



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

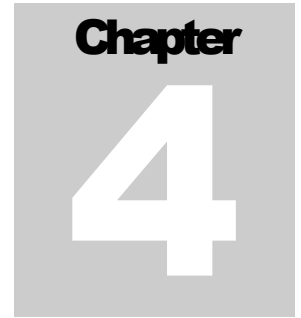
Chapter

4

ADVISOR HANDBOOK

Southeast Missouri State University

Campus Resources Guide



Chapter 4: Campus Resources Guide

Names and Numbers Current as of December, 2017

Academic Advising Contacts

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| <p>Academic Advising – Academic Hall 651-2007 Academic Hall 057 Carol Heisserer, Director Kendra Skaggs, Senior Admin. Assistant advisingsouth@semo.edu</p> | <p>College of Education, Health and Human Studies, College of Humanities and Social Sciences, College of Arts and Media & Exploratory Majors</p> |
| <p>Academic Advising – Seabaugh Polytechnic 301 651-5090 Amanda Eller, Assistant Director advisingnorth@semo.edu</p> | <p>Harrison College of Business & Computing, College of Science, Technology, Engineering & Mathematics (STEM)</p> |
| <p>Southeast Online 651-2766 Chelsea Caile, Director southeastonline@semo.edu</p> | <p>All completely online majors</p> |
| <p>Southeast – Kennett 888-0513 Karen Tucker, Coordinator kennett@semo.edu</p> | |
| <p>Southeast – Poplar Bluff 840-9575 Pauletta Burns, Coordinator</p> | |
| <p>Southeast – Sikeston 472-3210 Dr. Kim Madigan, Coordinator sikeston@semo.edu</p> | |
| <p>Cape College Center 332-0516 Tinea Ortega, Coordinator</p> | |

➤ **Academic Policies & Procedures for Students**

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| Registrar's Office Sandy Hinkle, Director Academic Hall 057 registrar@semo.edu | 651-2250 | Transcript request, graduation, withdrawals. Online University Bulletin includes pass/fail, incomplete grades, auditing, grade points, academic standing, university policies and procedures in detail |
| Degree Works Audit Ryan Heslinga, Assistant Registrar | 651-2834 | Degree Works audit troubleshooting and programming |
| Graduation Office Julie Grueneberg, Assistant Registrar | 651-2528 | Graduation application inquiries and deficiency letter questions |
| Transfer Credit Evaluation Maria Bridgeman, Assistant Registrar | 651-6105 | Evaluates incoming transfer credit, military credit and international credit |

➤ **Admissions**

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| Office of Admissions Lenell Hahn, Director Academic Hall 100D admissions@semo.edu | 651-2590 | |
| New Student Programs Katie Foshee, Director of New Student Programs | 651-5166 | First STEP Orientation, Transfer Student Orientation |
| Transfer Recruitment/Admissions Brooke Lockhart, Assistant Director of Admissions for Transfer Recruitment | 651-2957 | |

➤ **Athletics-Academic Services**

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|---|-----------------|--|
| Katie Griffin, Director Redhawks Success Center | 986-6182 | |
| Compliance & Eligibility Dr. Robert Greim, Assistant Director of Athletics/Compliance & Eligibility | 986-6844 | |

➤ **Campus Life & Event Services** 651-2280

Michele Irby, Director
Gretchen Grojean, Assistant Director

Joanna Shaver, Coordinator-Campus
Programming

Tiffany Comfort, Coordinator-
Leadership & Involvement

University Center Room 414
campuslife@semo.edu

Academic & Student Support Resources

Academic Support Centers 983-6135

University Center 202
asc@semo.edu

Academic Support Centers' mission is to enhance the academic achievement and educational attainment of all Southeast students.

Programs include:

- Educational Access Programs
- Learning Assistance Programs (Tutoring, Supplemental Instruction (SI), College Success Programs, etc)
- TRIO/McNairs Scholars Program
- TRIO/Student Support Services
- Outreach & Retention Programs

Career Services

Dan Presson, Director
Academic Hall 057
careerservices@semo.edu

651-2583

Career Services assists students & alumni with major and career exploration, internship strategizing, career planning, and graduate school preparation.

Center for Writing Excellence (Writing Center)

Memorial Hall 103
writing@semo.edu

651-2460

Writing Lab, Writing Proficiency Exams, Sample Writing Proficiency Exams

Counseling & Disability Support Services

Dearmont B1 Wing (Eastern Side)
ucs@semo.edu

986-6191

Students seeking personal counseling, students needing to register with disability support services

