CIE)** at Southeast Missouri State University is one of the most comprehensive entrepreneurship-focused university centers in the Midwest, offering a wide array of academic and outreach programs and services, including: innovation development and research; entrepreneurship education, training and mentorship; and business incubation and development services. The CIE supports Southeast Missouri State University's strategic priority to advance the region's economic appeal and strength by accelerating local and regional economic growth and development that improves the quality of lives, communities and business in southeast Missouri and the surrounding region.

The **CENTER FOR REGIONAL HISTORY** serves the University and the region through the promotion and interpretation of the history of southeast Missouri. The Center is involved in a variety of public outreach programs which serve to preserve, present, promote, and publish the history of the region. Members of the Center staff provide assistance to historical societies, schools, museums, and a number of city, county state, and national agencies. The Center not only provides a forum for engaging the community and creating links between people, but also offers a wide variety of consultative services, cultural resource management, and program planning in regional and local history. Administered within the College of Liberal Arts, the Center serves as a support unit for student, faculty, and community work in history, historic preservation, archaeology, and folklore, as well as other fields.

GERONTOLOGY INITIATIVES, formerly the Institute of Gerontology, was designed to encourage and

coordinate the interdisciplinary teaching, scholarship, and service of interested faculty members. Currently faculty members representing several major academic units teach related courses. To facilitate students' understanding of aging, the University offers an 18-hour interdisciplinary minor in Gerontology with courses offered in the Departments of Biology; Communication Disorders; Health, Human Performance & Physical Education; Human Environmental Studies; and Psychology.

TECHNOLOGY RESOURCE CENTER. As part of the College of Science, Technology and Agriculture, this center introduces students, faculty, and industries to the latest technologies to improve productivity.

The **UNIVERSITY SCHOOL FOR YOUNG CHILDREN (Cape Girardeau) and the Child Development Center (Sikeston)** at Southeast Missouri State University are units of the Department of Human Environmental Studies. They serve as model learning environments for children from six weeks to six years of age. Programs are designed to meet the developmental levels of each child. Growth is facilitated in four basic areas: social, emotional, cognitive, and physical. Learning is promoted through a process of active exploration, stimulation and discovery. Both centers facilitate parent involvement and education through a variety of activities including daily interaction, conferences, and newsletters. They also function as instructional laboratories where University students observe and work with children. In addition, each Center is utilized for research in the field of child development by other human development programs on campus. Both centers are licensed by the Department of Health and Senior Services, Bureau of Child Care, and are fully accredited.

PUBLIC SAFETY

The University maintains a staff of professional police officers, separate from city and state police agencies. University police officers are commissioned by the Board of Regents under Missouri statutes and by the City of Cape Girardeau. The officers are charged with protecting the safety of people and property on the University campus and maintaining the security of University facilities. The officers are members of the University's Department of Public Safety. Any crime, dangerous situation, hazard, or suspicious activity observed on University property should be reported promptly to an officer or the Department of Public Safety. The Department of Public Safety is located at 1401 North Sprigg, phone (573) 651-2215. Business hours are 8:00 a.m.-5:00 p.m., Monday-Friday; however, the office is open 24 hours a day, seven days a week.

Parking. The University maintains various streets, parking lots, and sidewalks under its control and separate from public streets and thoroughfares in the City of Cape Girardeau. The use of motorized vehicles and bicycles by University students, faculty, and staff on these streets, parking lots, and sidewalks is governed by regulations approved by the Board of Regents and regularly reviewed by a University Committee. All vehicles of students and employees operated and parked on University property must be registered with the Department of Public Safety and display the appropriate permit. Residents of the University's residence halls may park their vehicles in the vicinity of the campus only on University-owned parking lots and streets. Premium parking is available in preferred parking lots; however, parking is available at a reduced cost in perimeter lots. Application for parking may be made by mail in July preceding the academic year or anytime during the current semester. Additional information on these services can be obtained by contacting the Department of Public Safety or by visiting <http://www5.semo.edu/dps/parking>. Copies of parking and traffic regulations are available in the Department of Public Safety Office.

Shuttle. The Southeast Missouri State University Shuttle Service provides transportation from perimeter parking lots to the interior of campus and from the main campus to the River Campus. All busses are accessible to passengers with disabilities. Passengers may wait for busses in lighted shelters, equipped with a direct ring telephone line to the police communications unit at the Department of Public Safety.

RECREATION SERVICES

www.semo.edu/recservices

The Department of Recreation Services offers expansive recreation and fitness opportunities for its students, faculty, and staff members. Our Student Recreation Center – North, located on the North side of campus adjacent to the Show-Me Center, has an expansive weight room and cardiovascular training areas, including a separate dumbbell room for lighter workouts. This facility also features five basketball courts, an indoor running track, and houses the Student Aquatic Center. The Student Recreation Center – South is our satellite facility located on the South side of campus near Houck Stadium and has a softer, quiet feel. This facility has a variety of strength machines, cardiovascular equipment, and lighter dumbbells (no barbells, no basketball courts, and no aquatics).

