

*General Information*

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**ATHLETICS**

Southeast Missouri State competes at the NCAA Division I level and is a member of the Ohio Valley Conference. Southeast has won a total of 36 OVC regular season championships and 14 OVC tournament championships during its first 15 years in the league. Southeast has won 7 of the last 12 OVC Women’s All Sports trophies.

Southeast has six sports for men and nine for women. The men compete in football, cross-country, basketball, baseball, and indoor and outdoor track. The women compete in volleyball, cross-country, basketball, gymnastics, softball, tennis, soccer and indoor and outdoor track.

**CAMPUS LIFE**

[www4.semo.edu/campuslife](http://www4.semo.edu/campuslife)  
 (573)651-5120

**Recreational Services**

Student Recreation Center and  
 Student Recreation Center South Campus  
[www4.semo.edu/recsports](http://www4.semo.edu/recsports)

There are two recreation facilities to serve students on the Southeast campus. The Student Recreation Center–North, located directly west of the Show Me Center, is a 90,000 square foot recreation facility that comprises a weight room with selectorized and plate weights, a cardio exercise area, six racquetball courts, five basketball courts, seven volleyball courts, a group fitness studio, multi-purpose rooms, and a 35-foot climbing wall. Additionally, the new Student Aquatic Center is currently under construction. It will comprise a competitive pool, leisure pool, whirlpool, and a bouldering wall with locker rooms and offices. This facility will be operational in the late fall 2007.

The Student Recreation Center–South located south of Houck Stadium is a 20,000 square foot facility that has a cardio area (treadmills, bikes, ellipticals, step-pers), a small weight room with free weights, and a gymnasium with an elevated running track, locker room facilities, and offices.

The department also cares for and manages over 15 acres of outdoor recreation fields within the Intramural Sports complex at the corner of Sprigg and Bertling Streets just north of campus. Many intramural sports utilize these lighted intramural sports fields for play in the fall and spring. These fields are also used by community groups and for student groups for special events.

Each student is assessed a general student fee by the university which supports operations with facilities and programs by the Department of Recreation Services. With a valid student ID card, students may enter and use each facility during operational hours. Faculty, staff, alumni and patrons in the community may purchase a membership to use recreational facilities. Contact the Department of Recreation Services (573-651-2105) for information regarding intramural sports, sport clubs, outdoor equipment rentals, group fitness and wellness programs, personal training opportunities, or if you have the need to rent a recreation facility or room.

**University Center**

[www4.semo.edu/uc](http://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 120 student organizations including fraternities and sororities, leadership development programs, an information desk, lounge, computer lab, Southeast Bookstore, US Bank, and administrative offices. The Café Court, The Beanery and Skylight Terrace dining areas offer hot and cold entrees, soup and salad bar, grill items, coffee and smoothie bars, and your favorite brands - “Casa Ortega,” Chick-Fill-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 the University Center at (573) 651-2280.

**DEAN OF STUDENTS**

The Dean of Students serves as a student advocate within the University community and to the general public. The Statement of Student Rights and Code of Student is published and administered by the Office of the Dean of Students. The Dean of Students provides leadership for the following areas: Center for Health and Counseling including Substance Abuse Prevention and Education (SAPE); educational access programs including McNair Scholars Program, Minority Student Programs, and Student Support Services; Judicial Affairs; Learning Enrichment Center including tutorial services and services for students with disabilities; pre-collegiate programs including GEAR UP for College and Upward Bound; and the VICTORY Program. The Office of Student Development also provides services for commuter and non-traditional students. The office can be

reached by calling (573)651-2263.

### **Center for Health and Counseling**

The Center for Health and Counseling provides confidential and affordable services available to all enrolled students. Student Health Services, located on the first floor of Crisp Hall, room 101, provides adult ambulatory health care. The clinic is directed and staffed by registered nurses and a family nurse practitioner (FNP). The walk-in clinic is free to all enrolled students, however, there are fees charged for lab tests, immunizations, special supplies, and over the counter medications. The family nurse practitioner, available by appointment, can provide assessment and treatment of acute and chronic health problems as well as family planning and well women exams. There is a user fee to see the nurse practitioner. Information on optional student medical insurance is available at the Center. The office can be reached at (573)651-2270 or online at [www4.semo.edu/chc](http://www4.semo.edu/chc). Counseling Services, located on the first floor of Dearmont (east side) provides free services for enrolled students. The licensed therapists provide services that include individual personal counseling, group counseling, couples counseling, psycho educational groups such as assertiveness and self esteem training, and counseling referrals. The office can be reached at (573)986-6191 or online at [www4.semo.edu/chc](http://www4.semo.edu/chc). Substance Abuse Prevention and Education (SAPE) Services, located in the Dearmont Office, offers programs, workshops, personal counseling, 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 [www4.semo.edu/chc](http://www4.semo.edu/chc).