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| <p>Honors Program - Jane Stephens Honors Program Dr. Jim McGill, Director Honors House 603 North Henderson honors@semo.edu</p> | <p>651-2513</p> | <p>Students with fewer than 15 semester hours of college credit are eligible for admission into the Jane Stephens Honors Program if they meet the following two criteria:</p> <ul style="list-style-type: none"> • A cumulative high school grade point average of at least 3.5 on a 4.0 scale (or its equivalent) and • An ACT composite score of at least 27 (or its equivalent). |
| <p>International Education & Services Kevin Timlin, Executive Director International Center – Located at: 939 College Hill Cape Girardeau, MO international@semo.edu</p> | <p>986-6863</p> | <p>Answers questions regarding international student compliance and regulations; acts upon requests for reduced course loads, study abroad</p> |
| <p>Learning Assistance Programs WyKeshia Atkins, Director Learning Assistance Programs</p> <p>University Center 206 lap@semo.edu</p> | <p>651-2273</p> | <p>Academic Resources offered:</p> <ul style="list-style-type: none"> • University Tutorial Services • Supplemental Instruction (SI) • College Success & Financial Responsibility Seminars • Academic Enhancement Program (AEP) |
| <p>Kent Library 412 si@semo.edu tutorialservices@semo.edu</p> | <p>651-2861</p> | <ul style="list-style-type: none"> • Academic Improvement Plan (AIP) • College Success Plan (CSP) |
| <p>Mathematics Learning Centers Johnson Hall Room 112 Memorial Hall Room 104</p> | <p>651-2164</p> | |
| <p>McNair Scholars Program University Center 202 mcnair@semo.edu</p> | <p>986-6135</p> | <p>The TRIO/McNair Scholars Program provides academic support, enhancement, workshops, faculty mentoring, a summer research experience and preparation for graduate school for historically underrepresented students in various fields during their sophomore, junior and/or senior years.</p> |
| <p>Student Support Services Rashaun Henry, Academic Coordinator University Center 206 stusupportserv@semo.edu</p> | <p>651-2512</p> | <p>Eligibility Criteria: (Applicants must meet at least one)</p> <ul style="list-style-type: none"> • Be a first-generation college |

student (neither parent has earned a 4 year degree)

- Have a demonstrated economic need (as defined by Federal guidelines)
- Have a documented disability (registered with the University's Disability Services)

Writing Center

See Center for Writing Excellence above

Non-Academic Services & Resources

Bookstore (purchased books)

Southeast Bookstore

1st Floor – University Center

Some of the items they sell include:

- graduation items
- clothing
- gift items
- supplemental textbooks and general books
- snack foods
- student supplies

Some of the services they offer:

- banking services
- student charge purchases

Campus Health Clinic

651-2270

Crisp Hall 101
CHC@sehealth.org

Computers-Technical Assistance

See IT Help Desk below

Department of Public Safety

651-2215

The Department of Public Safety (DPS) coordinates parking on campus, emergency preparedness and safety, University Police and the campus transit system.

ID Services (Student IDs)

339-4636

University Center 2nd Floor – inside the Center for Student Involvement
idservices@semo.edu

The Information and ID Services Desk (located on the third floor of the University Center) is your one-stop shop for many things. During business hours students and staff can stop by the desk to purchase stamps, send faxes, and ask questions about almost anything Southeast related. It is also where students and staff members go to get Redhawks IDs printed.

CAMPUS RESOURCES GUIDE

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| IT Help Desk Memorial Hall 107 helpdesk@semo.edu | 651-4357 | Reset SEKey and Password (student must do this in person) and troubleshoots technical problems |
| Military and Veterans Services Amanda Wood, VA School Certifying Official University Center 302 veterans@semo.edu | 651-2263 | Service Members, Veterans, or dependents will find assistance with: <ul style="list-style-type: none">• starting at Southeast• information on financing education determining eligibility• processing of GI Benefits• assistance with accessing and utilizing campus resources. |
| Air Force ROTC | 651-2184 | www.semo.edu/air-force-rotc/ |
| Parking/Department of Public Safety 1401 North Sprigg Street Cape Girardeau, MO 63701 parking@semo.edu | 651-2310 | Students can complete a parking application on-line for the academic year prior to the fall semester in early July. To register, visit http://portal.semo.edu <ul style="list-style-type: none">• From the Students SS tab, find the Services box mid-way down the right side of the page• Click on Parking Services• Select the applicable term• Complete the registration process. Parking permits will <u>not</u> be mailed. Students can pick up their decals at the Parking Services office <u>Spring admitted students</u> should go to Parking Services directly to sign up for a mid-year parking permit. |
| Placement for English & Math | | <i>Refer to Testing Services below</i> |
| Residence Life Towers Complex 102 residencelife@semo.edu | 651-2274 | University housing (residence halls and rates), dining services and Learning Communities |

CAMPUS RESOURCES GUIDE

Student Financial Services

651-2253

Dr. Matthew Kearney, Director
Academic Hall Room 019
sfs@semo.edu
<http://www.semo.edu/sfs/>

Testing Services

651-2836

Dr. Sally Carter, Director
Kent Library Room 108
testingservices@semo.edu

Math Placement exam, CLEP,
Writing Placement Exam

Textbook Rental

651-2236

Kent Library 123
(Basement Entrance –East Side)
rentabook@semo.edu

Rent course textbooks
(ID required)

Withdrawal

*See Office of Registrar under
Academic Policies and Procedures
for Students on previous pages or
online University Bulletin*