The Department of Recreation Services also offers a multitude of programs to enhance one's fitness

and overall well-being. Our Intramural program offers close to fifty individual and team sports, which take place in the evenings to accommodate class schedules. There are close to twenty different club sport teams, competing both locally and nationally. Our fitness and wellness program offers a wide variety of group fitness classes, accommodating all skill and intensity levels. We also have personal trainers, for those who want one-on-one or partner training. Our department also hosts several fun special events throughout the year, such as an indoor triathlon, egg hunt, and football tailgate. Information on our facility or program offerings may be obtained from the main office of the Department of Recreation Services, located in the Student Recreation Center – North (room 101), or by calling (573) 651-2105. We may also be reached, area specific, at www.semo.edu/recservices.

RESIDENCE LIFE

Residence Life offers a wide variety of living options to encourage participation in the rich tradition of living on campus. Residential communities encourage students to broaden their academic pursuits, experience personal growth, develop leadership skills, and make new friends along the way! Residential options include community and suite-style living arrangements, learning communities such as honors, education, nursing, and transfer student.

Southeast Missouri State University requires all students to live on campus for two years unless they are living with parent(s) or legal guardians in the Cape Girardeau area, over 21, married, have dependent children, have 57 degree credit hours, or a veteran.

Information on residential options and residency requirements may be obtained from the Office of Residence Life, located in Towers Complex, or by calling (573) 651-2274 or email at residencelife@semo.edu.

SCHOOL OF UNIVERSITY STUDIES

Center for Writing Excellence

The Center for Writing Excellence promotes better writing throughout the University and the community by means of three major projects.

The Writing Lab, located in Memorial Hall, room 103, provides individual assistance to students, faculty, and the community. Tutors will help writers gain confidence, generate and organize ideas, and revise more effectively, in addition to reviewing the basics of spelling, punctuation, and grammar. The Writing Lab will not proofread your work; rather, the tutors

will help you to become a better editor of your own writing. Walk-ins are welcome, but you may make an appointment by calling (573) 651-2460. Tutors will also provide online assistance. Details are available at www.semo.edu/writing.

The Writing Assessment Program provides individual and institutional assessment of writing. Through a series of exams, the program offers feedback to students on their writing skills, and in conjunction with the Writing Lab, support for the further development of those skills.

The Writing in the Disciplines program provides collaborative assistance to faculty in assessing the teaching of writing in their classes and development of improved teaching methods. Faculty can work individually with Writing Associates and attend periodic workshops on specific aspects of teaching writing in all academic fields.

Testing Services

Testing Services, located in Kent Library, room 108, offers numerous examinations including national exams, institutional exams and individual tests. National exams include the Subject Based Graduate Record Exam (GRE), the Graduate Management Admission Test (GMAT), the ACT, the PRAXIS and HiSET exams. Testing Services also supports the individual testing needs of students who have authorized accommodations from Disability Services. Students and other community members can make testing arrangements for correspondence exams and for various subjects in the College Level Examination Program (CLEP).

UI 100 Experience

UI 100: First Year Seminar is a required three-credit, interdisciplinary, theme-based introduction to the University Studies program. Office personnel provide faculty development support for seminar instructors, collaborate with Admissions, New Student programs, Residence Life, Student Financial Services, Student Development, among numerous other offices to provide students the support needed to make their first year at Southeast a successful experience. Call (573) 651-2507 for further details about the program.

STUDENT CONDUCT

The mission of the Office of Student Conduct is to promote concepts of fairness and due process in judicial settings throughout the University community, while striking a balance between community standards and individual behavior through the educational development of students. The Office of Student Conduct is

authorized by the Dean of Students to supervise the judicial system, including the imposition of sanctions upon students found to have violated the Code of Student Conduct. The Code as well as additional information related to the Office of Student Conduct is available at the following link: <http://www.semo.edu/stuconduct/>. The office can be reached by calling (573) 651-2264.

UNIVERSITY DINING SERVICES

University Dining Services, operated by Chartwells, provides quality food through the Towers residence hall dining center, retail operations including the Skylight Terrace and Redhawk Market in the University Center (featuring Hearthstone, Chick-Fil-A, Acentos Latino and Papa John's Pizza), Rowdy's in the Towers Complex, Starbucks, Subway, Houck's Place, St. Vincent's Commons, and a full-service catering operation. Dining Services is available for faculty, staff, students, student groups and the Cape Girardeau community. Added value dollars called Redbucks may be purchased through Chartwells for use in any campus dining or retail facility operated by Chartwells.

UNIVERSITY PRESS

Southeast Missouri State University Press, founded in 2001, serves both as a first-rate publisher in our underpublished region and as a working laboratory for students interested in learning the art and skills of literary publishing. The Press supports a minor in Small Press Publishing for undergraduate students in any major who wish to acquire the basic skills for independent-press publishing and editing. Awards won by the press' books include the James Jones First Novel Award, the Langum Award for Historical Fiction, two Missouri Governor's Book Awards, the United We Read selection, and the Kniffen Book Award.

VISITORS SERVICES AND CAMPUS INFORMATION

Visitors to the campus may contact the Information Desk in the University Center, (573)339-INFO (4636), for campus maps and general campus and local information, and the location of specific services, programs, and offices on campus. The Information Desk hours are Monday-Thursday, 8:00 am - 6:00 pm and Friday, 8:00 a.m.-5:00 p.m. Students interested in attending Southeast should contact the Office of Admissions, Academic Hall, room 100D, (573)651-2590.