### **Judicial Affairs**

The mission of the Office of Judicial Affairs 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. Judicial Affairs 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 office can be reached by calling (573)651-2264.

### **Learning Enrichment Center**

The Learning Enrichment Center promotes student learning and success for all students. Professional staff members are available to discuss academic concerns, identify problems and explore options with the general

student population as well as with faculty and other professional staff members. Solutions may include peer-facilitated academic assistance, advocacy mediation or academic improvement plans. The Learning Enrichment Center also provides services for students with disabilities, including those services listed above, as well as accommodation coordination, access to some assistive technology, and connection to other resources. Additionally, the Learning Enrichment Center sponsors selected academic learning laboratories, provides workshops and trainings, and coordinates both the University Tutorial Services and Supplemental Instruction programs. The Learning Enrichment Center also serves as a liaison to campus ministries. The office can be reached by calling (573)651-2273.

### **McNair Scholars Program**

The Ronald McNair Post-Baccalaureate Achievement (McNair Scholars) Program is designed to encourage low-income/first-generation or minority undergraduate students to consider careers in college teaching as well as prepare for doctoral study. The purpose of the Southeast Missouri State University McNair Scholars Program is to encourage students who come from groups that are historically underrepresented in graduate studies to pursue education through the doctoral level. The office can be reached by calling (573)986-6117 or (573)986-6115.

### **Minority Student Programs**

The Office of Minority Student Programs seeks to enhance the quality of the educational experience for minority students through programs, services, advocacy, and referral to appropriate resources. The Office of Minority Student Programs is actively involved in the enrollment development functions of the University with respect to the recruitment and retention of minority students. In addition, the Office of Minority Student Programs offers academic support programs, including the Minority Mentor Program and the Peer Mentor Program, as well as a wide range of multicultural activities.

### **Pre-Collegiate Programs: GEAR UP**

GEAR UP for to accelerate the academic achievement of middle and secondary school students so that increasing numbers will graduate from high school, enroll in and succeed in college. Funding from the U.S. Department of Education allows GEAR UP for College, hosted by Southeast Missouri State University in cooperation with the Caruthersville and Hayti School Districts along with the Pemiscot Initiative Network to assist students in the southeast region of the state in

aspiring to and preparing for enrollment in post-secondary education. The office can be reached by calling (573)651-5174.

**Pre-Collegiate Programs: Upward Bound Program**

The mission of the Upward Bound Program is to provide academic support enabling high school students who are potential first generation and/or live in households with limited income to achieve their educational goals. This program is funded by the U.S. Department of Education and is designed to generate the necessary academic skills and motivation to enable program participants to successfully enroll in and complete a post-secondary education. Eight southeast regional high schools participate in this program: Cape Central, Caruthersville, Charleston, East Prairie, New Madrid, Portageville, Scott County Central, and Sikeston. This office can be reached by calling (573)651-5186.

**Student Development**

Student Development serves as liaison to commuter students and adult learners. The Office of Student Development strives to enhance student retention, learning, and satisfaction as well as reach new populations of adult learners throughout the region. Student Development offers special orientation sessions for adult learners and commuter students prior to fall and spring semesters each year. The office can be reached by calling (573)651-2263.

**Student Support Services**

Student Support Services (SSS) is a federally funded TRiO program designed to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. SSS provides opportunities to low income, first generation and/or students with disabilities. The program provides the following: instruction in basic skills; tutorial services; academic, financial and personal counseling; cultural/college visits; information about career options; and leadership and mentoring programs.

**DEPARTMENT OF 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 in D-Wing of Dearthmont Hall, 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 operates 14-passenger busses to provide transportation from perimeter parking lots to the interior of campus. All busses are heated and air conditioned and 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.

**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 is available through local high schools or Student Financial Services or can be accessed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

In order to be considered for priority packaging, the FAFSA should be received by the processor by March 1. To meet this deadline, mail or submit your FAFSA electronically by mid-February.

**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, or special interests. Applications and information are available from the Office of Admissions or Student Financial Services. Information and applications are also available on-line at <http://www.semo.edu/financing/scholarships.htm>. The State of Missouri provides need-based and merit awards primarily through the Charles Gallagher State Grant, Missouri College Guarantee and Bright Flight programs. To be considered for a state of Missouri need-based award, the FAFSA must be received 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 Federal Stafford Loan (subsidized and unsubsidized), and the Federal Parent Loan for Undergraduate Students (PLUS). To apply for a loan, additional forms and/or applications will be required.

**Student Employment.** All on-campus employment is administered through Student Financial Services. The Student Employment Program gives students an opportunity to earn financial assistance while simultaneously gaining valuable work experience. Students may work up to 20 hours a week. The amount a student is able to earn through the Federal Work Study Program may be affected by demonstrated financial need, availability of funding and other financial aid received by the student. Off-campus employment listings are also available through our campus office of Job Service. Students may register with the service and be referred to jobs that are compatible with their class schedules and prior work experience. Job Location and Development offers work opportunities in the community and is administered by Career Services.

**Verification.** Approximately 30 percent of FAFSA records are selected to be verified. This process requires that the University collect documents (1040 tax forms, 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.

For further information on Student Financial Services, call (573)651-2253, e-mail [sfs@semo.edu](mailto:sfs@semo.edu), or log on-line at [www.semo.edu/financing/index.htm](http://www.semo.edu/financing/index.htm).

## GRADUATE STUDIES

The primary purposes of graduate study are to provide opportunities for advanced study of an academic discipline and study 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, Millers Analogy Test, or Graduate Management Admission Test. (See the Graduate Bulletin at [www2.semo.edu/gradschool](http://www2.semo.edu/gradschool) for details.)

Degrees and majors available on the graduate level are:

**Master of Arts:** Communication Disorders, Community Counseling, Elementary Education, Elementary Administration, English, Exceptional Child Education, School Counseling, Higher Education Administration, History, Human Environmental Studies, Secondary Education, Secondary Administration, TESOL

**Master of Business Administration.**

**Master of Music Education.**

**Master of Natural Science:** Biology, Chemistry, Mathematics, Science Education.

**Master of Public Administration:** Public Administration, Community Wellness and Leisure Services.

**Master of Science:** Criminal Justice, Industrial Management, Nutrition and Exercise Science.

**Master of Science in Nursing.**

**Specialist in Education:** Counseling Education; Educational Administration; Educational Leadership Development.

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

## KENT LIBRARY

Kent Library acquires and organizes materials to support the educational and cultural objectives of the University. Librarians assist persons in locating materi-

als and in using available resources. Instruction in identifying, locating, evaluating and using information is provided.

Since the library collection primarily supports University educational and research activities, the subject emphases tend to reflect University curricula. Approximately 400,000 volumes form the major part of the collection, and are easily accessible on open shelving. An additional 16 million volumes of books are available through the statewide MOBIUS consortium. Special materials from unique sources or in special formats further strengthen the collection. The periodicals collection, with its 1,800 subscriptions, contains journals in all of the curricular disciplines, as well as general interest magazines. Electronic databases provide full-text and full-image for more than 24,000 journals. Newspapers provide sources for research and reading. The microform collection of approximately 800,000 items provides, in compact form, a variety of materials including books and newspapers. The Library has been a selective depository for United States government publications since 1916, and in 1977 was designated a depository for Missouri State documents. The documents collection numbers about 300,000 items, and includes materials from various governmental agencies. The Rare Book Room houses the Charles L. Harrison Collection and additional vintage items that require special care for their preservation. The Harrison Collection contains over 800 rare books and manuscripts. The Rare Book Room also houses the Louis Daniel Brodsky Collection, an internationally acclaimed collection of works by and about William Faulkner. Access to the Brodsky Collection is by special arrangement with the library director.

The instructional Materials Center offers access to a wide range of audiovisual materials, a K-12 textbook and curriculum materials collection, and a selective collection of children's and young adult literature.

The Center for Scholarship in Teaching and Learning, the Writing Center, and an open access computer laboratory are also housed in Kent Library. Various types of study facilities are provided for reading and individual study sessions. The building is enhanced by the Jake K. Wells mural, which depicts the history and development of Southeast Missouri; the Faulkner Mural, which illuminates themes from the life and works of William Faulkner; and the Printers' Marks, stained glass panels reflecting the art and history of printing.

## **OFFICE OF ADMISSIONS**

The Office of Admissions serves all undergraduate 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 students. Southeast's campus tour and visitor center is also housed in the office. The Office of Admissions is located in Academic Hall, Room 259.

## **OFFICE OF THE REGISTRAR**

The Registrar is responsible for the maintenance of all academic records, grades, degree audits, transcripts, commencement, enrollment, and the coordination of academic advising. The office coordinates veterans' programs, the Job Training Partnership (JTPA) outreach services, and the Trade Readjustment Act (TRA). The Office of the Registrar is located in Academic Hall, Room 129.

## **PROGRAM CENTERS**

The **CENTER FOR CHILD STUDIES** is a unit of the Department of Human Environmental Studies. Established in 1967, it serves as a model learning environment 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. The Center facilitates parent involvement and education through a variety of activities including daily interaction, conferences, and newsletters. It also functions as an instructional laboratory where University students observe and work with children. In addition, the Center is utilized for research in the field of child development by other human development programs on campus. The Center is licensed by the Department of Health and Senior Services, Bureau of Child Care and is nationally accredited by the National Academy of Early Childhood Programs.

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 ENTREPRENEURIAL STUDIES AND SMALL BUSINESS MANAGEMENT** provides business education, research, information services, and outreach initiatives focused on entrepreneurship and small business management.

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 **CENTER FOR REGIONAL HISTORY AND CULTURAL HERITAGE** serves the University and the region through its work in documenting, preserving, and presenting various aspects of local and regional history, architectural trends, archaeology, ethnic and folk traditions. Members of the Center staff provide assistance to museums, historical societies, schools, and a number of city, county, state and national agencies. The Center offers a wide variety of consultative services, including museum registration and cataloging, cultural resource management, historic architectural surveys, as well as program planning in regional and local history. The Center is also involved in public outreach activities which serve to promote the value of historic preservation and regional cultural expression. The Center is administered within the College of Liberal Arts and serves as a support unit for student and faculty work in history, historic preservation, anthropology, archaeology, and folklore, as well as other fields.

The **INSTITUTE OF GERONTOLOGY**, established in 1990, was designed to encourage and coordinate the interdisciplinary teaching, scholarship, and service of interested faculty members. Currently, 23 faculty members, representing several major academic units, are listed as associates of the Institute. To facilitate students' understanding of aging, the University offers a 21-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.

The **LINDA M. GODWIN CENTER FOR SCIENCE AND MATHEMATICS EDUCATION** was established for the purpose of improving mathematics, science, and technology education through the cooperation of University science, mathematics, technology, and education faculty with K-12 educators and educational organizations. Its functions include the development of curricula and teaching materials at the elementary, middle, and secondary levels; maintenance of a network of communications among Southeast Missouri educators concerning science and mathematics enhancement ef-

forts; acquisition and distribution of relevant educational materials and information; stimulation and support of research on the educational process; administration of the NASA Educator Resource Center (NASA ERC); administration of graduate studies in science education; and continuing curricular, instructional and educational program improvement at the University.

**TECHNOLOGY RESOURCE CENTER.** As part of the School of Polytechnic Studies, this center introduces students, faculty, and industries to the latest technologies to improve productivity.

## 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, specialty floors such as Honors, Wellness, 12-month housing, Quiet Floor, and Transfer Student. Apartments are also available for students with families and non-traditional students.

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.

## SCHOOL OF UNIVERSITY STUDIES

Center for Scholarship in Teaching and Learning  
 Honors Program  
 Southeast Online Programs  
 Testing Services  
 Writing Outcomes Program

### Center for Scholarship in Teaching and Learning

The Center for Scholarship in Teaching and Learning, established in 1985, serves as a campus resource for faculty, graduate students, researchers, and others interested in the teaching/learning process. Located in Kent Library, the Center assists faculty in designing instruction, provides workshops on the enhancement of teaching, and sponsors and conducts scholarship focusing on

college teaching and student learning. The Center's Office of Instructional Technology assists faculty with integrating technology with teaching and learning. The Center offers Technology Serving Learning workshops for faculty, hosts most of the instructional and course web pages on campus, and houses Southeast Online which delivers Southeast's web-based courses.

**Southeast Online Programs**

Southeast Online Programs provides web-based and blended (i.e., web-enhanced; a mixture of some web-based class sessions and some face-to-face or ITV sessions) courses to students locally and at a distance. Instruction, assignments, class discussions - all facets of a high quality class -are a part of the online learning experience. Students can complete degrees in General Studies, Organizational Administration, or Industrial Technology. A Master's Degree in Business Administration and an Alternative Teaching Certificate are also available online. Over 140 courses are offered each semester in a wide variety of disciplines including business, English, technology, communications, criminal justice, and many more.

Southeast Online Programs is located on the third floor of Kent Library, Room 305H, and online at <http://online.semo.edu>.

**Testing Services**

Testing Services offers numerous examinations including national exams, institutional exams and individual tests. National exams include the Subject Matter Graduate Record Exam (GRE), the Miller Analogy Exam (MAT), the ACT, the PRAXIS and GED Exams. Testing Services also supports the individual testing needs of students who have authorized accommodations from the Learning Enrichment Center. Students and other community members can make testing arrangements for correspondence exams and for various subjects in the College Level Examination Program (CLEP).

**Writing Outcomes Program**

The Writing Center provides individualized tutorials for all Southeast students. In addition to reviewing the basics of spelling, punctuation, and grammar, tutors will help students approach writing with confidence, generate and organize ideas, and revise more effectively. The Center is not an editing service. Its goal is to help students to become better editors of their own writing. Assistance is given to "walk-ins" as well as by appointment. Students may also submit drafts and questions for response by Center staff online (via the Online Writing Lab, <http://www.semo.edu/ustudies/writing.htm>). The

Writing Center is located on the fourth level of Kent Library, Room 412.

The Writing Assessment Program provides individual and institutional assessment of the teaching and learning of writing. Through a series of exams, the program provides students with formative and summative feedback on their writing skills, and in conjunction with the Writing Center, support for the further development of those skills. In addition, the Writing Assessment Program provides faculty with assessment of and support for improving the teaching of writing skills in all disciplines.

**STUDENT TRANSITIONS**

The Office of Student Transitions coordinates the University's efforts to assist students at important transition points in their academic careers at Southeast, from immediately after admission to the University until post-graduation. Personnel in the unit provide programming to help students get oriented, get connected, and subsequently get settled by connecting academic planning and career planning through a series of developmental career proficiency checks. Transitions professionals counsel students on possible majors that would allow them to maximize their talents, abilities, and interests, and work with academic advisors as students declare, enter, and progress through academic programs. Other professionals connect students with employers in pre-professional practice and also help students further their post-graduation plans, whether for graduate school or to enter the workforce. Contact the office at (573)651-2579 or visit Memorial Hall room 210 for additional information.

**New Student Programs**

The Office of New Student Programs helps students make a smooth transition to the University through orientation programs including First STEP (Southeast's Testing and Enrollment Program), Opening Week Orientation, and Transfer Orientation programs. Office personnel also cooperate with partners in International Student Programs to coordinate testing and enrollment procedures for international students. In addition to these activities, New Student Programs professionals work with the Director of Student Transitions and First-Year Experience Programs to obtain information regarding assessment and retention of new students. For additional information, contact the office at (573)651-5166 or stop by the office in Memorial Hall Room 211.

**First-Year Experience Program**

The First-Year Experience Program, housed in Memorial Hall Room 210, is responsible for academic and orientation programs that serve new students. These responsibilities include administration of the First-Year Seminar, UI 100, a required, 3-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)651-2579 for further details about the program.

**Career Linkages**

Students and other patrons seeking career assistance can come to the University Center, room 206 or call (573)651-2583. Career Linkages services include computerized career exploration, career advising to assist with choosing a major or career field, 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 Linkages provides information about career events and on-campus interviews, job postings, internship/practica opportunities, access to computerized career guidance systems (e.g., FOCUS), and much more. Readers may contact the office for assistance on any matter related to connecting academic and career planning. 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. Additionally, thanks to a unique and dynamic partnership with Missouri's Division of Workforce Development, students may contact Career Linkages advisors in offices strategically located in or near academic advising centers in the various schools and colleges. Call (573)651-2583 for details and to make appointments to see any of the Career Linkages personnel.

**STUDY ABROAD PROGRAMS**

Semester and yearlong study abroad programs and short-term opportunities are available through the Office of International Education and Services, Harrison College of Business and the Colleges of Education and Liberal Arts. In addition, the University maintains membership in CCIS, an organization that sponsors

study abroad experiences, Australearn, and Maastricht Consortium of Transatlantic Studies. Through the options available, a student has a choice of many fields and countries in which to study. Financial aid, which a student receives for study at Southeast, applies to overseas study experiences, also. Scholarships are available in some departments through endowments and various organizations. Since each program has its own requirements regarding GPA and academic background, students interested in pursuing study abroad or exchange programs are encouraged to contact the Office of International Education and Services for program descriptions and for assistance in identifying programs best suited to their needs.

**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 Café Court in the University Center (featuring Tuscan Oven, Chick-Fil-A, Casa Ortega and Columbo Frozen Yogurt), Rowdy's in the Towers Complex, Scully Café, The Beanery, 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.

**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 - 7:00 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 256, (573)651-2590.

